

WASHINGTON STATE
BAR ASSOCIATION

BOARD OF GOVERNORS MEETING

JANUARY 12-13, 2023

Meeting Materials

WSBA Conference Center
Seattle, WA
Zoom and Teleconference



**Board of Governors Meeting
WSBA Offices, Seattle, WA
January 12-13, 2024 - Honoring Minority Bar Associations**

WSBA Mission: To serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.

ALL ITEMS ON THIS AGENDA ARE POTENTIAL ACTION ITEMS

To participate by Zoom or Teleconference:

Friday, January 12th : Meeting ID: 869 8261 8418 Passcode: 562460

<https://wsba.zoom.us/j/86982618418?pwd=L7O4r-QzHfihakFi3OmazT5iEJh4eQ.GorzxfW9q9WqYBQU>

Saturday, January 13th : Meeting ID: 881 1785 3721 Passcode: 483489

<https://wsba.zoom.us/j/88117853721?pwd=JVOMhcNN-ZSAE8c2foeviDnnEuUisw.H-ICqdsPObLY4NY>

To participate by phone, call 1.888.788.0099

FRIDAY, JANUARY 12, 2024

9:30 AM – CALL TO ORDER & WELCOME

WELCOME & CALL TO ORDER

MEMBER & PUBLIC COMMENT

MEMBER AND PUBLIC COMMENTS

Overall public comment is limited to 30 minutes and each speaker is limited to 3 minutes. The President will provide an opportunity for public comment for those in the room and participating remotely. Public comment will also be permitted at the beginning of each agenda item, at the President’s discretion.

CONSENT CALENDAR

CONSENT CALENDAR

A governor may request that an item be removed from the consent calendar without providing a reason and it will be discussed immediately after the consent calendar. The remaining items will be voted on *en bloc*.

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SPECIAL REPORTS

- ACCESS TO JUSTICE BOARD ANNUAL REPORT** 25
- SUPERIOR COURT JUDGES ASSOCIATION PRESENTATION**, Hon. Samuel Chung, SCJA President

11:15 to 2:15 PM – KING COUNTY BAR ASSOCIATION’S ANNUAL MLK LUNCHEON

AGENDA ITEMS & UNFINISHED BUSINESS

- DISCUSSION WITH MBA LEADERS REGARDING BOG UPDATES AND NEW DEI PLAN**
- APPROVE MEMBER WELLNESS TASK FORCE CHARTER**, Member Engagement Co-Chair Francis Adewale, Member Engagement Co-Chair Matthew Dresden, Member Wellness Program Manager Dan Crystal, and Advancement Director Kevin Plachy 301, 312
- CREATION OF MEMBER STATUS WORKGROUP**, Chief Regulatory Counsel Renata Garcia256

5:00 PM – RECESS

SATURDAY, JANUARY 13, 2024

9:00 AM – RESUME MEETING

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TRAINING

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12:00 PM – RECESS FOR LUNCH

- REVISIONS TO WSBA FISCAL POLICIES**, Treas, Francis Adewale and Director of Finance Tiffany Lynch 267

The WSBA is committed to full access and participation by persons with disabilities to Board of Governors meetings. If you require accommodation for these meetings, please contact Shelly Bynum at shellyb@wsba.org.

GOVERNOR ROUNDTABLE

- GOVERNOR ROUNDTABLE**

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WASHINGTON STATE BAR ASSOCIATION

BOARD OF GOVERNORS MEETING MINUTES

Seattle, WA

November 2-3, 2023

Call to Order and Welcome ([link](#))

The meeting of the Board of Governors of the Washington State Bar Association (WSBA) was called to order by President Hunter Abell on Thursday, November 2, at 9:08 AM. Governors in attendance were:

Francis Adewale
Tom Ahearne
Sunitha Anjilvel
Todd Bloom
Jordan Couch
Matthew Dresden
Kevin Fay
Kristina Larry
Kari Petrasek
Mary Rathbone
Alison Widney
Brent Williams-Ruth

Also in attendance were Deputy Executive Director Dua Abudiab, Lesli Ashley, Access To Justice Board Planning Committee Co-Chair Jenae Ball, Immediate Past-President Dan Clark, Executive Administrator Shelly Bynum, Michael Cherry, Professional Responsibility Program Manager & Counsel Jeanne Marie Clavere, Steve Crossland, IT Director Jon Dawson, Business Law Section CARC Co-Chair Eric DeJong, Chief Disciplinary Counsel Doug Ende, Volunteer Engagement Advisor Paris Eriksen, Family Law Section Liaison Nancy Hawkins, Keaton Hille, Mike Hutchings, CPE Chair Monte Jewell, University of Washington School of Law Dean Tamara Lawson, Legislative Review Committee Chair Matt LeMaster, Director of Finance Tiffany Lynch, Sections Programs Specialist Carolyn MacGregor, Devin McComb, Betsylew Mail-Gix, Executive Director Terra Nevitt, Chief Communications Officer Sara Niegowski, Eric Nobis, Broadcast Services Manager Rex Nolte, Communication Strategies Manager Jennifer Olegario, Director of Advancement Kevin Plachy, Foundation Development Officer Laura Sanford, General Counsel Julie Shankland, Professor Drew Shimshaw, Chief Equity and Justice Officer Diana Singleton, Professor Hugh Spitzer, Human Resources Director and Chief Culture Officer Glynnis Klinefelter Sio, Nathan Smith, Brian Tollefson, Member Services and Engagement Manager Julianne Unite, Legislative Affairs Manager Sanjay Walvekar, and Martha Wehling.

Member & Public Comments ([link](#))

Nancy Hawkins shared concerns and feedback about the registered-agent requirement. She requested time on the January meeting agenda to share comments and input from members.

Consent Calendar ([link](#))

Pres. Abell asked if anyone wished to remove an item from the consent calendar. Gov. Dresden moved for approval. There was no discussion. Motion passed unanimously. Govs Bloom, Adewale and Ahearne were not present for the vote.

President's Report ([link](#))

Pres. Abell spoke about the purpose behind meeting at the University of Washington and the theme for the meeting, which is honoring criminal law practitioners and law enforcement officers. He provided several other updates on his recent activities.

Executive Director's Report ([link](#))

Executive Director Nevitt referenced the written report in the materials. Nancy Hawkins made comments about the budget reallocation for APEX award expenditures. Executive Director Nevitt provided additional information in response.

Cyber Security Training ([link](#))

IT Director Jon Dawson provided cybersecurity training to the Board.

FY24 Strategic Priorities ([link](#))

Executive Director Nevitt provided background information about the process for developing strategic priorities and gave her recommendation for the Board to adopt three for this year. Discussion followed, including how many to adopt for the coming year, the importance of keeping rural practice as a priority, the appropriate length for strategic goals, how to measure progress and completion, and how to advance the goal of engaging the public. Gov. Brent Williams-Ruth moved to approve the three goals presented, adding rural practice as a fourth. Motion passed unanimously.

Personnel Committee Proposed Process for Discussion of the Executive Director's Evaluation ([link](#))

Gov. Williams Ruth commented about the upcoming topic of the Executive Director Evaluation, encouraging the Board to review the materials before the afternoon discussion.

Governor Roundtable ([link](#))

Immediate Past President Clark shared that Pres. Abell had recently been appointed as Ferry County District Court Judge.

Gov. Bloom commented on events that occurred in Israel on October 7.

Treasurer Adewale acknowledged and thanked governors and staff who participated in the community service project at the University of Washington's Horticulture Center the day before the meeting and expressed support for such events.

Pres. Abell read a comment in response to Gov. Bloom's remarks that addressing events occurring in Palestine.

President-Elect Anjilvel encouraged the Board to connect with the U.W. Law students at the upcoming reception.

Gov. Tom Ahearne expressed support for the prior comment that when commenting on events in Israel it is also appropriate to acknowledge what is happening to Palestinians.

Gov. Couch announced an upcoming talk about A.I. and cybersecurity and said he would follow-up with an informational link to the group when it is available.

Executive Session for Legal Advice ([link](#))

The Board moved into executive session at 11:25AM to discuss legislative strategy. Following executive session the Board adjourned for lunch.

Update from the Practice of Law Board Regarding Recommendation to the Washington Supreme Court Regarding Licensing Entities Offering Legal Service in Washington ([link](#))

Chair Lesli Ashley and Practice of Law Board Member Michael Cherry gave an overview of legal-market conditions and the entry into the legal services market of unlicensed services providers, and then spoke about the Practice of Law Board's work to create a proposal to license entities—not just individuals—to provide legal services in Washington. The framework for the regulation of legal services is based on the scientific method, with a hypothesis, data-collection, data-analysis, and improvement. The model is analogous to approaches being used or considered in other jurisdictions looking to solve this problem. The Practice of Law Board sought the Board of Governor's approval to recommend a "beta test" initiative to the Supreme Court, specifically, a controlled pilot project in which two entities would be authorized to provide legal services, with a robust data-gathering and analysis occurring for several years, after which a decision would be made about viability of the concept. Board members asked questions about timing, cost, urgency, enforcement mechanism, potential impact on bar staff, and partnership with agencies like the Attorney General and Secretary of State. Gov. Adewale moved to support the proposal as presented. Motion passed 10 to 2.

Regulation of Technology-Driven Legal Services ([link](#))

Prof. Drew Simshaw spoke about what is happening at the national level with regulation of technology-driven legal services, as seen through an access-to-justice lens. He gave statistics about the access to justice gap and reiterated a theme mentioned earlier in the meeting—that we are going to need more than just an increase in the number of lawyers to start to close the gap. He expressed his view that, if done correctly, regulating legal technology could decrease the gap but if done poorly could increase the gap.

Executive Session Regarding Personnel Matters ([link](#))

The Board entered into executive session at 3 PM, and returned to public session at 3:59 PM.

Committee on Professional Ethics Suggested Changes to the Rules of Professional Conduct to Address Conflicts Between RPC 1.7(a)(3) and Washington Court Decisions on Government Law Offices Representing Separate Agencies in Adjudicated Disputes ([link](#))

Professor Hugh Spitzer spoke about the recommended changes to the RPCs. The proposal would address conflicts when a lawyer from a single government office represents a different adverse department.

Board members inquired why a government lawyer should be treated differently in these cases than a private lawyer. Gov. Couch moved to approve the proposal as presented. Motion passed unanimously. Govs Adewale and Rathbone were not present for the vote.

Legislative Review Committee Items

Legislative Priorities ([link](#))

Legislative Affairs Manager Sanjay Walvekar introduced the annual legislative priorities, which are unchanged from prior years. Gov. Williams-Ruth moved to support the legislative priorities as presented. Motion passed unanimously. Govs Adewale and Rathbone were not present for the vote.

Legislative Review Committee Recommendations ([link](#))

Business Law Section CARC Co-Chair Mike Hutchings presented information about the CARC bar-request bill, which is consistent with the corporation model act.

RPPT Immediate Past Chair Devin McComb spoke about the RPPT bar-request bill eliminating the requirement for lease notary acknowledgments. Legislative Review Committee Chair Matt LeMaster spoke to the committee's process and GR12 analysis. Gov. Fay moved to adopt the LRC recommendations as presented. Motion passed 10 to 2.

Report on the 2023 Access to Justice Conference and Opportunity for Conference Attendees to Share Key Takeaways ([link](#))

Conference Planning Committee Co-Chair Jenae Ball and Chief Equity and Justice Officer Diana Singleton spoke about the 2023 Access to Justice Conference. Board members thanked the Access to Justice Board leaders for all the hard work that went into the event. Others remarked that the conference was a "transformational" opportunity. Discussion followed about ideas generated from the conference.

Criminal Law Panel Discussion ([link](#))

Nancy Hawkins and Allison Widney spoke about issues facing criminal-law practitioners and the state of the criminal-law system. Board members talked about the need to take criminal-law constitutional mandates—of a fair and expedited trial—seriously; to combat racism in the criminal justice system; the problem with the jury pool not reflecting the defendant; and to get more representation from all aspects of criminal-law practitioners (including prosecutors) included in this discussion. A suggestion was made to form a task force or forum to bring all parties together to solve problems.

Pres. Abell spoke about his intention to highlight the Criminal Law Section during this meeting and the regrettable overlap with the Criminal Justice Institute.

Council of Public Defense Proposed Letter to the Court Regarding the National Public Defense Workload Study ([link](#))

Chair Jason Schwarz presented a letter from the Supreme Court asking the Council on Public Defense to advise the Court on any recommendations the Court should adopt in light of a new national study about public defense caseloads. Schwarz explained that the Council could not meet that deadline and requested approval to send a letter to the Court requesting additional time. Gov. Couch made a motion to approve the Council on Public Defense's letter in response to the Court's letter. Discussion followed

about the aspirational timeline set forth in the letter. Gov. Couch amended his motion to approve the Council on Public Defense sending the letter in its current form or with an adjustment on the timeline. Motion passed 10 to 1. Gov. Williams Ruth was not present for the vote.

Annual Report of the Washington State Bar Foundation ([link](#))

Hon. Tracy Flood presented the Bar Foundation's annual report. She focused on gifting and fundraising highlights.

Meeting Feedback ([link](#))

Governors, officers and staff provided feedback on the meeting and ancillary events, including a desire to increase engagement with law students and appreciation for the lunchtime law enforcement.

ADJOURNMENT

There being no further business, Pres. Abell adjourned the meeting at 2:11 PM on Friday, November 3, 2023.

Respectfully submitted,

Terra Nevitt
WSBA Executive Director & Secretary



**Board of Governors Meeting – Motions List
Seattle, WA
November 2-3, 2023**

1. Motion to approve the Consent Calendar. Motion passed unanimously. Govs. Adewale, Bloom and Ahearne were not present for the vote.
2. Motion to approve the three FY24 Strategic Priorities presented, adding in support for rural practice as a fourth. Motion passed unanimously.
3. Motion to support the Practice of Law Board proposal to recommend a “beta test” initiative to the Court for licensing entities offering legal services in Washington. Motion passed 10-2.
4. Motion to approve the Committee on Professional Ethics proposed changes to the RPCs to address conflicts between RPC 1.7(a)(3) and Washington Court decisions on government law offices representing separate agencies in adjudicated disputes. Motion passed unanimously. Govs. Adewale and Rathbone were not present for the vote.
5. Motion to support WSBA’s annual legislative priorities as presented. Motion passed unanimously. Govs. Adewale and Rathbone were not present for the vote.
6. Motion to adopt Legislative Review Committee recommendations to sponsor two pieces of bar-request legislation as proposed by the Business Law Section and the RPPT Section, respectively. Motion passed 10-2.
7. Motion to approve the Council on Public Defense’s letter to the Court regarding the National Public Defense Workload Study in its current form or with an adjustment on the timeline. Motion passed 10-1. Gov. Williams-Ruth was not present for the vote.

WASHINGTON STATE BAR ASSOCIATION

BOARD OF GOVERNORS SPECIAL MEETING MINUTES

Held Virtually
December 11, 2023

Call to Order and Welcome

The special meeting of the Board of Governors of the Washington State Bar Association (WSBA) was called to order by President Hunter Abell on Friday, December 11, 2023, at 5:01 PM. Governors in attendance were:

Francis Adewale	Kristina Larry
Tom Ahearne	Nam Nguyen
Sunitha Anjilvel	Kari Petrsek
Todd Bloom	Mary Rathbone
Jordan Couch	Alison Widney
Matthew Dresden	Brent Williams-Ruth
Kevin Fay	

Also in attendance Immediate Past-President Dan Clark, Executive Administrator Shelly Bynum, Chief Disciplinary Counsel Doug Ende, Outreach Specialist Michael Kroner, Executive Director Terra Nevitt, Chief Communications Officer Sara Niegowski, Broadcast Services Manager Rex Nolte, General Counsel Julie Shankland, Jaymi Trimble, and Legislative Affairs Manager Sanjay Walvekar.

The Board moved into Executive Session at 5:03 PM to discuss legislative strategy. The Board returned to public session at 5:33 PM.

Pres. Abell invited public comment on the subject of the meeting, which was to discuss legislative strategy and potentially reconsider Board's November 3, 2023, decision to sponsor legislation proposed by the Real Property Probate and Trust (RPPT) Section dealing with notary requirements. There was no public comment.

Gov. Fay moved that, in light of member opposition, the Board remove WSBA sponsorship of the RPPT Section proposed legislation. The motion passed unanimously.

There being no further business, Pres. Abell adjourned the meeting at 5:40 PM.

Respectfully submitted,

Terra Nevitt
WSBA Executive Director & Secretary

WASHINGTON STATE BAR ASSOCIATION

Office of General Counsel

Nicole Gustine, Assistant General Counsel

TO: WSBA Board of Governors
FROM: Nicole Gustine, Assistant General Counsel
DATE: November 22, 2023
RE: Confidentiality of Client Protection Board Recommendations

The Board of Governors (BOG) is responsible for approving gifts from the Client Protection Board. Per Court Rule, all of the materials, reports, and deliberations shall not be public. (APR 15 Procedural Regulations, Regulation 13(b)). As such, the recommendations are placed on the Consent Calendar. If discussion is requested by any Governor, it shall be taken up in Executive Session.

APR 15
CLIENT PROTECTION FUND PROCEDURAL REGULATIONS
REGULATION 13. CONFIDENTIALITY

(a) Matters Which Are Public. On approved applications, the facts and circumstances which generated the loss, the Client Protection Board's recommendations to the Trustees with respect to payment of a claim, the amount of claim, the amount of loss as determined by the Client Protection Board, the name of the lawyer, LLLT, or LPO causing the loss, and the amount of payment authorized and made, shall be public.

(b) Matters Which Are Not Public. The Client Protection Board's file, including the application and response, supporting documentation, and staff investigative report, and deliberations of any application; the name of the applicant, unless the applicant consents; and the name of the lawyer, LLLT, or LPO unless the lawyer, LLLT, or LPO consents or unless the lawyer's, LLLT's, or LPO's name is made public pursuant to these rules and regulations, shall not be public.

The following report of CPB recommendations contains only pre-approved applications, and is therefore provided to you as a Trustee, confidentially. The report will not appear in the BOG meeting's public session materials. Please take the time to review the materials thoroughly prior to the BOG public session meeting.

Pursuant to ELC 3.4(I), the Chief Disciplinary Counsel has authorized the release of otherwise confidential disciplinary information to the Board of Governors for the purpose of reviewing and deciding on Client Protection Fund Board recommendations. The Board of Governors is advised of its obligation to maintain the confidentiality of these materials.

Please do not discuss any details regarding the matters, including the names or amounts related to the matter, at the public session meeting.



WASHINGTON STATE
BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Ian Cairns, Chair, WSBA Judicial Recommendation Committee; Sanjay Walvekar, Staff Liaison to the Judicial Recommendation Committee
CC: Terra Nevitt, Executive Director
DATE: December 11, 2023
RE: WSBA Judicial Recommendation Committee December 7, 2023 Interviews and Recommendations

ACTION: Approve the recommendations of the WSBA Judicial Recommendation Committee.

The WSBA Judicial Recommendation Committee met via Zoom on December 7, 2023 for the purpose of conducting interviews with three individuals interested in being considered for future openings on the Washington Supreme Court and Washington State Court of Appeals. Per committee guidelines approved by the Board of Governors, the proceedings and records of the committee, including applicant names, committee discussions, and committee votes, are kept strictly confidential. The committee's recommendations are available in the Governor's materials via the WSBA cloud-sharing service.

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Executive Director Terra Nevitt
DATE: December 12, 2023
RE: Executive Director's Report

2024 Licensing Update

Just over 42,000 licensed legal professionals are due to renew this year. As of December 13, 16% of licensed legal professionals have paid their license fee. About 80% of those payments were made online via credit card or electronic funds transfer. Even though licensing is now paperless, we do accept payments by check. Of those who have paid, about 18% have made donations to the Washington State Bar Foundation and/or the Campaign for Equal Justice. As a reminder, license renewal must be completed by February 1. For more information, visit our license renewal page at www.wsba.org/licensing.

Bar Licensure Task Force Recommendations Available for Public Comment

WSBA will be hosting a listening session on the draft recommendations of the Washington State Bar Licensure Task Force on January 8 at 12PM. The goal of the session is to provide members with another avenue to provide input on recommendations, which if adopted by the Court, will mark a significant and historic evolution in lawyer licensing in Washington. You can find the recommendations and a recording of the Task Force's presentation of the recommendations to the Washington Supreme Court [here](#). You can also read special coverage of the recommendations in the November issue of [Bar News](#). Comments are being collected for 90 days at licensurepathwaysfeedback@wsba.org.

Timing for Adoption of the NextGen Exam

As we heard at the September meeting, the National Conference of Bar Examiners (NCBE) is developing the NextGen bar exam to be available for administration starting in July 2026 and will stop offering the current version of the Uniform Bar Exam starting in 2028. Washington [APR 4](#) requires that applicants for admission to practice as a lawyer must take and pass the "National Conference of Bar Examiners (NCBE) Uniform Bar Exam (UBE)". Absent a change to this rule, I presume that we will move to the NextGen as the newest version of the UBE. The timing of adoption, however, is an open question. Because my team and I and the Bar Licensure Task Force considering the NextGen bar exam as an improvement from the current exam, we have submitted a formal request to the Court to adopt the NextGen exam effective July 2026 and understand the Court will take up the question on January 3.

Attachments

Program Review Update
FY23 Listening Tour Report
Annual Entity Reports

Litigation Report

Media Report

[Member Demographics Report](#)

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Executive Director Terra Nevitt
DATE: December 12, 2023
RE: WSBA Program Review Summary and Update

One of WSBA's FY23 strategic priorities was to establish a process for WSBA program review that will enable the BOG to understand and identify what programs the WSBA is reviewing, how effective the programs are at achieving the goals and mission, and whether anything needs to change. Although no longer an organizational goal at a policy level, I am continuing this project as an operational initiative as I believe it is critical that we are able to measure and communicate the impact of our programs and activities.

In FY23, I identified a scope for program review and criteria for identifying which programs to prioritize for review. I also presented the balanced scorecard approach as a suggested framework for measuring the performance of WSBA programs and activities and worked with the Board and the Executive Leadership Team to identify potential key performance indicators for each perspective (drawn from the [Strategic Goals](#) adopted by the Board on April 16, 2021) identified in the balanced scorecard framework. The next step was to identify what data we have or can readily capture in order to measure the impact of programs. As I noted in my Executive Director report for the September 2023 meeting, I determined that WSBA is poorly resourced and positioned to effectively gather and utilize data.

This year, one of our operational priorities is to better understand how we can shift WSBA to a data-driven organization, which will allow us to evaluate the impact of our programs and improve all aspects of decision making. At the same time, I intend to proceed with a pilot program to conduct program review. We can use this information to inform a recommendation to broaden program review to an ongoing process, as well as inform what it will take to improve WSBA's overall ability to collect and effectively utilize data.

Program Review Pilot Project

I recommend that we undertake to review our Member Wellness Program, which includes a number of discreet activities, including individual consultations, educational programming, member discussion groups, and written resources. One of our organizational priorities for this year is to enhance our member wellness programming, so evaluating existing programs should also help to further that priority.

In terms of the process, step 1 will be to work with the program staff to gather data that will help us to measure relevant key performance indicators. As we work to gather data for those programs, we will document the time it takes to gather and analyze the relevant data, pain points in those processes, as well as any key information or resource gaps. Step 2 will be to discuss the data with the soon to be formed Member Wellness Workgroup to gather their impressions and to inform recommendations.

Results of the pilot can be used (1) by the Member Wellness Task Force to drive its recommendations; (2) inform recommendations around shifting WSBA to a data-driven organization; and (3) inform the development of an ongoing process for program review.

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
FROM: Sara Niegowski, Chief Communications and Outreach Officer
DATE: Dec. 12, 2023
RE: 2023 Listening Tour: Where we went, what we heard, how we are responding

Information Only: This is a recap of the 2023 Listening Tour, including major themes we heard from attendees, and resulting action items and responses we are preparing.

Background

The Listening Tour is an annual outreach initiative that allows WSBA leaders to hear from members across the state. By meeting members where they live and work, we hope to facilitate greater turnout from and understanding of local legal communities. The Listening Tour relies on partnerships with county bar leaders to help us plan and promote stops in their area. The WSBA President and Executive Director team with district Governors and Governors At-Large, as available, to hold informal conversations at each stop, sharing information about what is happening at the state bar and, most importantly, listening to what members have to say—about important WSBA initiatives, their work, and trends in the community.

2023 Listening Tour: Where We Went

- Snohomish County (Lake Stevens)—8 attendees, 3 non-WSBA
- King County (WSBA headquarters)—22 attendees, 9 non-WSBA
- Kitsap County (Port Orchard)—5 attendees, 1 non-WSBA
- Walla Walla County (Walla Walla)—9 attendees, 5 non-WSBA
- Benton County (Richland)—7 attendees, 3 non-WSBA
- Grant County (Moses Lake)—11 attendees, 5 non-WSBA
- Kittitas County (unofficial, Ellensburg)—5 attendees, 2 non-WSBA

Who We Heard From: Many Perspectives

- Lawyers, Limited License Legal Technicians, current and past Law Clerks
- Public and private practitioners
- Rural and urban practitioners
- Young and new lawyers
- Lawyers admitted via diploma privilege

What We Heard: Major Themes

- Incivility among colleagues and on the bench
 - Some of these bad actors rise to unethical levels; what is contributing to a culture of non-reporting and/or a perception of lack of accountability?

- Much of this incivility seems to be cultural in the profession—not necessarily unethical but certainly unprofessional and unproductive.
- Biases are still rampant, which includes practitioners who are women and people of color having vastly different experiences than their white male counterparts.
- Lawyers treating clients badly, poor communication and a lack of willingness to engage with what is best for the people involved.
- Unmet expectations that the bench can and should do more to be examples and hold everyone accountable in their courtrooms; this is a big problem in places where there may be only one judge.
- AI and technology challenges and opportunities
 - Some are using AI with great advantages and want to know how to bring best practices and education to colleagues to help them be more productive.
 - Many are concerned about the future of legal jobs, both their relevance and the integrity of the profession, as computers begin to do more and more advanced work. Those with connections to the pipeline say these concerns are stopping students from entering the profession.
- Lack of engagement and resources in county bars
 - “COVID killed the county bar.”
 - Lack of resources: Leadership, time, engagement, content, programs ...
 - Divide in newer and older members and the bench and lawyers in some areas.
 - Local bars want to focus on skill-building (e.g., trial skills) and connecting as mentors/mentees.
 - Local bars are struggling with volunteers—many lawyers are involved in their communities, but there is only so much time to go around.
- Dissatisfaction with retirement status
 - Senior lawyers want an option other than “voluntarily resigned” to mark the dignity of a long-time career and well-earned retirement.
 - Also, there is a desire to enroll ALL eligible members in the Senior Lawyer Section or to heavily advertise among eligible members.
- Ununified court system exacerbating access-to-justice problems

Members talked about how the ununified court system causes harm to clients, and legal practitioners are the group that experiences that impact on a daily basis.

 - One main question: Who is it serving when e-filing and rules are different in every jurisdiction? This prevents coordinated *pro se* education efforts, exacerbates legal deserts, and escalates money and time involved in civil cases.
 - With technology advances and ubiquity, e-filing and records at the very least should be uniform.
- Service to the public
 - How can we increase pro bono work among attorneys?
 - The cost of law school is a major problem and major impediment—we need more people in the profession, not fewer.
 - How can we empower attorneys to be excellent ambassadors to the profession, in their own communities and via communication skills with clients?
 - How can we provide legal education to the public, both content specific and finding/hiring a lawyer. How can we increase diversity and representation in the profession?

What We Are Doing: Initial Responses

- Overall: On our ongoing member survey, the question with the lowest level of member agreement is “WSBA listens to members.” The Listening Tour is one direct method of not only listening to members, but showing a response to what we hear. It is important that we report back to members when we take action on what we heard, or when we have more information to create understanding about an issue or concern. In the coming months, we plan to do this via the Executive Director’s column in *Washington State Bar*

News, feedback directly to relevant county bars and affiliate groups, communication about changed services/programs, and reports on associated annual goals.

- Incivility among colleagues and on the bench: This seems to be tied to a trend in broader society that people are, in general, less civil and unable to engage in professional and productive disagreements. Our FY24 goal of Inclusion and Belonging in the Legal Community encompasses some of the work here, especially as it relates to using our decennial demographic survey to understand diverse experiences in the profession and to create a new diversity plan. We also have several programs to highlight and support exemplary acts of professionalism (the Professionalism in Practice Award and one specific APEX Award), which we can redouble the effort to promote.
- AI and technology challenges and opportunities. This is a *big topic*, reflected a FY24 organizational and operational priority.
- Lack of engagement and resources in county bars: We had good conversations about enlivening local-bar engagement by offering WSBA resources and expertise, which could include partnering to host local CLEs. One idea that garnered excitement was bringing WSBA's Trial Advocacy Program on the road, so that local judges and more senior practitioners could pair with newer practitioners to offer mentorship/skill-building and connection. A fledgling idea is to organize an annual multi-day convention, organized and hosted by the WSBA, for county- and specialty-bar leaders to connect, build skills and resources, and share information to enliven and reengage their bars.
- Dissatisfaction with retirement status: We have an operational priority to address this; relatedly, we are inclined to do some research about whether the Senior Lawyer Section might be more effective as a committee like the WYLC.
- Unified court system exacerbating access-to-justice problems: This is a perpetual and significant challenge to legal practitioners and one without an easy solution. If and when WSBA is ready to take this one, the first step might be "backwards mapping" to understand all the barriers to the change and using the WSBA's unique role to gather information from members to articulate a problem statement about the lack of a unified court system.
- Service to the public: This is a major theme of President Abell's Presidency, and many members resonated with the idea of public ambassadorship to educate the public about the role and responsibility of lawyers in society. Many members also felt strongly about *educating* the public about legal resources to close the access-to-justice gap. This is an operational priority for the year: Identifying the unique messaging, services, and resources the WSBA ought to be providing to the public.

With Appreciation

Thank you to the Governors and Officers who were able to attend one or more Listening Tour stops with President Abell and Executive Director Nevitt. In particular, At-Large Governor Brent Williams-Ruth attended *every* event, edging out all other WSBA leaders beside ED Nevitt with his perfect attendance. The effort and information-sharing were sincerely appreciated by attendees and reflected through many thank-you notes and follow ups, such as one attendee who called our Service Center to say the event was "terrific," and it was engaging to see leaders and colleagues in a more intimate setting.

Toward the Future: 2024 Listening Tour

Plans are already underway to schedule the next round of stops. Our priority is scheduling well in advance and to include the local Governor in the planning and date-setting process. Stay tuned for more information soon.

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Paris Eriksen, Volunteer Engagement Advisor
DATE: December 29, 2022
RE: Volunteer Engagement Report and WSBA Committee, and Section Executive Committee Annual Reports for 2022-2023 (FY23)

Annual Volunteer Engagement Report

In January 2023, the Board of Governors approved five strategic goals for the 2022-2023 year, including ‘creating a more engaged bar association through 1) a steady increase in the number of members volunteering year over year and 2) public community/volunteerism increasing as a result of increased member engagement that improves the visibility of the bar in the public arena.’ Below is a summary of work undertaken in furtherance of this goal:

Objective 1: Determine volunteer motivation and why members do/do not volunteer with WSBA.

Task: Partnering with the Member Engagement Council, the third-quarter member engagement survey (disseminated by NBRI) focused on volunteer engagement. The survey was launched in May 2023 to 3,000 WSBA members.

Outcome: The WSBA received 217 responses, which represents a 7% response rate. The survey reached a confidence level (CL) of 87.37% with a 5% sampling error, surpassing NBRI's minimum standard for confidently performing a data analysis. The results of the survey were included in the August 2023 Board of Governors meeting materials are available online [here](#). WSBA will continue to refer to insights provided in this survey to help inform future volunteer engagement efforts.

Objective 2: Strengthen volunteer outreach and recruitment efforts by adding virtual events to educate members more about volunteering with WSBA.

Task: Two virtual informational sessions designed to provide information about volunteering and the opportunity to ask questions.

Outcome: two sessions were held on March 24 and March 31. In total, five members attended the sessions to ask questions. Additionally, I gave a short presentation about volunteering with WSBA during the annual Senior Lawyers Section CLE.

Objective 3: Increase exposure of WSBA volunteerism by highlighting the impact and accomplishments of volunteers and recognizing volunteer contributions.

Task: dedicate an issue of *Washington State Bar News* on volunteerism.

Outcome: The [April 2023 issue](#) of Washington State Bar News was a ‘Special Volunteer Issue’ entitled ‘Giving Back’ and included the following articles:

- Editor’s Note: *Lending Your Bar a Helping Hand* by Kirsten Lacko.
- A Note from the Executive Director: *Three Cheers for Volunteers* by Terra Nevitt.



- President's Corner: *The Law Clerk Program – A Great Way to Promote Access to Justice and Give Back to the Profession* by FY23 President Daniel D. Clark.
- *How to Volunteer with the WSBA* by Paris A. Eriksen.
- *Get to Know a Volunteer at the WSBA* featuring contributions from current volunteers Fabio Ambrosio (Adjunct Disciplinary Counsel Panel), Pam Anderson (Committee on Professional Ethics), Esperanza Borboa (Access to Justice Board), Laurie Powers (Small Town and Rural Committee), and Cathy Helman (Board of Bar Examiners).
- *Five Ways to Lend a Hand from Afar* by Allison E. Foreman
- *A Real Chance to Effect Real Change* by Robert C. Boruchowitz
- *Five WSBA Entities in Focus* featuring Court Rules and Procedures Committee, Environmental and Land Use Law Section Executive Committee, Client Protection Board, Member Engagement Council and the Law Clerk Board.

Objective 4: Develop WSBA's volunteer philosophy as a framework for the organization's values and relationship with volunteers.

Task: Partner with Member Engagement Council and other volunteers to develop a volunteer philosophy statement.

Outcome: this task is continuing into FY24.

Year-End Summary

In addition to the above tasks, volunteer engagement continues to develop various pathways toward strengthening our volunteer community including, improving recruitment through targeted outreach and beginning a pilot project, in partnership with volunteers, to explore an online volunteer engagement tool.

Our results from the year include:

- An 3.3% increase in the total number of volunteer applications received, from 361 applications in 2022 to 373 applications in 2023 (inclusive of section executive committee applications).
- An increase in the total number of current volunteers serving on an entity (including section executive committees). Last fiscal year, we experienced a slight decrease in the number of volunteers.
- 13 committees/boards had an increase in their volunteer applicant pool and seven experienced a decrease in their applicant pool. Four entities experienced the same applicant pool as last year.
- To date, the WSBA is still seeking applications for 32 open committee/board positions. We are working to match current applicants with an open vacancy and to seek additional applicants if the current pool is insufficient.

Following this memo is a one-page data 'Info Sheet' illustrating a series of data points and trends regarding WSBA's volunteer engagement.

2022-2023 (FY23) Committees & Board Annual Reports

As required by the WSBA Bylaws Article IX.3(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.' The information contained in the reports was submitted by the respective chair and/or staff liaison. Financial information was provided by the Finance and Administration Department and demographic information was compiled using the optional information self-reported by volunteer during the online application process.

As a reminder, Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court. Some of these Board reports are included with supplemental demographic information provided. Other Board reports will be submitted at another time.

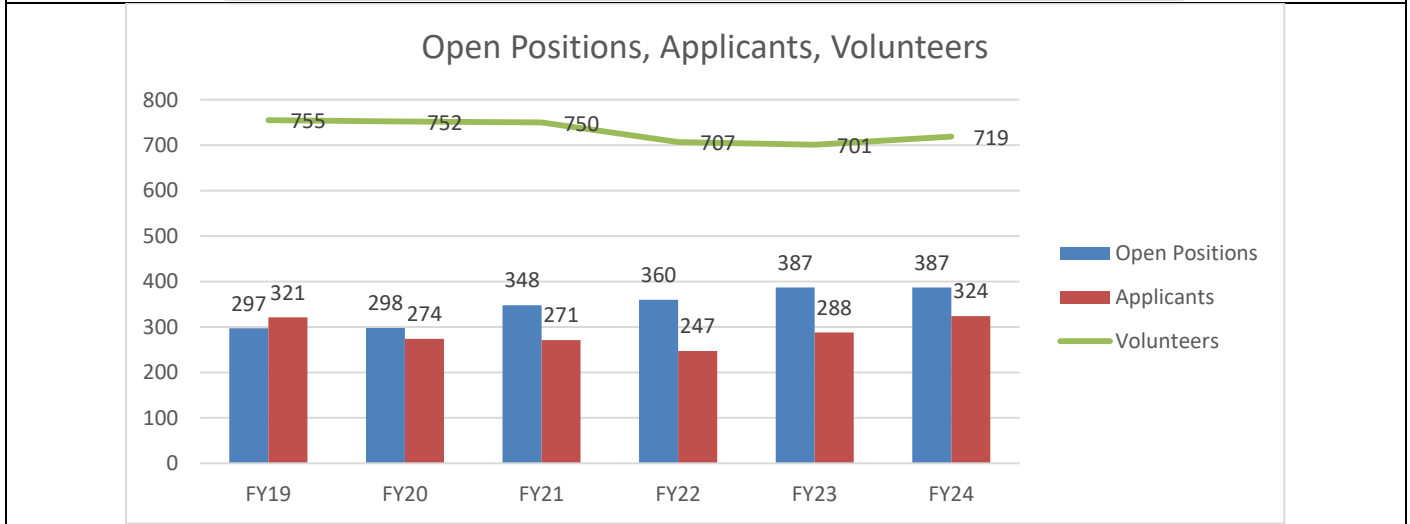
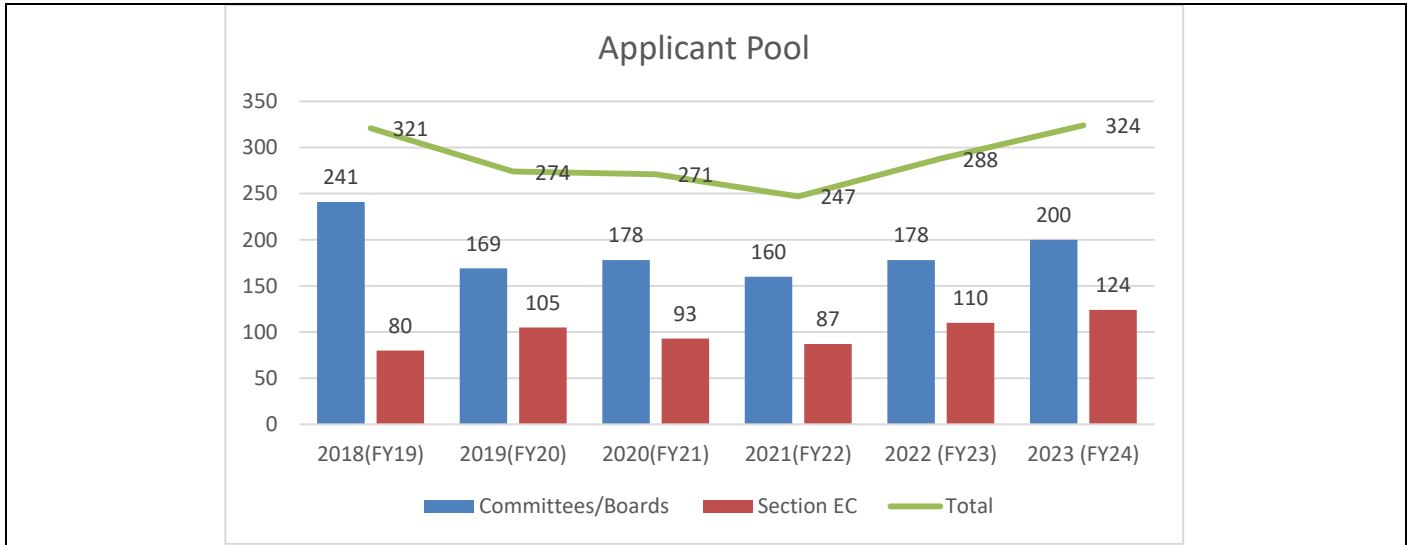
The annual reports included following this cover memo are:

Access to Justice Board	Editorial Advisory Committee
Board of Bar Examiners	Judicial Recommendation Committee
Character and Fitness Board	Law Clerk Board
Continuing Legal Education Committee	Legislative Review Committee
Council on Public Defense	MCLE Board
Court Rules and Procedures Committee	Member Engagement Council
Committee on Professional Ethics	Pro Bono and Public Service Committee
Disciplinary Board	Small Town and Rural Committee
Diversity, Equity and Inclusion Council	Washington Young Lawyers Committee

The Adjunct Disciplinary Counsel Panel, Disciplinary Selection Panel and Hearing Officer Panel do not provide annual reports.

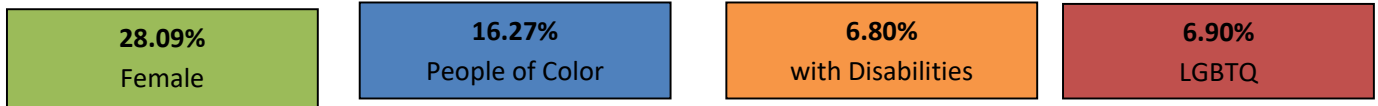
Attachments:

- Volunteer Engagement Trend Info Sheet
- 2022-2023 WSBA Entity Annual Reports

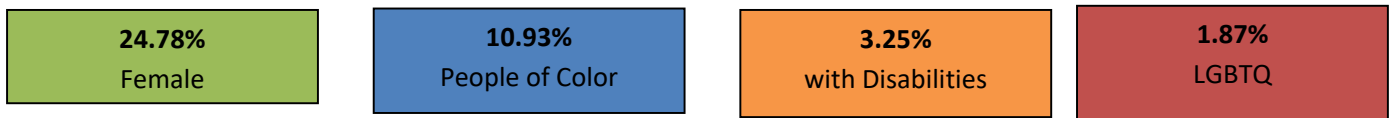


Underrepresented Groups | Demographic Information

WSBA Volunteers*



WSBA Membership**



*Does not include project-based volunteers such as CLE faculty.

** December 1, 2023 WSBA Membership Data Report.

**“WE WHO
BELIEVE IN
FREEDOM
CANNOT
REST UNTIL
IT COMES.”**

Ella Josephine Baker

Access to Justice Board 2023 Annual Report



**“WE WHO
BELIEVE
IN JUSTICE
CANNOT
REST UNTIL
IT COMES,
TOO.”**

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Letter from the Chair

HELLO FRIENDS!

As I write this, Summer has given way to Fall and we are days away from our 2023 Access to Justice Conference, back in person after four years. This time before the conference is a very good time to review our work and our Board developments over the last year and the important items coming up in the very near future.



This has been an immensely productive time for the Access to Justice (ATJ) Board. We resumed our community visits with a trip to Wenatchee in April 2023. We have been hard at work fulfilling our statutory role to lead the selection of the next Office of Civil Legal Aid director. We have also been active with our internal equity work and supporting our Community Advisory Panel. And convening the statewide conference back in person will be a highlight for the Board and the community.

But more than those items, we have worked on developing our Board structure and programs into a more community-focused enterprise. Our origins have focused us on civil legal aid service delivery. But more and more our communities point out the need to break down the silos between civil and criminal legal issues, as incarceration has caused many civil collateral consequences. Our three-year old Community Advisory Panel, created as part of the racial reckoning after George Floyd's murder, has ceased to be a separate "think tank" and more of a part of the Board over the last year. Even the biannual conference has changed since 2019 to be more centered on community voices and less a lawyer-driven continuing legal education forum.

Last, but not least, our Supreme Court order requires us to have at least one non-lawyer member. We now have three. For community members to meaningfully participate, we must compensate members for their lived experience. The other seven Board members are judges and attorneys in various practices. All seven are

"covered" by their employers to serve on the Board and its committees. We cannot continue to expect the community members, who are financially in the least powerful positions, to donate their time and energy for the long haul. The Attorney General's request legislation, 2022 Senate Bill 5793, which was passed into law, addressed this issue for the Executive Branch. It is time that we, who are located in the Judicial branch, make the same headway. As the ATJ Board is the one with its finger on the pulse, we should be the ones to lead with this. And we are.

Ella Josephine Baker, civil rights icon, famously said, "We who believe in freedom cannot rest until it comes." To borrow from her, our mission can be summed up: we who believe in justice cannot rest until it comes, too.

A handwritten signature in black ink, which appears to read "Terry Price". The signature is fluid and cursive.

Terry J. Price
2022-24 Access to Justice Chair

Below are other reflections on a few of the access to justice issues for the 2022-23 year:

Selection of the Next Office of Civil Legal Aid Director

The long-time Office of Civil Legal Aid (OCLA) Director, Jim Bamberger, announced in December 2022 his intention to retire in early 2024. Per RCW 2.53.020 and guidance from the Chief Justice, the ATJ Board, in concert with our Community Advisory Panel and the OCLA Oversight Committee, has been in the first-of-its-kind director search since the agency was formed. Four representatives from civil legal aid organizations have also served on the search committee and an OCLA staff member is *ex officio*.

The search committee spent the Spring identifying a search firm. Now the search firm is in the process of community discovery and questioning as part of preparing for the job description for publication. The Fall will include interviews and selection of the three top finalists. We are on target to meet the Supreme Court's November 17 deadline to submit three candidates.

The logo for the Office of Civil Legal Aid (OCLA) features the letters "OCLA" in a large, light blue, sans-serif font. To the right of the text is a stylized graphic element consisting of a blue cross shape with a yellow horizontal bar across its center.

ATJ Community Advisory Panel (CAP)

This past year has seen a dramatic shift in the Community Advisory Panel, from the “think tank” model where the members give information to the ATJ Board leaders who then transfer that information to the Board, to a more integrated model. In October 2022, the ATJ Board had its first post-Covid in-person retreat at Highline Community College. The ATJ Board, CAP members, and staff attended. This marked the first time that both groups met together. The results were powerful—not just for the relationship building, but because the community members want to know how ATJ Board actions were going to make things better on the ground in their neighborhoods. This was also the beginning of a discussion of the future for CAP.

CAP members also attended, online and in-person, our half-day retreat at the end of our time in Wenatchee (see next page). Again, there was great discussion about the future of CAP. The group has lasted for three years and has experienced recent changes in how it is facilitated. There are conversations about whether CAP should be folded into the ATJ Board and not exist as a separate entity. And whether CAP should have “deliverables” and not just be a “think tank.” We will continue these conversations at the ATJ Conference, as the final presentation will be a plenary about community advisory panels informing our work. We anticipate a great resurgence of energy into what we call CAP 2.0.

The text "CAP 2.0" is displayed in a large, light purple, sans-serif font.

Wenatchee

Access to Justice Board trip to Wenatchee, April 2023



ATJ Board and CAP members gather in Wenatchee

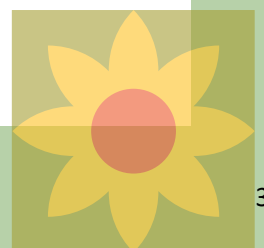
The ATJ Board visited Wenatchee at the end of April to meet with local legal services and community leaders, and to hold our monthly meeting in the community. We had not done that since 2019 in Richland, WA. The community in North Central Washington was extremely welcoming. We heard important things about the legal system on our trip, both from community members and civil legal service providers. From the community members:

- 1. “De-silo-ing legal services.”** When the community members have needs, they do not silo them into civil versus criminal needs. They have “legal needs.” The legal system’s way of creating silos works against the community members, requiring them to get multiple legal service providers to cover their different issues. The need to de-silo the provision of legal services in the communities was a story heard repeatedly and is part of a continuing effort we have discussed in our Delivery System Committee.
- 2. Scarcity of resources.** When the community has civil legal needs, it can be daunting getting those met. First, there are substantial language barriers in that community, as there are in many of the farming and ranching communities in Eastern Washington. Secondly, the legal

service providers are overwhelmed by the need. Community members end up going to social service agencies to get information about their legal issues. Many of these involve:

- a.** Housing (which is substantially limited in the area, to the point where people are willing to live in substandard housing provided by their employer just to be housed and remain employed).
- b.** Creditor/debtor (particularly with hospital bills sent to collection where the person would have qualified for uncompensated or charity care, if the hospital had done their duty to inform them)
- c.** The intersection of family law and immigration.

Some of the traditional means of getting service, such as calling the CLEAR line, are so overburdened that they cannot access any legal assistance that way. Community members end up at social service agencies (the YMCA, for example) to get explanations of legal documents. The social service providers can explain what a document is (like a jury summons) but they cannot tell a person what to do about it.





From the legal service providers, we heard their frustration with three issues:

- a. Inability to fill lawyer positions.** They were very clear with us—if you want to fill legal service provider positions in rural areas, there must be student loan repayment assistance. Nothing else will work as well. This dovetails with the WSBA Small Town and Rural Committee’s findings about provider shortages in less populated areas.
- b. The variety and inconsistency of local rules.** Providers in North Central WA serve six to ten counties. The variety and inconsistency of local rules makes their jobs incrementally harder. Any work to trim local rules or make them gel together would be appreciated by them.
- c. Multiple log-ins and passwords.** Like the plethora of inconsistent rules, the multiple log-ins and passwords for each county’s filing systems creates unnecessary hurdles and inefficiencies to filing cases.

Undocumented Communities Report

In addition to these takeaways from our Wenatchee trip, our Undocumented Communities subcommittee released its report this year as well. In the summer of 2022, the Access to Justice Board’s Delivery System Committee (DSCo) launched a [needs assessment of the undocumented community in Yakima Valley, Washington](#). The assessment examined demographic and economic data, the availability of legal services, the legal and structural inequities that harm the undocumented community, and recommendations for addressing barriers. Thirty-seven interviews with community members were conducted to get an overview of legal needs. For reference, Yakima is a community with a 1:667 lawyer-to-resident ratio, which is more than twice the statewide ratio of 1:294.

As we heard in Wenatchee, the report’s conclusions spoke to scarcity of resources and some ways to increase them, such as:

1. Strengthening the Washington Supreme Court Admissions and Practice Rule 6 (APR Rule 6 Law Clerk Program) and creating access to a Law School in Central Washington to grow the number of attorneys of color in these communities;
2. Revision of statute RCW 2.53.030 and generally removing restrictions on areas of law for which funding can be used; and
3. Reforming the statewide model for centralized intake and coordination of services through technology innovation and regional localization of access points.

Interestingly, the Yakima community hit on two other possible solutions to the scarcity of resources: Community Justice Workers and law clerks. Community Justice Workers would be trained paraprofessionals who could give some legal guidance. This would help, for instance, at the social service organization entry point. Or, instead of creating a new category of training, the report emphasized an existing pathway: APR 6 law clerks. The issue is not only finding professionals but finding and retaining those professionals who have ties to the community, and preferably are bilingual. Expanding Rule 6 law clerk programs would be one way to address this need.

Addressing the civil legal needs of the undocumented community continues to be a priority for the Access to Justice Board. In the coming year, the Board will further explore the [primary recommendations](#) in the needs assessment and advocate for increased resources to the undocumented community throughout the state.

Regardless of how it is accomplished, Washington is nearing a crisis with legal service delivery in rural communities. Of note, neither this report from Yakima nor the Wenatchee community representatives recommended a telehealth model. The primary issue is a lack of “personal touch. The communities must feel they can trust the provider, which is incrementally harder via technology. And accessing a “tele-legal” service when there is no broadband or a personal cell phone makes it that much more difficult, if not impossible.

Undocumented Communities

CONFERENCE

Reflecting on the 2023 Access to Justice Conference

The 2023 Access to Justice Conference has come and gone, leaving in its wake a profound impact on all who participated. This biennial event brought together an inspiring mix of community members, legal system advocates, judges, attorneys, and policymakers from across Washington State, united by a shared commitment to dismantling legal systems of oppression and poverty.



Logo artwork provided by Consuelo Soto Murphy

Under the theme ***Shifting Justice Towards Accountability and Trust***, the conference served as a testament to our collective dedication to fostering justice, accountability, and trust within our legal systems. As we reflect on the event, we are reminded of the pledge made by all involved in this system—to be accountable to and build trust with the communities we serve.



Keynote Speaker Spotlight: Representative Jamila Taylor

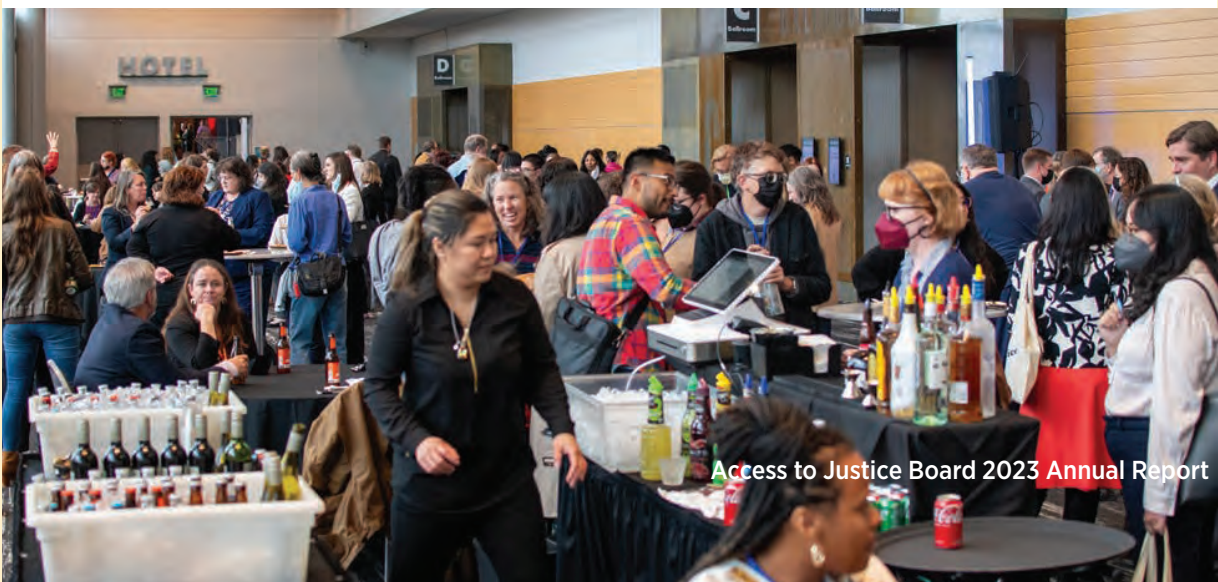
One of the conference's highlights was the keynote address delivered by Representative Jamila Taylor from Washington's 30th Legislative District. Representative Taylor, an attorney, youth advocate, and small business owner, shared her insights and experiences, inspiring attendees with her dedication to social justice. She addressed the importance of us all working together across sectors and amplifying the voices of communities closest to the problem.





A Dynamic Learning Journey: Conference Agenda

The conference agenda was a dynamic tapestry of sessions and activities that provided valuable insights and opportunities for collaboration. Attendees had the chance to explore the diverse range of sessions, both in person and virtually. The Welcome Ceremony included a land acknowledgment from our friends with the Puyallup Tribe, which included an invitation to visit their tribal home and learn more about their people and culture. Throughout the conference, breakout sessions touched on housing and homelessness, immigration, youth justice, gender justice, community-centered advocacy, trauma-informed services, the school to prison pipeline, criminal justice reform, education access, accessibility, and more. The three days were capped off with an inspiring panel discussion and call to action from members of community advisory panels about how organizations can be in right relationship with system-impacted people and hold themselves accountable to community leadership.



ACCESS TO JUSTICE CONFERENCE

Accessibility at the Core

At the heart of the Access to Justice Conference was a steadfast commitment to accessibility and inclusivity. We recognized that true progress towards justice demands that everyone, regardless of their circumstances, should have the opportunity to participate and contribute. To actualize this commitment, we implemented a sliding scale registration system, ensuring that attendees could select the registration level that best suited their financial situation. We were able to make the event accessible by awarding over 75 scholarships, thanks to generous sponsors.

Our comprehensive registration form was designed to capture individual needs, enabling us to tailor the conference experience to accommodate a wide range of requirements.

Every aspect of the event, from virtual participation options and snack boxes for remote attendees to making it a fully masked in-person event to center attendees who may be more susceptible to health issues, was meticulously considered to make the conference as accessible and inclusive as possible. We also offered various quiet spaces for attendees to take time away from the conference to reflect, build community and decompress. We believe that by prioritizing accessibility, we strengthen our collective mission to shift justice towards accountability and trust.





ACCESS TO JUSTICE CONFERENCE



Virtual Attendees' Experience Enhanced

Virtual attendees were not left out of the conference experience. Virtual participants had the opportunity to join sessions in real-time via Zoom meetings and earn Continuing Legal Education credits.

Livestreams of select sessions, including the Welcome session on Thursday, the Access to Justice Awards and the Keynote on Friday, and

the Closing Plenary on Saturday, allowed virtual attendees to engage with the event as if they were there in person.

The event app provided a platform for online discussions, networking, and scheduling meet-ups, fostering connections and community-building among attendees, both on-site and virtually.



ACCESS TO JUSTICE CONFERENCE

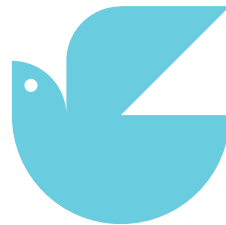
Community Allies: Partners in Justice

The conference was honored to partner with organizations dedicated to social justice:

- **La Resistencia:** A grassroots organization led by undocumented immigrants, La Resistencia fights to end the detention of immigrants and stop deportations.
- **FlyStart Foundation:** This organization provides mentorship and support to incarcerated artists and at-risk youth, fostering artistic talent and hope for the future.
- **Puyallup Tribe:** Angeline Totus, Yelkie Bill, Victoria Horrell, Vince Kenyon with the Puyallup Tribe people offered a poignant land acknowledgment that paid homage to their ancestral villages and their connection to the land on which we gathered.

These partnerships exemplify the conference's commitment to collaboration and solidarity in the pursuit of justice.

As we reflect on the 2023 Access to Justice Conference, we are reminded that our journey towards justice is one of continuous learning and growth. The event has reaffirmed our collective strength and resolve to shift justice towards accountability and trust. Together, we will continue to work tirelessly to effect change and create a more just and equitable world.



The Access to Justice Conference by the Numbers

1st

ever hybrid
Access to Justice
Conference

50%

of attendees identified
as Black, Indigenous,
and other People of Color

492

in person
registered
attendance

16%

of attendees
were from non-legal
community partners

122

virtual
registered
attendance

84%

of sessions highlighted
voices from people with
lived experience with
the legal system

AWARDS



Celebrating Our Partners

The Access to Justice Board honors colleagues and partners who promote access to justice through their leadership, courage, and innovation by presenting the Access to Justice Awards. The deserving individuals and organizations were honored during the Access to Justice Conference. Please join us in thanking the award recipients for their dedication and commitment to justice and equity!

Access to Justice Judicial Leadership Award



The Honorable George Fearing is recognized as a member of the judiciary who has shown significant leadership in improving access to the justice system. Judge Fearing demonstrated courage and conviction in his Division III Court of Appeal's dissent in the case of *State v. Vaile*. In his 60-page concurrence in part and dissent in part, Judge Fearing meticulously outlined how the case "presents a primer on racial prejudice inside America's justice system" and detailed how racial bias permeated the process. Judge Fearing wrote, "...I unreservedly side with the Washington Supreme Court that an appellate judge should base decisions on the assumption that racial prejudice continues to unfairly impact racial and ethnic minorities. I conclude with the Supreme Court that history objectively establishes a long saga of racism that continues to impact decision making in America's judicial system." We applaud Judge Fearing for using his platform to spotlight the necessity for judges to identify and eradicate racism from the courts.

Access to Justice Partnership Award

The Mockingbird Society is recognized as a community-based, grassroots organization that has collaborated with Alliance members and provided leadership in serving current and former foster youth. The Mockingbird Society engages youth and young adults who have experienced foster care and homelessness to lead the efforts to reform systems, end homelessness, develop their full and powerful selves, and change narratives about who these young people are. The youth prepare a policy agenda year after year that is focused on improving the economic opportunities they need to successfully move forward from experiences of homelessness and foster care. They champion housing options, supportive family connections, creative solutions to overcome the stigma of juvenile court involvement, and ideas

that help to heal young people from traumatic experiences stemming from system involvement and economic hardship. Young people, through the Mockingbird network, develop the policy agenda, seek input and collaboration



from partners in the legal, social service, and government communities, testify on their own behalf to advance bills, and talk to media and the public about why their agenda is vital to the success of youth across the state.

Access to Justice Advocacy Award



Maureen Janega is recognized for her outstanding work as an advocate in furtherance of the promise of equal justice for those who face economic and other significant barriers. Maureen is a paralegal with the Institutions Project at Columbia Legal Services. Maureen has been an integral part in providing access to legal services for people residing in mental institutions, nursing homes, jails, juvenile detention facilities, and prisons since 1985. She provides a connection to our legal system for people who are outside it and struggle to obtain legal assistance due to the barriers created by institutionalization. Moreover, Maureen is an incredible advocate. She has been an essential part in cases to ensure humane conditions in our state's institutions, upholding the Constitution and fight for humane treatment. She has been the rock and support in federal and state class action litigation including overcrowding, ensuring prisoners with disabilities were protected from discrimination, providing equal access to services for men and woman prisoners, ending the overuse of restraints on children and adults, obtaining necessary medical care, securing access to

law libraries, securing educational services for children in institutions, and ensuring safety for people in prison during the current COVID epidemic. She has worked on cases to end overlong sentences including complex procedural work on personal restraint petitions and habeas corpus filings to release prisoners unjustly held.

Access to Justice Leadership Award



Elizabeth Fitzgearld is recognized for her efforts in helping to build and promote a statewide, integrated, non-duplicative civil legal aid delivery system that is responsive to the needs of low-income Washingtonians. In her role as Executive Director of Clark County Volunteer Lawyers (CCVL) Program, Elizabeth has grown the organization into the bustling legal aid office it is today. Under Elizabeth's leadership the CCVL has grown to assist with: Right to Counsel in eviction cases, housing justice work, Survivor Support relating to domestic violence, a new Indigenous Legal Services Program, Community Court, and Court Navigation program. The growth of CCVL in recent years has allowed them to expand services and help in more substantive ways, as well as aided in establishing credibility as a legal aid firm in the community and local courts. Elizabeth's tireless work in seeking out applicable grants and composing thoughtful and articulate proposals paved the way for this expansion. Elizabeth is also passionate about expanding language access and has created a culture of language accessibility. Additionally, her care for staff has created

an environment that values kindness, honesty, and consideration of others. This has included creating opportunities for staff to prioritize their mental and emotional well-being. The staff of CCVL speak very highly of Elizabeth's positive influence on the culture of the organization.

Leadership

Access to Justice Community Leadership Award



Vanna Sing is recognized for playing a strategic, significant, and courageous leadership role in improving access to the justice system. Vanna founded the nonprofit Tacoma Healing Awareness Community (THAC) to disrupt the cycle of systemic/internalized oppression in Southeast Asians as well as other ethnic groups in Tacoma and surrounding communities. THAC's vision is to empower and support youth, families, and individuals in need by providing tools and resources. Vanna is a grassroots leader committed to serving the cause of human rights and human dignity. Here are just a few examples of the ways Vanna shows up for her community:

- Organizing an event to dismantle the school to prison pipeline where students receive backpacks, school supplies, books and more; advocating for special needs students.
- Organizing a Khmer Refugee Deportation Town Hall and an Immigration & Naturalization Town Hall.
- Supporting families facing deportation and incarceration from new immigration laws.
- Supporting groups addressing domestic violence awareness and women's empowerment.

Vanna sometimes appears in court to support people navigating the system. Other times she provides a meal for families to share their stories and get advice and support from each other. Vanna also regularly shares her own story as a genocide survivor from Cambodia and her path to becoming a community leader—serving

as an example for other emerging community leaders. Vanna envisions an equitable community with engaged individuals, working together to improve the health and well-being of all community members.

Community Leadership



Access to Justice Community Leadership Award



A WAY HOME
WASHINGTON

A Way Home Washington (AWHWA) is recognized for playing a strategic, significant, and courageous leadership role in improving access to the justice system. AWHWA is a statewide movement to prevent and end youth and young adult homelessness, with a focus on prioritizing young people of color and LGBTQ+ young people who experience homelessness at higher rates than their white, straight, cisgender peers. AWHWA's flagship program, the Anchor Community Initiative (ACI), supports communities in identifying and implementing innovative services and strategies needed to effectively end youth homelessness, informed directly by young people with lived experience of homelessness and other community

stakeholders. The Anchor Community Initiative encourages communities to take a holistic look at services needed, as housing alone will not solve homelessness. AWHWA recognizes the essential role that legal aid can play in resolving housing instability for young people and pushes the boundaries to what wraparound support means for this population. In addition to direct services, AWHWA and its ACI community partners and young people are also invested in providing legal education to the community, increasing awareness of rights and system navigation.

Norm Maleng Leadership Award

Jointly given by the Access to Justice Board and Washington State Bar Association, this award honors Norm Maleng's legacy of innovative and optimistic leadership, love of the law, and commitment to diversity and mentorship.



Tahmina Watson is recognized as someone who embodies these characteristics as an influential member of the equal justice community. Tahmina, 2022-2023 President of the King County Bar Association, has emerged as a highly accomplished leader among Washington immigration lawyers, spearheading numerous projects to assist immigrants who would otherwise lack legal assistance. Among many projects, she helped create:

- Airport Lawyer, a web portal to help passengers held by Customs and Border Protection to connect with volunteer attorneys.
- Co-founded WIDEN, (Washington Immigration Defense Network).
- Worked with CAIR-WA (the Washington Chapter of the Council on American-Islamic Relations) to create a legal clinic to help at-risk Afghans.

She is a prolific writer-educator, who authored two books and works as a columnist for Above the Law, writing monthly thought pieces on trending immigration issues. Her opinion pieces have been published in the Seattle Times, Huffington Post, Yes! Magazine, and Scary Mommy, to name a few.

Norm Maleng Leadership Award

CAP

Empowering Change: The Access to Justice Community Advisory Panel's Journey

In the pursuit of justice and equity, we often hear the mantra, “Change moves at the speed of trust.” Over the past year, the Access to Justice Board’s Community Advisory Panel (CAP) has embodied this principle as they navigated the challenging landscape of advocating for true justice and equity in our communities. CAP is a beacon of inspiration, information, and meaningful change, ensuring that the commitments made by the ATJ Board in their 2020 racial justice call and commitment to action are not mere words, but actionable steps towards progress.

Over the past year, the CAP has achieved milestones and carried out impactful activities:

Space for Sharing and Celebrating: The CAP has provided a safe space for sharing community experiences and personal and professional accomplishments. Here, members celebrate each other’s successes and amplify their voices.

Effective Administration: CAP has diligently worked to refine its administration, with the generous support of a grant from the Legal Foundation to cover lived experience stipends and expenses. This past year, CAP initiated discussions on leadership, priority setting, and integration into the Access to Justice Board, ensuring that community voices are not only heard but also influential.

Widening the Door: Recognizing the need for fresh perspectives, the CAP has embarked on a recruitment plan to expand its membership and bring in additional diverse voices and experiences.

Clarifying Roles and Responsibilities: The CAP is grappling with the question of whether it should engage in specific projects or continue its role as an advisory space. This introspection ensures that its purpose remains aligned with its goals.

Insights and Impact: CAP members have been strategically positioned in leadership roles that impact the broader Alliance for Equal Justice. Their presence on committees and panels has created opportunities for community voices to be heard and integrated into decision-making processes. This has included service on the OCLA Director Search Committee and offering feedback and guidance on issues like de-siloing the civil-criminal legal systems and updating forms for post-conviction relief.

Bridging the Gap: An all-day retreat in October 2022 brought both the ATJ Board and CAP together, enhancing relationships and revealing opportunities for deeper collaboration. CAP members encouraged the ATJ Board to think outside of the box and consider innovative, community-centric strategies for pursuing justice.

Unity of Purpose: CAP continues to inspire, agitate, educate, collaborate, and take actions that unite individuals in the pursuit of equity and justice. Their commitment to empowering voices from the community underscores the interconnected reality of oppressive systems. Several CAP members partnered with the QLaw Foundation to present a plenary at the Access to Justice Conference about how community advisory board can hold organization accountable and build stronger movements.

COMMUNITY ADVISORY PANEL

The Community Advisory Panel underscores the vital importance of lived experience in advising and decision-making processes. Their presence ensures that the reality of marginalized communities is at the forefront of the pursuit of justice and equity. Together, they are building a future where trust, change, and justice move hand in hand, illuminating a path towards a more inclusive and equitable world. The Board is still learning how to integrate and amplify the leadership of the CAP while seeking to cultivate continued relationship building and power sharing.

The inclusion of CAP in our work as a Board challenges the traditional role the community has played in our legal system. That role has been to stand in the shadows while legal professionals, along with the legislature, define the problem or issue, then come up with and implement solutions. Historically, this has not worked for those most impacted. Building understanding, respect, and an awareness that community members are best equipped to tell us what the problems are and the best way to address them is an uphill endeavor but we must continue to make this paradigm shift.



Members of the Community Advisory Panel and Access to Justice Board members gather for a day-long retreat.

*“Change moves
at the speed of trust.”*

Hallmarks

A Decade Later, the Access to Justice Board Reimagines its Commitment with Community-Led Hallmarks

Since 2014, the Alliance for Equal Justice and Access to Justice Board have been guided by the vision and values outlined in the Hallmarks for Equal Justice. These Hallmarks, crafted in 2014 by dedicated legal aid attorneys, aimed to make Washington State’s legal system fair, effective, and inclusive.

Nearly a decade later, we’ve gained deeper insights into what these ideals mean to the communities we serve and whether we’ve lived up to our promise. In the wake of the 2020 racial reckoning, the global pandemic, and growing poverty, the Alliance and Access to Justice Board continue to navigate a paradigm shift, seeking leadership from those closest to the issues to shape our future vision and goals. We’ve asked ourselves if the Hallmarks still adequately reflect our direction or if the community we serve can guide us toward a new vision.

In the past year, the Access to Justice Board has invested significantly in a comprehensive and inclusive community outreach plan to gather input on our vision and values. Under the guidance of the consulting firm JLP Solutions, we’re concluding a nearly year-long process that places individuals and communities with lived experience at the heart of the conversation. An advisory committee has taken the lead in visiting communities across the state, especially those with the least access to legal resources, to understand their priorities for the legal aid system. This outreach has included in-person listening sessions and widespread distribution of online surveys to civil legal aid clients, legal service providers, and other community advocates. We’ve inquired whether the current legal aid system adequately serves their communities and, if not, where the Alliance and Board should focus to enhance access to civil legal aid, among other questions.



JLP Solutions hosts a table at the Access to Justice Conference to gather broad community input on the revised Hallmarks

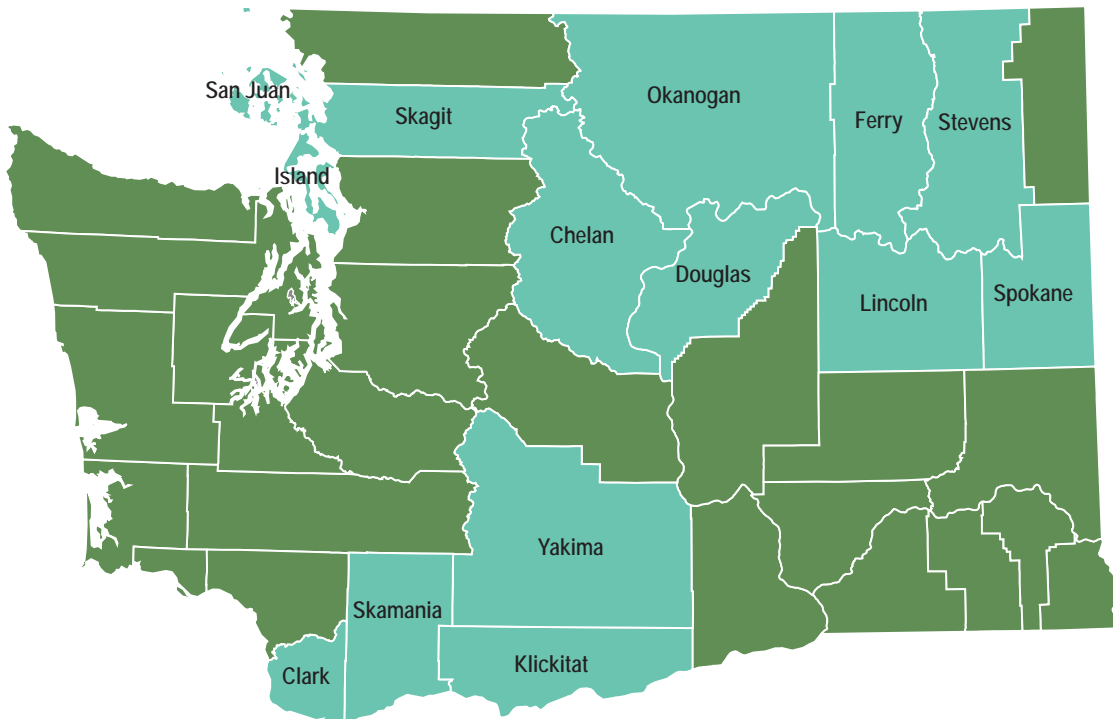
KEY TAKEAWAYS FROM THIS EFFORT INCLUDE:

- The need to update the language and tone of the original Hallmarks.
- The recognition that the original Hallmarks lacked inclusivity.
- Acknowledgment that many of the Hallmarks remain unaccomplished.
- A critical understanding that rural communities are severely underserved and underrepresented.
- The importance of prioritizing diversity among service providers in the broader legal and justice ecosystem.

The advisory committee and JLP Solutions have gathered a wealth of input and will draft a new set of Hallmarks for adoption by the Access to Justice Board in the fall of 2023. A comprehensive report of our findings will also be made available, providing a dataset that can inform and educate the entire legal community.

Revisiting the Hallmarks represents the first step in a broader process to build a more robust coalition of legal aid providers and community representatives. Once we establish our new vision and values, the Access to Justice Board intends to invest resources in updating the State Plan for the Coordinated Delivery of Civil Legal Aid through a community-led process.

The advisory committee prioritized visits to communities across the state with the least access to services, conducting listening sessions in these areas:



Internal Equity Workgroup

Advancing Equity: ATJ Board's Commitment to Community-Centered Change

The Access to Justice Board's Internal Equity Workgroup has focused on how to live the values of courageous advocacy and leadership and hold ourselves accountable to the communities most impacted by the civil legal system. The ATJ Board is committed to putting into practice these values to ensure we value our different lived experiences and identities that inform how we approach this work, build a culture of reflection, learning, and belonging as we move forward in this work together.

With the recommendations from JustLead Washington's organization equity assessment, the Internal Equity Workgroup has identified five organizational equity areas for growth:

- Building capacity and competency in diversity, equity, and inclusion.
- Creating a culture of healing and belonging.
- Recruiting, hiring, and retaining a diverse workforce.
- Developing accountability to and partnership with communities most impacted by poverty, racism, and other forms of oppression.
- Applying an equity lens to programs, operations, and decision-making.

The ATJ Board has worked to address these equity areas throughout the year. We adopted community agreements which focus on relationships, trust, understanding and practicing self-reflection at our ATJ Board retreat. We include the practice of personal check-ins, gratitude practice, and grounding exercise at the start of each monthly ATJ Board meeting which centers us in relationship-building, trust, and purpose.

This spring, the ATJ Board facilitated community meetings in Wenatchee to learn about the barriers to the civil legal system and how the Board can advocate for communities throughout Washington state. While we were in Wenatchee, the ATJ Board joined the Wenatchee community in this annual march against racism.

The ATJ Board continues to center the voices of communities with lived experiences by including Community Advisory Panel members in ATJ Board retreat and meetings. Saleena Salango, a WSBA Equity and Justice Lead, presented two trainings and facilitated two discussions about how the Board can center community voices and representation on the ATJ Board.

Earlier this year, the ATJ Board committed to hold ourselves accountable to the communities most impacted by the civil legal system by compensating people with lived experience and including community voices on the ATJ Board. We are actively working to find funding for this compensation and are drafting a proposed policy to present to our funders so that others working with the community will commit to paying people for their expertise.

INTERNAL EQUITY WORKGROUP

We will continue to build relationships with our community partners to ensure we live up to our mission to achieve equal access for those facing economic and significant barriers to the legal system. We are also committed to developing a relational culture of healing and belonging that will improve access to justice for all.

ATJ Board participates in the Stand Against Racism rally in Wenatchee



Bridging the Digital Divide: The Role of the ATJ Technology Committee



Members of the Technology Committee serve as the Access to Justice Board’s liaisons to various court technology groups and organizations, such as the Superior Court User Work Group, Courts of Limited Jurisdiction User Work Group, Judicial Information Systems Committee, JISC’s Data Dissemination Committee, and the Practice of Law Board.

The Technology Committee also serves as an unofficial clearinghouse for technology related issues. It serves as a forum for interested community members to:

- Identify emerging issues.
- Exchange information.
- Utilize the collective experience of the committee to determine the potential impacts of emerging issues and determine the best institutions to alert to those impacts.
- Collaboratively engage in advocacy work.

Two examples of the Technology Committee’s work in this role over the last year are:

- Identifying an emerging issue when the public and legal profession lost the ability to search for existing case records when the publicly accessible portion of the Odyssey case search system was temporarily disabled for security reasons. The ability to perform a simple and free name-based case records search had been used extensively by the public to complete *Blake*-related, guardianship, and other court pleadings. The Technology Committee communicated the impacts of the issue to the Administrative Office of the Courts and worked collaboratively to resolve the issue and monitor its progress.
- Identifying the potential benefits of coordinating the existing and time-tested Washington Law Help resources (that use an interview to automatically fill in and complete pleadings for self-represented litigants) with the Administrative Office of the Court’s creation of a program to purchase and develop resources for a commercial product that offers a similar service.

The Technology Committee also updates and advocates for the application of the Technology Principles (adopted & approved by the Court in 2020) to ensure that the adoption of new technologies and their associated court procedures result in an equal opportunity to access and use the justice system.

An example of the Technology Committee’s work in this role over the last year has been to provide a diverse perspective for updates to General Rule 30. GR 30 sets the standards for when a party may use an electronic signature and what qualifies as an electronic signature. The Technology Committee has worked to ensure that all parties can enjoy the benefits and improved accessibility of electronic signatures by advocating for people who may not be able to afford expensive notary-grade signature verification software, who may have limited access to the internet, and who only have a mobile phone as their computer.

Technology

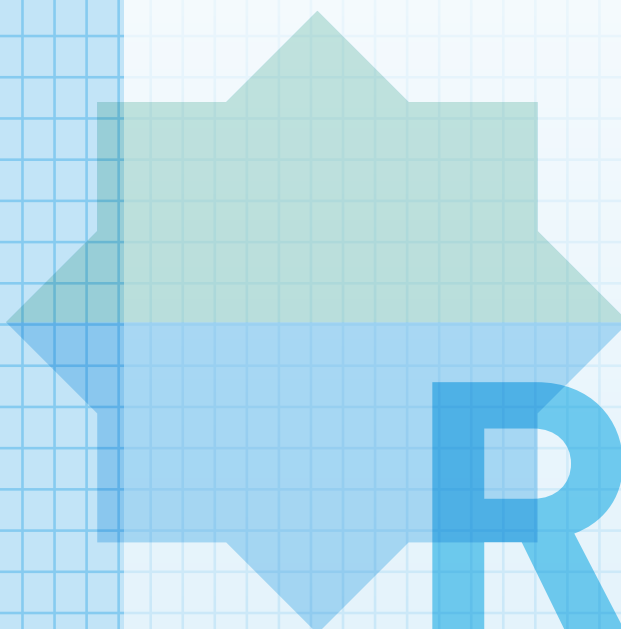
The Rules Committee's Role in Removing Barriers

The Court has tasked the Access to Justice Board with addressing “existing and proposed laws, rules, and regulations that may adversely affect meaningful access to the civil justice system.” The Rules Committee makes recommendations for ATJ Board comment on proposed court rules or considers new court rules when necessary to implement Board policy. This committee comprises members from both the civil legal aid community, private bar, and government.

The Committee's tasks are derived from various sources, including the Court, committee members, the Washington State Bar Association, and the civil legal aid community. In 2023, the Committee went beyond state court rules by corresponding with a local district court in response to a request from the civil legal aid community. Their objective was to express concern about a proposed local rule change that would require unrepresented litigants to “observe the formality consistent with good courtroom practice.”

As another example of their proactive approach, the Committee expressed support for proposed changes to the Rules of Professional Conduct and Rules for Enforcement of Lawyer Conduct. These changes aimed to increase funding for civil legal aid.

The Committee remains steadfast in its commitment to support initiatives that ensure Washington's vulnerable populations with civil legal needs receive assistance and are not impeded by court rules.



Rules

Pro Bono Council

Advancing Access to Justice: Statewide Pro Bono Council's Year of Impact

The mission of the Statewide Pro Bono Council is to further access to justice by supporting and advocating on behalf of the Volunteer Lawyer Programs (VLPs) in Washington State. In the last year, we had a full in-person meeting of the PBC and redeveloped our PBC Priorities to better fit our current efforts and goals.

Building a Better Pro Bono Council

Pro Bono Council spent several weeks on a PBC Priorities review and redraft project which culminated in an in-person PBC retreat in Wenatchee. The new PBC Priorities serve as a guidepost for PBC staff and help focus our time and efforts towards what is most useful for PBC members and their clients.

The priorities concentrate our efforts into two main areas: supporting our programs and their clients and supporting the Alliance and the ATJ Community.

Implementing Better Intake—For Legal Aid Staff and For Clients

Two major trainings produced over the last year focused on streamlining and standardizing client intake. This not only improves our demographic and client information but also creates a better client experience. In collaboration with NJP we created one hour of training covering client income eligibility guidelines and rules, and one hour of training covering the newly implemented client demographic questions.

These new video guides on best practices are immensely helpful for VLP staff training and will significantly increase the quality of client interactions during intake.



Recognition for Good Work Done!

Pro Bono Council Members and their staff received numerous awards and recognition over the last year.

While formal recognition represents only a small fraction of the work of VLPs, awards from our communities are truly gratifying.

Awards received this year include:

- **Access to Justice Board’s 2023 Access to Justice Leadership Award:** Elizabeth Fitzgearld, Executive Director, Clark County Volunteer Lawyers Program (CCVLP)
- **Clark County Bar Association’s Dean Langsdorf Family Law Attorney of the Year:** Marla Rapp, Survivor Support Staff Attorney, CCVLP
- **Nonprofit Network of Southwest Washington’s Nonprofit Excellence Volunteer Program Award:** Clark County Volunteer Lawyers Program
- **Snohomish County Bar Association’s 2022 Attorney of the Year for Outstanding Community Service:** Jane Pak, Executive Director, Snohomish County Legal Services
- **Yakima Herald Republic’s Readers Choice Best of Best Nonprofit:** Yakima Volunteer Attorney Services
- **Central WA Hispanic Chamber of Commerce Nonprofit Latina leader:** Jessica Mendez, Housing Justice Project Manager, Yakima Volunteer Attorney Services
- **Tacoma-Pierce County Bar Association Community Service Award for “Distinguished Agency”:** Tacomaprobono
- **WSBA APEX Pro Bono Award:** Michael Goldenkranz, longtime King County Bar Association Clinic Volunteer
- **Access to Justice Board’s Promoter of Justice Award:** Chelan-Douglas County Volunteer Attorney Services

Dementia Advanced Legal Planning

Pro Bono Council continued to host the statewide Dementia Legal Planning Program. We saw consistent growth in both volunteers and client services. Outreach efforts focused on connecting with local senior centers, senior communities, and tabling at community events.

With an influx in client interest from across the state, we now operate 2 regular clinics in King County, plus clinics around the state on a rotating basis. We also engage the legal community through CLE events, connecting with local law firms, and collaborating with community partners to find more ways to reach marginalized clients and better serve our older population.

Service Numbers

17,370 hours of volunteer legal services provided.

1,505 volunteers engaged statewide.

19,259 total clients provided with no cost legal services.

Events and Activities



Yakima VAS staff received the Yakima Herald-Republic nonprofit of the year award.



Chelan-Douglas Volunteer Attorney Services community outreach team



Clark County VLP Team with Survivor Support Program attorney Marla Rapp, who received the 2023 Dean Langsdorf Family Law Attorney of the Year Award



Skagit Legal Aid legal clinic in Concrete, Washington



Pro Bono Council members at the PBC Retreat in Wenatchee, meeting in-person for the first time in years!

Equal Justice Coalition Update

The EJC is a committee of the ATJ Board that is managed and funded by Legal Foundation of Washington. Its purpose is to advocate for public funding for civil legal aid. Staffed by the Legal Foundation of Washington's Communications and Advocacy Director, the EJC works with contract lobbyists as well as elected officials, Alliance for Equal Justice partners, and stakeholders.

State Funding

During the 2023 legislative session, the EJC supported the Office of Civil Legal Aid's 2023-25 biennial budget request by focusing on basic civil legal aid services, including the vendor rate adjustment for the Northwest Justice Project and subcontracted volunteer attorney and specialty legal aid providers. The request was vital to protecting existing client service capacity. Throughout the session, EJC lobbyists and several advocates met with legislators to communicate this message and gain support for the request.

At the end of session, the House and Senate budget conferees recommended passage of the FY 24-25 operating budget proposal, which included the \$4.401M for the basic civil legal aid vendor rate adjustment. This fully funded the requested amount to address the needs mentioned above.



EJC

Equal Justice Coalition members and staff visit Washinton D.C. for the ABA's Annual Lobby Day.



Federal Funding

In FY 2023, Congress appropriated \$560 million for the Legal Services Corporation (LSC), increasing its budget by \$71 million over the previous year’s funding level. In March 2023, LSC requested an appropriation of \$1.5 billion for its FY 2024 budget. And for the second year in a row, the Biden administration put forward the largest ever White House request for LSC’s budget: \$800 million, topping its FY 2023 recommendation by \$100 million.

This year, the EJC resumed its annual trip to Washinton D.C. for the first time in-person since 2019 for the American Bar Association’s Annual Lobby Days event. At the end of March, the EJC traveled to D.C. with a group of advocates including LFW Board of Trustees members, EJC staff, and the Executive Director of the Northwest Justice Project. The group had an eventful trip, meeting with all 12 offices of Washington’s Members of Congress, including meetings with staff members and meetings with Senator Maria Cantwell, Rep. Suzan DelBene, and Rep. Marie Gluesenkamp Perez. The purpose of the trip was to solidify and gain support to increase funding for LSC. During each meeting the group asked for support of the Biden administration’s request to increase LSC’s funding to \$800 million.

In July 2023, the House of Representatives Appropriations Subcommittee released a proposed budget for FY 2024 that would cut LSC’s funding by \$71 million to \$489 million. This proposed budget would have a devastating impact on civil legal aid throughout the United States. However, the Senate appropriations committee released an FY 2024 budget that keeps LSC funding at \$560 million, reflecting the compromise embedded in the Debt Ceiling Agreement to fund the federal government at the FY 2023 level.



Equal Justice Coalition members and staff meet with Rep. Suzan DelBene.

Leadership

2022-2023 ATJ BOARD MEMBERS

Esperanza Borboa
Jeremiah Bourgeois
Michael Chin
Hon. Frederick P. Corbit
Brynn Felix

Hon. David S. Keenan
Michelle Lucas
Terry J. Price, Chair
Vanna Sing
Hon. Jane Smith

COMMUNITY ADVISORY PANEL MEMBERS

Jordan Chaney
Andre Dwayne Henderson
Karyn Kameroff
Carol Caliyah Mitchell

Marissa Perez
Yonas Seifu
Angel Tomeo Sam
Duaa-Rahemaah Hunter

STAFF

Diana Singleton
WSBA Chief Equity and Justice Officer

Nicholas Mejia
Equity and Justice Program Coordinator

Bonnie M. Sterken
WSBA Equity and Justice Lead

ACKNOWLEDGEMENTS

The Access to Justice Board would not be able to accomplish its work without the dedication and support of its many committee volunteers.

The Board is grateful to the support and guidance of its standing committees over the past year.

COMMITTEES AND CHAIRS

Access to Justice Conference

Planning Committee:

Jenae Ball and Esperanza Borboa

Delivery System Committee:

Michael Terasaki and Terry Price

Equal Justice Coalition:

Kara Masters

Pro Bono Council:

Eloise Barshes and Elizabeth Fitzgaurld

Rules Committee:

Hon. David Keenan and Chris Durban

Technology Committee:

Brynn Felix and
Stephen Seely

ACCESS TO JUSTICE BOARD

1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539
Phone: 206-727-8205



Access to Justice Board*Provided by WSBA Staff**Dated November 27, 2023***FY23 Demographics:**

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	90%
	Yes	10%
	Chose Not to Respond	0%
District*	3	10%
	6	10%
	7N	20%
	9	20%
	Unknown	40%
Ethnicity	American Indian	10%
	Asian – East Asian	20%
	Asian – Southeast Asian	10%
	Black, African American, or African Descent	10%
	White or European Descent	40%
	Multi Racial or Biracial	20%
	Hispanic or Latino/a or Latinx	20%
	Chose Not to Respond	0%
Gender	Female	50%
	Male	50%
	Chose Not to Respond	0%
Sexual Orientation	Heterosexual	40%
	No	10%
	Gay, Lesbian, Bisexual, Pansexual or Queer	40%
	Chose Not to Respond	10%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Board of Bar Examiners (BOBE)
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	Up to 50.
Chair or Co-Chairs:	Bruce Turcott, Chair; Cathy Helman, Vice Chair
Staff Liaison: <i>Include name, job title, and department if known</i>	Ramana Pendyala, Admissions Manager
Board of Governors Liaison(s):	Matthew Dresden Sunitha Anjilvel
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Board of Bar Examiners (BOBE) has two purposes: it grades the Multistate Essay Examination (MEE) and Multistate Performance Test (MPT) portions of the Uniform Bar Exam (UBE), and it produces the content for the Washington Law Component (WLC) test. The Board has no oversight over LLLT and/or LPO exams. The BOBE’s authority stems from the Admission and Practice Rules (APR) adopted by the Washington Supreme Court. APR 2(a)(1), 4(a), 4(d).	
Strategy to Fulfill Purpose:	

The grading of the MEE and MPT is typically completed over the course of one long weekend (in March and August, respectively, for the winter and summer exams). The winter exam requires a total of 10 examiners and the summer exam requires a total of 18 examiners. Prior to grading any exams, each examiner must attend the mandatory scheduled NCBE grading workshop, either in person, by teleconference, or by reviewing the conference video. The WLC test is reviewed and updated by members of the BOBE every other year. BOBE leadership, working with bar staff, aims to maintain a sufficient pool of trained bar examiners to fairly and efficiently grade the essay portions of the winter and summer bar exams and update the WLC test to reflect current law.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The BOBE facilitates and ensures accurate grading of the essay portions of the Uniform Bar Exam for the purpose of admission to practice law, to serve the bar, the public, and test takers.

2022-2023 Entity Accomplishments:

BOBE members graded the winter 2023 and summer 2023 exams in person at the WSBA office. Grading was completed accurately and on time for both exams. BOBE leadership solicited feedback from examiners on grading software and in-person grading. Appointing new members to the Board has been an ongoing process and from October 2022 until now, the Board has welcomed 8 new members. Out of the 8 new members, 3 members have graded the winter and summer 2023 exams. We have a total of 31 members on the Board currently which include 5 returning members who are appointed for a second term on the Board starting October 1, 2023. Stipend Increase- The Board of Governors approved the stipend increase from \$ 750 to \$ 1000 for graders and an increase from \$1250 to \$ 1500 for the Board Chair and Vice Chair. The stipend was not changed for the last 10 years from the time WA adopted UBE in July 2013. The stipend increase is expected to help with recruitment and retention of new members. Judicial members are now approved to serve on the Board. The Washington Law Component materials were reviewed in late 2022 by the Board members and are updated for applicants on wsba.org.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Recruit 10-12 bar examiners and conduct training for new graders and provide refresher training for continuing examiners.
2	Continue to improve online grading software features for bar examiners.
3	Collaborate with NCBE, stake holders and participate in discussions relating to NextGen Bar Exam
4	Assign graders to grade the winter and summer bar exams in 2024
5	Click or tap here to enter text.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

Work with WSBA DEI team to schedule a DEI training for new and returning members. Increasing the diversity of graders is a top goal & priority for the Board.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- Quality of WSBA staff support/services, including technology solutions
- Involvement with Board of Governors, including assigned BOG liaison(s)
- Ideas you have for ways WSBA can continue to strengthen/support your entity.

The BOG Liaison and Staff Liaison have been working on the recruitment efforts along with the Chair and Vice Chair.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	Currently, 33.
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	14
Do you have vacant positions for the coming year, FY24?	Yes. Typically 8-10 positions each year.
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$21,850 (does not include stipends for work performed by board members for the bar exam.)
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$13,874

FY23 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	91%
	Yes	9%
	Chose Not to Respond	0%
District*	0	4%
	1	9%
	4	3%
	5	21%
	6	15%

	7N	12%
	7S	9%
	8	3%
	9	12%
	10	12%
Ethnicity	Asian – Southeast Asian	6%
	Hispanic, Latino/a or Latinx	3%
	Middle Eastern Descent	3%
	White or European Descent	94%
	Chose Not to Respond	0%
Gender	Female	48%
	Male	48%
	Man	3%
	Chose Not to Respond	1%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	9%
	Heterosexual	79%
	No	0%
	Chose Not to Respond	12%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE B A R A S S O C I A T I O N

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Character and Fitness Board (CFB)
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	13
Chair or Co-Chairs:	Jennifer Taylor
Staff Liaison: <i>Include name, job title, and department if known</i>	Lisa Amatangel, Associate Director, OGC; Kyla Reynolds, Paralegal II, OGC
Board of Governors Liaison(s):	Francis Adewale & Erik Kaeding
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Character and Fitness Board (CFB) derives its authority from the Washington Supreme Court under APR 20 - 25.6, most recently amended in 2016. The CFB conducts hearings upon referral from Regulatory Services Counsel to determine: (1) if applicants to take the Bar Examination (or waiving in from another jurisdiction or transferring their UBE score; or members seeking to transfer from inactive to active) have demonstrated current good moral character and fitness to be admitted or re-admitted to the practice of law, or (2) have met the requirements to be reinstated after disbarment.	
Strategy to Fulfill Purpose:	

Upon referral from Bar Counsel after review of application materials and supplemental information, the CFB conducts hearings, prepares written findings, and makes recommendations to the Washington Supreme Court (who makes the final decision on all October 1, 2021 – September 30, 2022 (FY22) admission/licensing recommendations). By conducting hearings, observing and questioning witnesses, and reviewing voluminous materials, the CFB assesses the credibility of applicants and witnesses and thus serves as a critical fact-finding body on behalf of the Supreme Court. The CFB meets as frequently as necessary, generally meeting one day a month. Hearings are generally scheduled to last one-half to one day, and the CFB may complete up to two hearings in one meeting.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The public, members of the Bar, and the integrity of the legal profession are directly impacted by the character and fitness of persons admitted to the practice of law in this state. Attempting to ensure applicants are of current good moral character and have the fitness to practice law serves a direct public protection function to the benefit of the public, the members of the Bar, and the legal profession as a whole. By Court rule, the CFB has three public members that serve on it. The CFB’s public members have an active role in the hearings and deliberations and assist with written findings and recommendations. Their input and participation are invaluable.

2022-2023 Entity Accomplishments:

- Goal 1: Continue to conduct hearings as necessary, complete all written findings and recommendations in a timely fashion.
 Accomplishment: the Board convened for annual orientation and implicit bias training and attended to all scheduled hearings (three in this fiscal year).
- Goal 2: Continue to provide diversity and anti-bias training for consideration and reference when conducting all hearings during the year.
 Accomplishment: this was successfully completed during the first CFB meeting.
- Goal 3: Continue recruiting efforts to fill open positions.
 Accomplishment: the Board onboarded three new members to open positions, including two public members.
- Goal 4: Assess/manage a return to in-person/hybrid hearings.
 Accomplishment: the Board has returned to in-person/hybrid hearings.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Continue to conduct hearings as necessary, completing all written findings and recommendations in a timely fashion.
2	Continue to provide diversity and anti-bias training for consideration and reference when conducting all hearings during the year.
3	Continue recruiting efforts to fill open positions.
4	Continue to assess/refine the execution of in-person/hybrid hearings.

5	Click or tap here to enter text.
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i></p>	
<p>The CFB’s makeup is governed by Court rule (APR 23(a)). The members of the CFB come from each congressional district, a wide variety of practice areas and settings, and a variety of ethnic, racial, gender, sexual orientation, disability, and other diversity factors, and therefore represent broad geographic, practice, and experiential diversity. The Board also includes community representatives and it can include additional members from each Congressional district (which occurs sometimes in order to include additional members from historically underrepresented backgrounds). The Chair encourages discussion and invites input from all members, and the CFB works cooperatively, even when there are significant disagreements in particular cases; diversity of viewpoints is paramount to the deliberative process.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	
<p>WSBA counsel and paralegal have been very professional and responsive to concerns of the Board and ensure that it operates effectively and efficiently. Continued support from WSBA volunteer coordinator and staff is necessary for recruitment.</p>	
<p>Entity Detail & Demographics Report: <i>To Be Completed by WSBA Staff</i></p>	
Number of Entity Members/Section Executive Committee Members:	11
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	19
Do you have vacant positions for the coming year, FY24?	<i>Two (2), WSBA members from Districts 4 & 10</i>
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$12,000
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$110,931

FY23 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	100%
	Chose Not to Respond	0%
District*	0	0%
	1	9%
	3	9%
	5	9%
	6	9%
	7N	9%
	8	9%
	9	9%
	10	9%
	Ethnicity	Asian – East Asian
Black, African, or African American		9%
White or European Descent		82%
Chose Not to Respond		0%
Gender	Female	73%
	Male	27%
	Chose Not to Respond	0%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	18%
	Heterosexual	55%
	No	0%
	Chose Not to Respond	27%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	CLE Committee
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	18
Chair or Co-Chairs:	Sharon Glenn
Staff Liaison: <i>Include name, job title, and department if known</i>	Shanthi Raghu, Education Programs Manager, Advancement Department
Board of Governors Liaison(s):	Governor Lauren Boyd Governor Erik Kaeding
Purpose of Entity:	
The purpose of the Continuing Legal Education (CLE) Committee is to support the Washington State Bar Association's (WSBA) development of continuing legal educational programming that ensures competent and qualified legal professionals, supports member transitions throughout the life of their practice, and helps to prepare members for the future with skills required for the 21st century practice of law.	
Strategy to Fulfill Purpose:	
The CLE Committee provides input to the WSBA CLE Team in fulfilling its mission of serving the ongoing education needs of Washington legal professionals and works actively with the WSBA CLE Team to brainstorm ideas for new CLE content and assist in identifying qualified speakers and chairs	

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The CLE Committee continues to address the mission of the WSBA by supporting the development of timely and relevant legal education. Content developed by WSBA CLE promotes both professional and personal development - in turn aiding in ensuring the integrity of the legal profession.	
2022-2023 Entity Accomplishments:	
Helped guide WSBA CLE in developing new programming areas, including more introductory content for new to practice, returning to practice or expanding practice. Discussed programs new to WSBA CLE, including Sports Law, and LPO related content. Brainstormed new topics for FY23 and FY24.	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Provide feedback and input on new areas of programming for WSBA Presents CLE programs
2	Recruit additional Committee Members
3	Click or tap here to enter text.
4	Click or tap here to enter text.
5	Click or tap here to enter text.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>	
The CLE Committee itself is comprised of several members from diverse backgrounds. Additionally, the CLE Committee is committed to helping the WSBA CLE staff provide programming to Bar members on the topic of equity, inclusion and the mitigation of bias, including offering free CLEs on this topic, and discussed potential topics to bring forward to the membership.	
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	
The WSBA CLE Staff is often invited to attend CLE Committee meetings.	
Entity Detail & Demographics Report: <i>To Be Completed by WSBA Staff</i>	
Number of Entity Members/Section Executive Committee Members:	7

Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	<i>n/a</i>
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	5
Do you have vacant positions for the coming year, FY24?	<i>Yes, 11</i>
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$200
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$12,939
<p>FY23 Demographics: The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.</p> <p>Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.</p>	
Disability	No 71%
	Yes 14%
	Chose Not to Respond 15%
District*	0 14%
	3 14%
	5 14%
	7S 14%
	8 14%
	9 29%
Ethnicity	Asian – Central Asian 14%
	Asian – East Asian 14%
	White or European Descent 57%
	Chose Not to Respond 15%
Gender	Female 71%
	Male 14%
	Woman 14%
	Chose Not to Respond 12%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer 0%
	Heterosexual 57%
	No 0%
	Chose Not to Respond 43%
<p>The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual,</p>	

transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

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FY 2023: October 1, 2022 – September 30, 2023

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Client Protection Board
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	13
Chair or Co-Chairs:	Carrie Umland
Staff Liaison: <i>Include name, job title, and department if known</i>	Nicole Gustine, Assistant General Counsel, OGC Brenda Jackson, Client Protection Analyst, OGC
Board of Governors Liaison(s):	Lauren Boyd Kevin Fay
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Client Protection Board derives its authority from Admission and Practice Rules (APR) 15. The WSBA Board of Governors (BOG) serve as trustees of the Fund, while the CP Board, working with WSBA staff, administers it. The Washington Supreme Court has ordered an annual assessment on all active lawyer and LLLT members, to be held in trust for the purposes of the fund. The CP Board helps relieve or mitigate pecuniary losses sustained by clients by reason of the dishonesty of, or failure to account for money or property entrusted to, their lawyers. The CP Board reviews fund applications investigated by WSBA staff. Under APR 15, a decision by the CP Board to make a payment on an application for \$25,000 or less is final; a decision on an application for above \$25,000 is a recommendation and must be approved by the BOG	

Strategy to Fulfill Purpose:	
The CP Board has a staff analyst and counsel/liaison in the WSBA Office of General Counsel. The CP Board meets four times per year to review applications. In accordance with APR 15, the CP Board provides a detailed report to the BOG and the Washington Supreme Court annually.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The CP Board serves the public and members of the Bar by righting the wrongs of members of the legal profession who dishonestly deprive clients of their funds. The CP Board promotes public confidence in the administration of justice and the integrity of the legal profession. Relieving or mitigating the pecuniary loss of injured members of the public often has a deep impact on their lives, and their view of the legal profession.	
2022-2023 Entity Accomplishments:	
Educating WSBA members about the CP Board. Increasing public awareness of the CP Board. Continuing to operate a fiscally responsible fund. Continuing to work to decide difficult claims.	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Continue to educate WSBA members about the Client Protection Board.
2	Increase public awareness of the Client Protection Board and uses of the fund.
3	Continue to operate a fiscally responsible fund.
4	Continue to work to decide difficult claims.
5	Attract applicants from a diverse array of lawyer and public members for positions on the Board.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>	
The CP Board prioritizes diversity. The CP Board actively recruits members from varied backgrounds and areas of the state. It includes members who work in government, solo practice and in larger firms, as well as two community members. The CP Board respects the voices and votes of all members. Each application is discussed extensively before a vote is taken. The CP Board consists of eleven lawyers and two community members. It currently has a diverse membership.	
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i>	
<ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	

CP Board applications are prepared by the WSBA analyst who also attends meetings. BOG liaison attends meetings regularly. The BOG can continue to strengthen and support the CP Board by assisting in the promotion of diverse candidates to the CP Board and by maintaining assessments at a level that allows the fund to have a healthy balance so as to make all deserving qualifying gifts.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	13
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	N/A
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	11
Do you have vacant positions for the coming year, FY24?	No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$0
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$136,329

FY23 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	92%
	Chose Not to Respond	8%
District*	0/Unknown	13%
	2	15%
	5	8%
	7N	8%
	7S	8%
	8	8%
	9	31%
	10	8%
Ethnicity	White or European Descent	54%
	Black, African American, or African Descent	8%
	Asian – East Asian	8%
	Multi-Racial or Bi-Racial	15%

	Hispanic or Latino/a or Latinx	8%
	Chose Not to Respond	7%
Gender	Female	54%
	Male	38%
	Chose Not to Respond	8%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	8%
	Heterosexual	69%
	No	0%
	Chose Not to Respond	23%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

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Name of Entity:	Pro Bono & Public Service Committee
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	23 voting member and up to 5 Emeritus members
Chair or Co-Chairs:	Jason Schwarz, Chair Maialisa Vanyo, Vice-Chair
Staff Liaison: <i>Include name, job title, and department if known</i>	Bonnie Sterken, Equity and Justice Lead, OED
Board of Governors Liaison(s):	Brett Purtzer
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Council on Public Defense (CPD) was established in 2004 to implement recommendations of the Washington State Bar Association (WSBA) Blue Ribbon Panel on Criminal Defense for maintaining and improving constitutionally effective public defense services in Washington. The WSBA Board of Governors (BOG), finding that the CPD provided a unique and valuable forum for bringing together representatives across the criminal justice system, subsequently established the CPD	
Strategy to Fulfill Purpose:	
The CPD unites members of the public and private defense bar, the bench, elected officials, prosecutors, and the public to address new and recurring issues impacting public defenders, the	

public defense system and the public that depends upon it. The CPD, after review of its Charter obligations, has recently been working on issues in which it has the expertise to provide assistance to public defenders, including addressing the impact of Covid-19 on public defense delivery and workloads, revising the Standards for Indigent Defense to address workload limits, and race equity within the CPD and in public defense statewide.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The Council on Public Defense serves the public and champions justice. Our efforts raise the standards for public defense Statewide.

2022-2023 Entity Accomplishments:

Supported the Office of Public Defense’s legislative budget request; Published a statement regarding proper implementation of Standard 14.1; Hosted quarterly Race Equity Forums to learn about the experiences of BIPOC legal professionals in public defense; Partnered with the WSBA Communications Dept. to issue op-eds to increase public awareness of public defense funding issues; Conducted an extensive review and draft revisions for the Standards for Indigent Defense; Submitted proposed changes Standards 15-18 certificate of compliance to the Court, which has been adopted; Hosted a CLE webinar with Jeffery Robinson regarding movement lawyer and individual representation; Invited several guests speakers to CPD meetings to learn about various issues impacting public defense, further enhancing the CPD’s knowledge and advocacy – some topics have included rural public defense, caseload standards in other states, race in the criminal justice system, assessments by the 6th Amendments Center, recruitment and retention of public defenders, and others.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Using the information gathered from the quarterly Race Equity forums in FY23, develop a report and recommendations for leaders in addressing recruitment and retention among BIPOC public defense professionals.
2	Finalize the revisions to the Standards of Indigent Defense, including consideration of the ABA’s national workload standards, and submit the changes for adoption to the BOG and the Court.
3	Continue discussions around recruitment and retention of public defenders, particularly in rural areas. For example, in October the CPD is hosting a panel discussion for students from on all three law schools in partnership with the DOJ Office of Access to Justice to share about careers in public defense.
4	Support efforts to secure adequate levels of public defense funding, in collaboration with the Office of Public Defense, particularly considering implementation of the revised Standards for Indigent Defense and increased workload standards.
5	

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The CPD launched a Race Equity Committee which has been charged with addressing internal DEI issues and race equity statewide in public defense. The Committee has reviewed the CPD’s recruitment practices and other guiding documents for areas that need to be revised. The overall diversity of the CPD has been intentionally growing and we will continue to work on ensuring that the meetings are inclusive. The Race Equity Committee has also been hosting forums to learn about the experiences of BIPOC and marginalized folks working in public defense and learn how to better support them in the profession. In January the CPD partnered with the Jeffery Robinson to hold a CLE webinar as a follow up to the film Who We Are to discuss how individual representation can work in partnership with movement lawyering.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Bonnie Sterken has provided the Council with excellent support. The Council and its numerous committees meet frequently and Bonnie has been instrumental in facilitating that work. The Council can thank a lot of our success on Bonnie’s knowledge of WSBA procedures and deadlines along with her insights into BOG practices. Bonnie has been helpful in recruiting and selecting a more inclusive list of new CPD members.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	21
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	14
Do you have vacant positions for the coming year, FY24?	No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$4,000
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$17,596
FY23 Demographics:	

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Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	33%
	Chose Not to Respond	67%
District*	0	0%
	1	6%
	2	11%
	4	6%
	7N	11%
	7S	11%
	7X	6%
	9	11%
	10	6%
	Ethnicity	American Indian
Asian – South Asian		6%
Asian – Southeast Asian		6%
Black, African American or African Descent		11%
White or European Descent		17%
Chose Not to Respond		54%
Gender		Female
	Male	22%
	Chose Not to Respond	67%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	0%
	Heterosexual	33%
	No	0%
	Chose Not to Respond	67%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Court Rules and Procedures Committee
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	28
Chair or Co-Chairs:	Paul Crisalli
Staff Liaison: <i>Include name, job title, and department if known</i>	Nicole Gustine, Assistant General Counsel, OGC Kyla Reynolds, Paralegal II, OGC
Board of Governors Liaison(s):	Lauren Boyd Francis Adewale
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Court Rules and Procedure Committee (Committee) studies and develops suggested amendments to designated sets of Washington court rules on a regular cycle of review established by the Washington State Supreme Court. It occasionally responds to requests for comment from the Supreme Court on proposals developed by others. The Committee performs the rules-study function outlined in General Rule 9 and reports its recommendations to the BOG.	
Strategy to Fulfill Purpose:	
The Committee consists of several subcommittees that review the court rules and obtain input from stakeholders as to possible amendments. Evolution in case law, changes in statutes, or other new	

developments since last amendment drive amendments to rules. The subcommittees vet, draft, and discuss proposed amendments and submit them to the full Committee for discussion and approval. Proposed amendments approved by the Committee are forwarded to the BOG for approval. If the BOG approves, the proposed amendments are forwarded to the Supreme Court in accordance with General Rule 9.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The legal profession and the public depend on a legal system which is accessible, and which renders consistent and just results. Such a system requires court rules which are clearly understandable, internally consistent, and which function as their drafters intended. The Committee ensures our court rules are clear, consistent, and functioning through periodic review of standing rules, and review of proposed rules as directed by the BOG.

2022-2023 Entity Accomplishments:

The committee continues to carefully vet new proposals. In 2022-2023 the Committee reviewed the Evidence Rules and Infraction Rules for Courts of Limited Jurisdiction.

Looking Ahead: 2023-2024 Top Goals & Priorities:

- | | |
|----------|---|
| 1 | The Committee will review the Mandatory Arbitration Rules, Civil Rules for Superior Courts, and Civil Rules for Courts of Limited Jurisdiction. |
|----------|---|

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The Committee is cognizant of diversity in selecting its members. Diversity is an important factor in recruitment and consideration of applicants. The Committee seeks input from a wide variety of stakeholders before finalizing proposals, including reaching out to several minority bar associations. The Committee also reaches out to organizations that represent minority viewpoints that might not normally be aware of the Committee’s work. During the application period, the chair reached out to the leadership of several specialty and minority bar associations to encourage their membership to apply to be on the Committee. The Committee is composed of members with a wide range of backgrounds, experiences, and identities. The chair has attempted to spread subcommittee chair assignments across the state to ensure broad, geographic representation.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

The Committee has continued to depend on the invaluable work of WSBA support staff. The Committee has also enjoyed a good working relationship with the BOG, which has been responsive in taking up matters sent to it by the Committee, and in referring matters to the Committee for consideration. As proponents of changes to the court rules increasingly present those proposals

directly to the Washington State Supreme Court, the Committee has increasingly looked to the BOG for direction to consider such proposals.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	24																																					
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a																																					
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	12																																					
Do you have vacant positions for the coming year, FY24?	4																																					
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$1,000																																					
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$15,522																																					
<p>FY23 Demographics: The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.</p> <p>Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.</p> <table border="1"> <tr> <td rowspan="2">Disability</td> <td>No</td> <td>82%</td> </tr> <tr> <td>Chose Not to Respond</td> <td>18%</td> </tr> <tr> <td rowspan="10">District*</td> <td>0</td> <td>10%</td> </tr> <tr> <td>1</td> <td>6%</td> </tr> <tr> <td>2</td> <td>6%</td> </tr> <tr> <td>3</td> <td>6%</td> </tr> <tr> <td>4</td> <td>0%</td> </tr> <tr> <td>5</td> <td>12%</td> </tr> <tr> <td>7N</td> <td>12%</td> </tr> <tr> <td>7S</td> <td>24%</td> </tr> <tr> <td>8</td> <td>6%</td> </tr> <tr> <td>9</td> <td>18%</td> </tr> <tr> <td>10</td> <td>6%</td> </tr> <tr> <td rowspan="4">Ethnicity</td> <td>Asian – East Asian</td> <td>12%</td> </tr> <tr> <td>White or European Descent</td> <td>76%</td> </tr> <tr> <td>Other: Asian</td> <td>6%</td> </tr> <tr> <td>Other: Greek</td> <td>6%</td> </tr> </table>		Disability	No	82%	Chose Not to Respond	18%	District*	0	10%	1	6%	2	6%	3	6%	4	0%	5	12%	7N	12%	7S	24%	8	6%	9	18%	10	6%	Ethnicity	Asian – East Asian	12%	White or European Descent	76%	Other: Asian	6%	Other: Greek	6%
Disability	No		82%																																			
	Chose Not to Respond	18%																																				
District*	0	10%																																				
	1	6%																																				
	2	6%																																				
	3	6%																																				
	4	0%																																				
	5	12%																																				
	7N	12%																																				
	7S	24%																																				
	8	6%																																				
	9	18%																																				
10	6%																																					
Ethnicity	Asian – East Asian	12%																																				
	White or European Descent	76%																																				
	Other: Asian	6%																																				
	Other: Greek	6%																																				

	Chose Not to Respond	0%
Gender	Female	35%
	Gender Non Confirming	6%
	Male	59%
	Man	6%
	Chose Not to Respond	0%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	0%
	Heterosexual	88%
	No	0%
	Chose Not to Respond	12%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Committee on Professional Ethics
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	Nine
Chair or Co-Chairs:	Pamela H. Anderson
Staff Liaison:	Jeanne Marie Clavere Senior Professional Responsibility Counsel; Sandra Schilling, Professional Responsibility Counsel
Board of Governors Liaison(s):	Kevin Fay Nam Nguyen
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Committee on Professional Ethics (CPE) prepares advisory opinions addressing recurring or emerging ethics issues facing WSBA members. The advisory opinions cover a broad context and provide in-depth guidance on the Rules of Professional Conduct (RPC) applied to a wide variety of	

<p>practice areas. The CPE also prepares recommendations for amendments to the RPC and reports to the WSBA Board of Governors when requested regarding stakeholder proposed RPC, CR, and GR amendments submitted to the Supreme court.</p>	
<p>Strategy to Fulfill Purpose:</p>	
<p>The Committee on Professional Ethics (CPE) prepares advisory opinions and reviews, drafts, and edits amendments to the RPC for submission to the Board of Governors. The work of the CPE is done primarily by subcommittees who research and develop drafts on specific topics. The advisory opinions are provided to the Board of Governors (BOG) for information and posted on the WSBA Advisory Opinions database for the benefit of the membership. The CPE provides reports and recommendations regarding the RPC to the BOG as requested.</p>	
<p>How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>Lawyers practicing ethically enhance the public image of our noble profession resulting in increased public trust. Understanding clearly articulated advisory opinions and rules of professional conduct empower the lawyer to deal competently, confidentially, and honestly with peers and the public. Through its analyses and recommendations, the CPE assists the BOG in making proposals for rule amendments that promote access to justice for underserved communities within Washington State.</p>	
<p>2022-2023 Entity Accomplishments:</p>	
<p>Publication of Updated AO 201601 which added valuable information for our members regarding remote work by Washington lawyers and multi-jurisdictional issues; completed work on possible proposed amendments regarding lawyer referral services and fee sharing (RPC 7.2 now 7.3, 1.5(e) and 5.4. These rules have been published for comment with a due date of April 30, 2024; handled a request to the CPE and the BOG from the WA Attorney General’s Office for an advisory opinion related to reproductive health care. After input from stakeholders and the BOG the recommendation was for rule changes which were approved by the BOG and will now be sent up to the WSSC as possible rule amendments.</p>	
<p>Looking Ahead: 2023-2024 Top Goals & Priorities:</p>	
1	<p>Finalizing work on an advisory opinion from a request by legal aid organizations regarding requests by funding agencies for data on clients. The work of extensive outreach is near completion and drafting is being edited.</p>
2	<p>Finalizing work on an advisory opinion similar to ABA Formal Opinion 500 when an attorney is challenged to effectively communicate and represent their client because of language barriers. Outreach to stakeholders is continuing.</p>
3	<p>Finalizing proposed changes to RPC 1.7(a)(3) and government law offices representing separate agencies. Preparing for submission to the BOG and if approved, sending the possible amendments to the WSSC.</p>
4	<p>Reviewing and revising AO 181 with information from stakeholders as to the duty and criterion for providing former client files.</p>

5	Continue to receive and consider requests for advisory opinions from bar members. There are approximately 4 other subcommittees researching and drafting additional ethics topics for AOs. Handle and respond to requests from the BOG, the ED and other entities requesting review and analysis of proposed RPC amendments.
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i></p>	
<p>The committee actively seeks input from interested stakeholders and bar members on proposed rule changes and draft opinions. Five out of nine members are women and two come from diverse backgrounds. Each member brings a unique and valuable perspective to the discussions and work of the committee through practice areas and years of experience, professional positions, and geographic diversity. Through its advisory opinions and analyses of the Rules of Professional Conduct, the CPE assists members of all backgrounds in clarifying their ethical duties under the rules, thereby helping them to maintain their practices and thrive in the profession.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	
<p>The CPE is supported by the Senior Professional Responsibility Counsel and the Professional Responsibility Counsel in the Advancement Department. As staff liaisons both PRCs advise the committee on policy and procedural issues, participate in discussions as resources to provide additional insights and perspectives, and bring forward broad ethics topics and issues that are trending with the membership to the committee’s attention for possible advisory opinions. Both PRCs provide administrative support to the CPE. The BOG liaisons have attended some meetings and portions of discussions and have made it clear that they are available to assist the committee with BOG questions.</p>	
<p>Entity Detail & Demographics Report: <i>To Be Completed by WSBA Staff</i></p>	
Number of Entity Members/Section Executive Committee Members:	9
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	9
Do you have vacant positions for the coming year, FY24?	no
FY23 Budgeted Direct Expenses:	\$1,000

<i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>																																															
FY23 Indirect Expenses: <i>All entities other than Sections</i>		\$43,973																																													
<p>FY23 Demographics: The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.</p> <p>Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.</p> <table border="1"> <tr> <td rowspan="2">Disability</td> <td>No</td> <td>100%</td> </tr> <tr> <td>Chose Not to Respond</td> <td>0%</td> </tr> <tr> <td rowspan="5">District*</td> <td>0</td> <td>12%</td> </tr> <tr> <td>1</td> <td>11%</td> </tr> <tr> <td>7N</td> <td>33%</td> </tr> <tr> <td>7S</td> <td>22%</td> </tr> <tr> <td>10</td> <td>22%</td> </tr> <tr> <td rowspan="5">Ethnicity</td> <td>Asian – Central Asian</td> <td>11%</td> </tr> <tr> <td>Asian – East Asian</td> <td>11%</td> </tr> <tr> <td>Middle Eastern Descent</td> <td>11%</td> </tr> <tr> <td>White or European Descent</td> <td>67%</td> </tr> <tr> <td>Chose Not to Respond</td> <td>0%</td> </tr> <tr> <td rowspan="4">Gender</td> <td>Female</td> <td>56%</td> </tr> <tr> <td>Male</td> <td>33%</td> </tr> <tr> <td>Man</td> <td>11%</td> </tr> <tr> <td>Chose Not to Respond</td> <td>0%</td> </tr> <tr> <td rowspan="4">Sexual Orientation</td> <td>Gay, Lesbian, Bisexual, Pansexual, or Queer</td> <td>0%</td> </tr> <tr> <td>Heterosexual</td> <td>56%</td> </tr> <tr> <td>No</td> <td>0%</td> </tr> <tr> <td>Chose Not to Respond</td> <td>44%</td> </tr> </table> <p>The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.</p>			Disability	No	100%	Chose Not to Respond	0%	District*	0	12%	1	11%	7N	33%	7S	22%	10	22%	Ethnicity	Asian – Central Asian	11%	Asian – East Asian	11%	Middle Eastern Descent	11%	White or European Descent	67%	Chose Not to Respond	0%	Gender	Female	56%	Male	33%	Man	11%	Chose Not to Respond	0%	Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	0%	Heterosexual	56%	No	0%	Chose Not to Respond	44%
Disability	No	100%																																													
	Chose Not to Respond	0%																																													
District*	0	12%																																													
	1	11%																																													
	7N	33%																																													
	7S	22%																																													
	10	22%																																													
Ethnicity	Asian – Central Asian	11%																																													
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	Middle Eastern Descent	11%																																													
	White or European Descent	67%																																													
	Chose Not to Respond	0%																																													
Gender	Female	56%																																													
	Male	33%																																													
	Man	11%																																													
	Chose Not to Respond	0%																																													
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	0%																																													
	Heterosexual	56%																																													
	No	0%																																													
	Chose Not to Respond	44%																																													

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Disciplinary Advisory Round Table
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	13
Chair or Co-Chairs:	Justice Mary Yu
Staff Liaison: <i>Include name, job title, and department if known</i>	Darlene Neumann, Paralegal III, OGC
Board of Governors Liaison(s):	Mary Rathbone
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The duties and responsibilities of the Disciplinary Advisory Round Table (DART) are as follows: The DART acts as a forum for the identification and discussion of issues and concerns relating to the lawyer, LLLT and LPO disciplinary systems in Washington; the DART may make recommendations for change to discipline-system rules and procedures; the DART shall provide an annual report to the Supreme Court and the WSBA Board of Governors addressing how it has performed the duties and responsibilities set forth in this Charter and, as appropriate, outlining its future work plans; and the DART has no independent decision-making authority or regulatory authority.	
Strategy to Fulfill Purpose:	

When issues concerning the discipline system are identified, the DART meets with key individuals involved in the discipline system, members of WSBA executive leadership, and other neutral representatives to discuss the concerns. DART may provide comment or recommendations for change to the discipline system rules or procedures resulting from its discussions.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The DART’s purpose is focused on the discipline system which is integral to maintaining the integrity of the legal profession. The identification and discussion of discipline issues supports GR 12.1 requiring legal professionals to be regulated in the public interest, and GR 12.2(a)(7) concerning the administration of discipline of WSBA members in a manner that protects the public and respects the rights of the member. The policy of a well-regulated profession serves the public and members of the Bar, and champions justice.

2022-2023 Entity Accomplishments:

In October 2022, the DART met and discussed a request from the Court regarding ELC 5.7 and the Court’s internal rule II-13 concerning review of grievance dismissals. The DART also began to consider the regulation of disability/incapacity. At a meeting in April 2023, the DART discussed ELC 2.14(d) prohibiting former BOG members from representing respondents in grievance or disciplinary matters for three years after leaving office. The DART plans to propose a rule amendment. The DART has also held discussions regarding the issue of voluntary transfer to disability inactive status process in the discipline system and heard comments from the Regulatory Services Department and counsel for discipline and respondents.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Proposed amendment to ELC 2.14(d)
2	Proposed changes to discipline procedures for voluntary transfer to disability inactive status.
3	Review of disability/incapacity regulation
4	Presentation by POLB chair emeritus regarding UPL and regulation of legal services
5	Click or tap here to enter text.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

DEI is achieved through the charter’s mandate which assigns member positions to those who hold key roles in the discipline system, including a lawyer who is not involved in the discipline system, the executive leadership of the Bar, a board of governor, a minority bar association representative, other licensed legal professionals, and public members.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- Quality of WSBA staff support/services, including technology solutions
- Involvement with Board of Governors, including assigned BOG liaison(s)
- Ideas you have for ways WSBA can continue to strengthen/support your entity.

The WSBA staff liaison has provided adequate administrative support to the chair and members and performed tasks as directed by the chair. The use of Zoom and Box folders have assisted the DART to hold meetings remotely and to collaborate on files. Office 365 tools have also aided the group. The BOG liaison attended a meeting and contributed to discussion related to recruitment of candidates for hearing officers.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	8
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	9
Do you have vacant positions for the coming year, FY24?	yes
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$0
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$6,293

FY23 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	57%
	Yes	43%
	Chose Not to Respond	0%
District*	0	29%
	7N	14%
	7S	57%
Ethnicity	Hispanic, Latino/a or Latinx	14%
	White or European Descent	71%
	Chose Not to Respond	15%
Gender	Female	71%

	Male	29%
	Chose Not to Respond	0%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	0%
	Heterosexual	100%
	No	0%
	Chose Not to Respond	0%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Diversity Equity and Inclusion (DEI) Council
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	18
Chair or Co-Chairs:	Raina Wagner, Co-Chair; Gov. Sunitha Anjilvel, Co-Chair
Staff Liaison: <i>Include name, job title, and department if known</i>	Saleena Salango, Equity & Justice Lead and Diana Singleton, Chief Equity & Justice Officer (Office of Executive Director)
Board of Governors Liaison(s):	Committee does not have a BOG liaison, but has four BOG members, one of whom is the committee co-chair. The BOG members not only included Co-Chair Governor Sunitha Anjilvel, but also Governors Alec Stephens, Matthew Dresden and Lauren Boyd.
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The DEI Council’s purpose is to advance diversity, equity and inclusion and address the problems of bias, systemic inequities and underrepresentation in the legal profession. The Council’s work includes but is not limited to: Increasing and supporting members from underrepresented communities by developing and supporting diversity pipeline and mentorship programs and partnering with schools, students and members from underrepresented communities; Developing diversity, equity and inclusion educational content and programs for members, volunteers and members of the public;	

Developing diversity, equity and inclusion educational content and programs designed to offer members opportunities to learn, gain skills and fulfill the MCLE ethics requirement on the mitigation of bias; Implementing and updating the WSBA Diversity and Inclusion Plan; Supporting and collaborating with the Minority Bar Associations to promote mutual goals to advance diversity, equity and inclusion in the legal profession; Promoting leadership opportunities in the WSBA, legal profession and legal system by engaging in outreach to underrepresented members and the public, promoting diversity in the judiciary, and recommending candidates for At-Large Governors on the WSBA Board of Governors (BOG); and Advising the BOG on examining issues through a diversity, equity and inclusion lens and fulfilling its responsibilities outlined in General Rule 12.2(a)(6), WSBA Strategic Goals, the Race and Equity Justice Initiatives commitments, and approved resolutions concerning diversity, equity and inclusion.

Strategy to Fulfill Purpose:

The Council works with a variety of Bar and community members to ensure it centers underrepresented members and communities, and also works collaboratively with WSBA staff from the Equity and Justice team.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The DEI Council’s purpose of advancing DEI in the legal profession and legal system serves the public by working toward a more diverse profession who represents and reflects the public. The Council’s purpose also serves the public by building DEI competency among our members so they can better serve the public especially those from underserved and marginalized communities. By serving the public in this way, it ensures the integrity of the legal profession. The Council’s purpose furthers the mission of serving the members not only by helping to build their DEI competency but also by working to advance inclusion in the profession so that all members including those who are underrepresented feel like they belong and can enter and thrive in the profession. The Council’s work to advance DEI, especially equity, in the profession and the legal system ultimately works towards “championing justice.”

2022-2023 Entity Accomplishments:

Definition of Diversity for At-Large Bylaws: After a year of seeking input and engaging in national research, the DEI Council proposed changes to the Bylaw’s description of “diversity” as it relates to At-Large Governor seats. The DEI Council proposed the changes to provide a clearer definition that more accurately delineates the underrepresented groups that the At-Large BOG seat is intended to represent. The Board of Governors approved the proposed amendments after the second reading.

Launched the Membership Demographic Study: The DEI Council worked with Kno-Why Consulting to design and launch a demographic survey which will be followed by focus groups and the delivery of the data analysis.

Pro Tem CLE Scholarship and Networking Reception: The DEI Council collaborated with the District and Municipal Court Judges Association and the WSBA CLE Team and Equity and Justice Team to create a scholarship opportunity for underrepresented represented WSBA members. The DEI Council served as the selection committee to choose the scholarships awardees and helped host a reception following the CLE.

New DEI Plan: The DEI Council considered the scope and goals for a new DEI Plan and ultimately decided to hire a consultant to help lead and facilitate the process to create a new DEI Plan. The DEI Council posted a Request for Proposal, and after reviewing several proposals and an interview, selected the Institute for Inclusion in the Legal Profession.

Pipeline to the Profession: The DEI Council spent the last year, researching and learning about existing pipeline programs and pathways to the profession. The Council began planning for a summit focused on pathways to the profession for FY 24.

Law Student Summer Reception: The DEI Council hosted its annual ARC reception and opened it up to all incoming 1Ls from underrepresented communities. There was a big turnout of legal professionals and 1Ls who enjoyed the keynote speaker Judge Tracy Flood and networking

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Upon completion of the membership demographics study, review data analysis, outcomes and recommendations to inform the new DEI Plan.
2	In partnership with the Institute for Inclusion in the Legal Profession, engage in an inclusive planning process to create a new DEI Plan to present to the BOG by the end of FY 24.
3	Host a summit to bring together communities interested and engaged in creating more access to a more diverse, inclusive and equitable legal profession.
4	Continue to deepen the relationships with the WA law schools and collaborate on mutual DEI goals for diversifying and making the profession more inclusive.
5	Continue to partner with MBAs to advance recommendations set forth in their proposal to the BOG in April 2022.
6	Propose to the BOG amendments to the Charter to clarify the appointment process for new members.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

1. DEI Education for the DEI Council: The Council acknowledges that they need to continue to learn about DEI and are committed to learning together. This past year, Saleena Salango gave a training to the Council on inclusion and community engagement.
2. Strategic Approach to DEI Council Recruitment: The Council created a new procedure for new member selection by instilling a fairer process.
3. Law Student Reception: As mentioned above, the Council hosted a networking reception for incoming 1Ls from underrepresented communities.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*

- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

WSBA support for the DEI Council included lead Council assistance from Saleena Salango, Equity & Justice Lead, and WSBA coordination and liaising from Diana Singleton, Chief Equity & Justice Officer, along with additional administrative support from Nicholas Mejia, Equity & Justice Program Coordinator. Saleena provided invaluable training and guidance for the Council throughout the year, including an in-depth and participatory session during the Council retreat, which Diana, Saleena and Nicholas all participated in planning. Diana's constant communication with WSBA exec and general counsel enabled the Council to stay on task with its mission, and complete important milestones and deadlines for BOG agendas and meeting presentations. Nicholas' work with scheduling, communications and engagement empowered Councilmembers with full understanding of meeting options and expectations for completing their duties. The work of each WSBA staffer was needed to allow the volunteer Councilmembers to complete the work of their mission, as directed by the Board of Governors.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	<i>18 members positions; in FY 23, we only had 14 members due to a lack of applications in FY 22.</i>
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Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	N/A
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Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	27
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Do you have vacant positions for the coming year, FY24?	No
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FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$23,050
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FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$114,040
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FY23 Demographics:
The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	64%
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	Yes	36%
	Chose Not to Respond	0%
District*	0/Unknown	29%
	1	7%
	3	7%
	7N	7%
	7S	14%
	9	29%
	10	7%
Ethnicity	American Indian	7%
	Asian – East Asian	14%
	Asian – Southeast Asian	7%
	Black, African American or African Descent	43%
	White or European Descent	36%
	Hispanic or Latino/a or Latinx	14%
	Multi-Racial or Bi-Racial	36%
	Other	7%
	Chose Not to Respond	0%
Gender	Gender Non-Conforming	7%
	Genderqueer	7%
	Female	71%
	Male	21%
	Non-Binary	7%
	Transgender	7%
	Chose Not to Respond	0%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	29%
	Heterosexual	71%
	No	0%
	Chose Not to Respond	0%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Disciplinary Board
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	14
Chair or Co-Chairs:	Christopher Sanders, Chair Deborah Severson, Vice Chair
Staff Liaison: <i>Include name, job title, and department if known</i>	Nicole Gustine, Assistant General Counsel, OGC Allison Sato, Discipline System Analyst, OGC
Board of Governors Liaison(s):	Not applicable
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Disciplinary Board (D-Board) derives its authority from the Supreme Court (see ELC 2.3). The D-Board performs an important role in the disciplinary/regulation process by: (1) serving as an intermediate appellate body for contested disciplinary and disability matters; (2) approving, conditionally approving or rejecting certain stipulations negotiated by the Office of Disciplinary Counsel (ODC) and respondents; and (3) through its review committees, acting on requests from the ODC to order matters to hearing, and on requests from grievants for review of matters that have been dismissed by ODC.	

Strategy to Fulfill Purpose:	
<p>The D-Board is made up of the board chair and vice-chair, plus 12 members composing four review committees, one of which meets every three weeks. The D-Board meets six times each year as a full board. At these meetings, the D-Board reviews hearing officer recommendations for suspension and disbarment when a timely request for review/appeal is filed (or sua sponte review is ordered by the Board), and automatically reviews stipulations for suspension or disbarment. The D-Board issues a written recommendation to the Supreme Court in contested matters. The D-Board holds oral arguments in some cases, which are open to the public. The four review committees meet to review requests for hearings and grievant appeals from dismissals. The review committees' work is confidential and not open to the public.</p>	
How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?	
<p>The D-Board serves important functions in the disciplinary process and protects the public by upholding professionalism and ethical conduct among legal practitioners.</p>	
2022-2023 Entity Accomplishments:	
<p>In 2022, the review committees of the Disciplinary Board met 16 times to consider 396 matters. They issued 315 dismissals, ordered 44 matters to hearing, ordered investigation in 18 matters, issued 9 advisory letters, and decided 10 other non-routine matters, such as orders on deferrals, costs, etc. In 2022, the full Disciplinary Board considered 10 disciplinary and disability matters and ordered the transfer of 5 lawyers to disability inactive status. The full board reviewed and issued orders on 9 stipulations and heard oral argument in one appeal. Per court rule, they considered whether to order or deny sua sponte review in 3 cases involving a recommendation of suspension or disbarment.</p>	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	<p>The Disciplinary-Board's work is determined by Court Rule (Rules for Enforcement of Lawyer Conduct). The goal is to continue to perform high quality work in a timely manner in accordance with Court Rules.</p>
Please describe how this entity is addressing diversity, equity, and inclusion:	
<p><i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i></p>	
<p>The Disciplinary Selection Panel (DSP), which is a separate entity from the D-Board, makes nominations to the BOG for members to serve on the Board. Under ELC 2.2(f), the DSP considers diversity in gender, ethnicity, disability status, sexual orientation, geography, area of practice and practice experience. The D-Board has been trained by a Diversity Specialist. The D-Board seeks input from all of its members, who must vote on each order/decision in matters involving the full Board. The D-Board has four public members, who each provide different perspectives. One public member serves on each review committee. By court rule, the D-Board has ten lawyer members and four community representative members. The current D-Board includes members self-identified as from several different races/ethnicities. The DSP interviews prospective members and makes nominations to the BOG. As noted above, ELC 2.2(f) states that in making selections, the DSP and the BOG consider</p>	

diversity. The D-Board provides many leadership opportunities for interested Board members to serve, as Chair or Vice-Chair of the full Board, or as Chairs of each of the four review committees.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Per ELC 2.2(b) the Board of Governors have no right or responsibility to review hearing officer, review committee, or Disciplinary Board decisions or recommendations in specific cases. The Disciplinary Board welcomes BOG support in the form or recruitment of eligible lawyer and public members from diverse backgrounds.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:

13

Number of Section Members:

n/a

As of September 1, 2023. Note: The Section Membership year runs on the calendar year.

Number of Applicants for FY24 Positions:

11

October 1, 2023 – September 30, 2024

Do you have vacant positions for the coming year, FY24?

1

FY23 Budgeted Direct Expenses:

\$4,000

As of September 30, 2023.

For Sections, this does not include the Per-Member-Charge.

FY23 Indirect Expenses:

\$177,751

All entities other than Sections

FY23 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	Yes	15%
	Yes	77%
	Chose Not to Respond	8%
District*	0	23%
	1	8%
	4	23%
	7N	31%
	7S	15%

Ethnicity	Asian – East Asian	8%
	Asian – South Asian	8%
	Black, African American, or African Descent	8%
	White or European Descent	54%
	Other: Ashkenazi	8%
	Chose Not to Respond	14%
Gender	Female	46%
	Woman	8%
	Male	46%
	Chose Not to Respond	0%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	8%
	Heterosexual	69%
	No	0%
	Chose Not to Respond	23%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Editorial Advisory Committee
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	14
Chair or Co-Chairs:	Drew Pollom
Staff Liaison: <i>Include name, job title, and department if known</i>	Kirsten Lacko, Editor, Communications Dept.
Board of Governors Liaison(s):	Lauren Boyd Nam Nguyen
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Editorial Advisory Committee (EAC) derives its authority from the WSBA Bylaws. Members of the Editorial Advisory Committee work with the editor and WSBA staff overseeing publication of the WSBA’s official magazine, Washington State Bar News. This may include establishing guidelines and editorial policy, maintaining an editorial calendar, writing articles, securing content, identifying topics and issues relevant to members, identifying authors for content, reviewing articles, and advising on issues related to content. The magazine’s mission statement is: Washington State Bar News will inform, educate, engage, and inspire by offering a forum for members of the legal community to connect and to enrich their careers. Much of the EAC’s work is carried out during monthly meetings that members are asked to attend, making those meetings crucial to participation. Members also	

engage between meetings by reviewing upcoming issues and contributing and following up on developing story ideas by writing and/or recruiting authors.	
Strategy to Fulfill Purpose:	
EAC members consult with WSBA staff regarding content selection, recruiting of authors or writing articles themselves, and providing suggestions for feature stories and columns that will provide readers with information about other Bar members and their practices, current events and trends of interest to the legal community, career advice and other practice-oriented topics, programs and services provided to members by the WSBA, and the work of the Board of Governors.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The EAC helps to make a magazine that educates legal professionals about important topics such as ethics, practice management, pro bono opportunities, case updates, diversity, equity, and inclusion, and other significant news, thereby helping to ensure the competency and integrity of the legal profession on behalf of the public and furthering the mission of the WSBA.	
2022-2023 Entity Accomplishments:	
The EAC helped to develop two significant themed issues during the 2022-23 fiscal year—one on the topic of Indian law and one on the topic of WSBA volunteering, both of which included content written by EAC members and by authors recruited by EAC members. The Indian law issue included an article written by EAC Chair Drew Pollom entitled, “Castro-Huerta: A New Era of Indian Law?” that explored the recent U.S. Supreme Court decision; an interview with long-time tribal court Judge Tom Tremaine entitled “Riding the Crest of the Wave”; an “Indian Law Resource Guide” created by the King County Law Library; a Q&A with the chair of the Indian Law Section. The EAC also helped to create excellent content around rural practice, including an article by EAC member Allison Foreman’s article entitled “10 Statutes to Know in Rural Practice” (November 2022 Bar News); timely content detailing the legal and factual issues surrounding the 2022 Muly Bay seaplane accident (see October and December 2022 Bar News); and practical content on relevant and recent case law (see “Is Your Contract Enforceable?” from June 2023 and “From the Spindle” columns throughout the year). The EAC also continues to help develop DEI-related content and other content highlighting diverse voices and perspectives (see below for more detail). In addition to developing content, the EAC plays a vital role in helping us to review letters to the editor and the Bar News letters to the editor policy. The committee heard a presentation from General Counsel Julie Shankland about the First Amendment and the magazine letters policy and engaged in many thoughtful discussions throughout the year about letters to the editor and potential changes to our letters policy. Lastly, the Bar News website has been further expanded in the past year to include an archive of all issues of the magazine from the 1950s: https://wabarnews.org/archive/ .	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Work to create another two themed issues over the next year.
2	Continue to increase reader interest and engagement/response with timely, relevant, practical, and interesting articles.

3	Continue to create opportunities for the magazine (within the parameters of GR 12.2) to be a civil, thought-provoking forum for dialogue among members about current issues relating to the legal system and access to and administration of justice.
4	Continue to work to include voices from diverse backgrounds and areas of practice, with a variety of views and perspectives.
5	Continue to establish relationships with new authors from all parts of the state.
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i></p>	
<p>With the help of the EAC, we were able to develop content on a number of DEI-related topics including the continuance of a regular DEI Resource of the Month feature; articles from diverse perspectives such as “My So-Called Disorder” written by Peter O’Neil, an attorney with autism, and “Attending the National Consortium on Racial And Ethnic Fairness in the Courts” written by a member of the Access to Justice Board; articles highlighting individuals and groups that support students and legal professionals from historically underrepresented communities such as “Building From the Ground Up” about the Women of Color Legal Education Fund; and more. In addition, there is diversity in background, years in practice, areas of practice, and perspectives among the EAC members who weigh in on story ideas, unsolicited submissions, and policy decisions. We are also in regular dialogue with the WSBA Equity and Justice Team regarding language and images used in the magazine. The WSBA Equity and Justice Team also reviews the Bar News editorial calendar and every issue of the magazine and provides feedback and suggestions. Lastly, the EAC staff liaison also served as the staff liaison to the Equity & Disparity Work Group, and as liaison to the GR 12.2 Subcommittee, which worked on issues that are very important to the EAC and to the magazine.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	
<p>The EAC works closely with WSBA staff—the staff liaison as well as the entire magazine team. The magazine team attends every monthly meeting, and the staff liaison prepares the agendas and works with the chair to finalize them. The Board liaisons also attended one or two monthly committee meetings. In addition, the WSBA Equity and Justice team attends some EAC meetings and contributes to the magazine in many ways. The EAC chair also presents semi-regularly on the committee to the Board of Governors and the Board’s Executive Committee.</p>	
<p>Entity Detail & Demographics Report: <i>To Be Completed by WSBA Staff</i></p>	
<p>Number of Entity Members/Section Executive Committee Members:</p>	8
<p>Number of Section Members:</p>	n/a

<i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		6
Do you have vacant positions for the coming year, FY24?		Yes, 6
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>		\$0
FY23 Indirect Expenses: <i>All entities other than Sections</i>		\$15,530
<p>FY23 Demographics: The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.</p> <p>Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.</p>		
Disability	No	63%
	Yes	13%
	Chose Not to Respond	24%
District*	0	%
	7N	25%
	7S	13%
	8	25%
	9	25%
	10	12%
Ethnicity	White or European Descent	88%
	Chose Not to Respond	12%
Gender	Female	25%
	Male	50%
	Woman	13%
	Chose Not to Respond	25%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	37%
	Heterosexual	37%
	No	0%
	Chose Not to Respond	26%
<p>The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.</p>		

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Judicial Recommendation Committee
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	22
Chair or Co-Chairs:	Susan Brye
Staff Liaison: <i>Include name, job title, and department if known</i>	Sanjay Walvekar, Legislative Affairs Manager, COMM
Board of Governors Liaison(s):	Alec Stephens
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Judicial Recommendation Committee (JRC) derives its authority from the Bylaws of the WSBA. The JRC screens and interviews candidates for state Court of Appeals and Supreme Court positions. Recommendations are reviewed by the WSBA Board of Governors (BOG) and referred to the Governor for consideration when making judicial appointments. Per the JRC Guidelines, “[t]he proceedings and records of the committee, including the comments of applicants, committee discussions, and committee votes, shall be kept strictly confidential.”	
Strategy to Fulfill Purpose:	
The JRC screens and interviews candidates for the state’s appellate courts, the Washington Supreme Court and the Washington State Court of Appeals. Thereafter, it makes recommendations to the BOG.	

<p>Following Board approval, the recommendations are sent to the Washington State Governor's Office as part of the committee's role of preparing and maintaining a list of individuals who are well-qualified for and interested in appointment to the appellate bench.</p>	
<p>How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?</p>	
<p>The JRC's work directly benefits the public, members of the Bar, and the legal profession by providing the Governor's office with recommendations that help it make informed and quality judicial appointments.</p>	
<p>2022-2023 Entity Accomplishments:</p>	
<p>The JRC held four meetings in which it evaluated seventeen candidates. The JRC's recommendations were passed on to the Board of Governors which concurred with the JRC. These recommendations were then given to the Governor's office.</p>	
<p>Looking Ahead: 2023-2024 Top Goals & Priorities:</p>	
1	<p>Continue to offer a thorough and fair process aimed at ensuring well-qualified candidates are presented to the Governor's office for open positions to the Washington Supreme Court and Court of Appeals.</p>
2	<p>Continue to educate committee members about the importance of reference check assignments, meeting attendance, and ability to make quorum.</p>
3	<p>Click or tap here to enter text.</p>
4	<p>Click or tap here to enter text.</p>
5	<p>Click or tap here to enter text.</p>
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i></p>	
<p>A diversity of perspectives is embedded in the JRC Guidelines under "Composition," for selection of committee members. The committee received a training from the WSBA's Diversity, Equity, and Inclusion team at the JRC's first meeting of the fiscal year. In addition, some of the criteria the committee considers when recommending a candidate are related to a commitment to diversity.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	
<p>The JRC guidelines require a BOG liaison to attend each JRC meeting and JRC recommendations are considered by the BOG periodically throughout the year.</p>	

Entity Detail & Demographics Report: To Be Completed by WSBA Staff	
Number of Entity Members/Section Executive Committee Members:	21
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	13
Do you have vacant positions for the coming year, FY24?	Yes
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$2,250
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$36,763
<p>FY23 Demographics: The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.</p> <p>Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.</p>	
Disability	No 90%
	Yes 5%
	Chose Not to Respond 5%
District*	0 5%
	2 5%
	4 5%
	5 9%
	7N 33%
	7S 5%
	9 9%
	10 5%
Ethnicity	Asian – East Asian 9%
	Black, African American or African Descent 9%
	Hispanic, Latino/a or Latinx 9%
	White or European Descent 76%
	Other: Metis 5%
	Chose Not to Respond 0%
Gender	Female 33%
	Male 55%
	Man 9%

	Chose Not to Respond	3%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	14%
	Heterosexual	71%
	No	0%
	Chose Not to Respond	15%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Law Clerk Board
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	11
Chair or Co-Chairs:	Emily Mowrey, Chair
Staff Liaison: <i>Include name, job title, and department if known</i>	Katherine Skinner, Law Clerk Program Lead, RSD
Board of Governors Liaison(s):	Mary Rathbone, Kevin Fay
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Law Clerk Board (LCB) supervises the Law Clerk Program under Rule 6 of the Washington Supreme Court's Admission and Practice Rules (APR). The purpose of the LCB is to assist the WSBA in supervising the APR 6 Law clerk Program (Program).	
Strategy to Fulfill Purpose:	
The LCB considers applications for enrollment in the program, interviews and evaluates law clerks and tutors during their course of study, and certifies that law clerks have successfully completed the program thereby meeting the educational requirement for the lawyer bar examination in Washington state.	

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The LCB serves the public and members of the bar by assisting law clerks through a rigorous program to become members of the bar themselves. The LCB monitors the law clerks as they progress through the Program to ensure they are meeting requirements in APR 6 so they are as prepared for practice as a traditional law school student would be. The Law Clerk Board is working to increase outreach efforts in rural counties in the state to increase access to justice.	
2022-2023 Entity Accomplishments:	
The Law Clerk Board worked with the MCLE Board to update APR 11 which would allow law clerk program tutors to apply for MCLE credit. As of September 1, 2023, law clerk program tutors are eligible to apply for MCLE credit for time spent on personal supervision of their APR 6 law clerk.	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Develop a committee to review the APR 6 rules and Regulations for ways to consider program expansion
2	Implement outreach plans to rural counties in the state to increase access to justice by scheduling presentations/discussions at colleges, bar associations and other identified organizations to increase the public's knowledge of the Law Clerk Program
3	Reach out to various organizations to advocate that law clerks be offered the same benefits as law students, including receiving the law-student CLE tuition rate
4	Advocating that legal employer job postings that require a JD also include successful completion of the law clerk program as an alternative
5	Continue reviewing Law Clerk Board policies as needed
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>	
The Law Clerk Program itself provides an alternative to law school for legal education for those who may have barriers to attending law school. The LCB hopes to increase the diversity of the law clerks enrolled in the Program. The LCB seeks board members who represent diversity in geography as well as members who self-identify as individuals that are underrepresented in the legal profession. The LCB seeks to have a diverse group of board members to bring a variety of perspectives to the Program.	
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i>	
<ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	

WSBA staff provide technology assistance when needed for participants and Board members. The LCB is assigned at least one BOG liaison that is invited to each LCB meeting. The BOG liaison takes what they learn in the meetings to meetings with the BOG and is able to share the knowledge they have on behalf of the LCB as needed.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	11
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	6
Do you have vacant positions for the coming year, FY24?	No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$8,000
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$57,562

FY23 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	100%
	Chose Not to Respond	0%
District*	0	0%
	1	10%
	2	10%
	3	10%
	4	10%
	5	40%
	7N	10%
	7S	10%
Ethnicity	American Indian	10%
	White or European Descent	70%
	Chose Not to Respond	20%
Gender	Female	60%
	Male	40%
	Chose Not to Respond	0%

Sexual Orientation		
	Gay, Lesbian, Bisexual, Pansexual, or Queer	20%
	Heterosexual	60%
	No	10%
	Chose Not to Respond	10%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Legislative Review Committee
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	35 max.
Chair or Co-Chairs:	Brian Considine
Staff Liaison: <i>Include name, job title, and department if known</i>	Sanjay Walvekar, Legislative Affairs Manager, COMM
Board of Governors Liaison(s):	Lauren Boyd
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The WSBA Legislative Review Committee (Committee) reviews internal legislative proposals before making a recommendation for sponsorship or support to the Board of Governors (BOG). The Committee's primary purpose is to ensure that WSBA-request legislation fulfills GR12 and is vetted both internally and externally. The Committee may also consider non-WSBA proposals submitted to the committee for the purpose of seeking WSBA input and support. WSBA-request bills approved by the Board are introduced in the upcoming legislative session.	
Strategy to Fulfill Purpose:	
The Committee determines if a legislative proposal fulfills GR 12.2. If the Committee determines a legislative proposal fulfills GR 12.2 the Committee conducts a thorough analysis of the issue, discusses details with the WSBA entity offering the proposal, and ensures input is included from a broad stakeholder network.	

How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?	
The Committee serves the public, members of the Bar, and the legal profession by vetting and recommending legislation that improves the practice of law and the administration of justice.	
2022-2023 Entity Accomplishments:	
The Committee received and reviewed a significant legislative proposal and forwarded this proposal to be reviewed by the BOG for WSBA request legislation. The Committee vetted the proposal and determined that it fulfilled GR 12.2 requirements. The Committee conducted a thorough analysis of relevant issues and discussed details with representatives of the Business Law Section's Corporate Act Revision Committee (CARC). Then, the Committee voted to recommend sponsorship of CARC's legislative proposal and this recommendation was approved by the BOG. The bill reached final passage and was signed into law by Governor Inslee during the 2023 legislative session.	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	The Committee will continue to work collaboratively with WSBA entities to thoroughly vet and analyze legislative proposals impacting the practice of law and our justice system.
2	Click or tap here to enter text.
3	Click or tap here to enter text.
4	Click or tap here to enter text.
5	Click or tap here to enter text.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>	
Committee appointments follow WSBA's diversity guidelines and the Committee includes representatives from multiple districts, a variety of practice areas, new/young lawyers, gender, race/ethnicity and other factors. Although it has a narrow focus, the Committee strives to include all members' perspectives and achieve consensus decision-making.	
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i>	
<ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	
The Committee utilizes the expertise of the WSBA's Legislative Affairs Manager and Legislative Affairs staff in all of the committee's work. The Committee also works closely with the BOG Governor assigned to ensure that it considers a BOG perspective in how the committee accomplishes its work. The Committee is critical in using its expertise to ensure the BOG only receives properly worked and	

vetted proposals before the Committee votes to recommend that the BOG support, sponsor, etc. legislation proposals and that recommendation is ultimately considered by the BOG at its November meeting. The BOG could work with the Committee to consider ways the Committee and BOG can better serve WSBA sections in helping with legislative proposals that impact the practice of law.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	12
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	19
Do you have vacant positions for the coming year, FY24?	no
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$1,250
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$27,813

FY23 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	67%
	Yes	8%
	Chose Not to Respond	25%
District*	0	0%
	2	25%
	3	8%
	6	8%
	7N	17%
	8	17%
	9	8%
Ethnicity	10	17%
	Asian – East Asian	8%
	White or European Descent	67%
	Chose Not to Respond	25%
Gender	Female	33%
	Gender Non-Confirming	8%

	Male	33%
	Man	17%
	Non-Binary	8%
	Other: Agender	8%
	Chose Not to Respond	0%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	8%
	Heterosexual	58%
	No	0%
	Chose Not to Respond	34%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

To: Washington Supreme Court
From: MCLE Board
Date: August 23, 2023
RE: 2022-2023 MCLE BOARD ANNUAL REPORT

Background & Purpose:

The Mandatory Continuing Legal Education (MCLE) Board derives its authority from the Washington Supreme Court. Under Admission and Practice Rule (APR) 11(d)(2), the MCLE Board is authorized to accredit courses and educational programs that satisfy the educational requirements of the mandatory CLE rule, consider MCLE policy issues, determine and adjust fees, consider member and sponsor petitions for waivers from requirements and appeals from decisions, and suggest amendments or regulations to APR 11. The MCLE Board is comprised of six (6) WSBA members and one (1) community member. On average, the MCLE Board meets five times a year.

Proposed Amendments to APR 11: Mental Health and Technology Security

The MCLE Board is proposing amendments to APR 11 that would:

- require legal professionals to earn one credit per reporting period in the subject of technology security;
- require legal professionals to earn one credit per reporting period in the subject of mental health;
- simplify reporting and administration efforts by separating the already required credit in the subject of "equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law" from ethics and professional responsibility;
- as a result of moving the "equity..." subject to its own category (as described above), reduce the number of required ethics and professional responsibility credits from six to five¹;
- allow for additional credits earned beyond the required amount for any given reporting period in the subjects of mental health, technology security, and "equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law" to carry over as "Other" credits.

Legal professionals have an ethical and common law duty to take competent and reasonable measures to safeguard client information. They also have contractual and regulatory duties to protect confidential

¹ Although the suggested amendments would move "equity..." into its own category for ease of tracking compliance, the "equity..." credit is still rooted in ethics and professional responsibility. The change essentially retains six ethics credits overall when one includes the "equity..." credit.



information. With the advent of the global pandemic and an increasing number of legal professionals practicing “virtually,” it is imperative that lawyers, and all legal professionals, stay cognizant of their ethical responsibilities and possess the technological knowledge to safeguard client information and property.

By adding a required credit in technology security, Washington will join other states that recognize the necessity and value of this type of education to the legal profession. In 2023, Florida, New York, North Carolina and the U.S. Virgin Islands require or will require credits related to technology including topics related to cybersecurity.

Several recent studies concluded: Attorneys are prone to mental health issues, including substance abuse and addiction, depression, anxiety, and stress, more so than the general population. The need to address these issues, and to do so as early as possible, relates directly to competence and fitness to practice law. The proposal to require one hour of MCLE credit every three years is a crucial link in addressing this problem. The courses accredited to fulfill this requirement should not be designed nor viewed as a substitute for treatment. Nonetheless, requiring every legal professional to devote one hour every three years to education concerning these crucial issues will elevate the profession, improve the overall quality of legal services, and, ultimately, encourage greater public confidence in the integrity of the profession. Moreover, this requirement may encourage members to seek the help they need, and others to be supportive of their colleagues, while maintaining standards of excellence in the practice of law.

In 2017 the ABA adopted the Model Rule for Minimum Continuing Legal Education and Comments (“ABA Model Rule”)², the first such promulgation since 1988. In addition to the inclusion of a diversity and inclusion requirement, one of the main highlights was the addition of a model mental health MCLE requirement.

These suggested amendments would ensure lawyers, LLLTs, and LPOs focus on mental health and technology security topics (in addition to equity topics) at least once every three years. These are serious topics that can greatly impact a licensed legal professional’s competency to practice law and, if ignored, could result in serious consequences. The proposed requirements, therefore, are directed toward the protection of clients and the public, improving legal professional competency and integrity, and, ultimately, improving the legal community as a whole. In addition, having separate categories will make it easy for members to keep track of their requirements and which ones have been met.

Follow-up on New “Equity...” Credit Requirement

Effective September 1, 2022, and starting with the 2023-2025 reporting period, one of the six ethics credits must be earned in the subject of equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law (“equity...”). Since then, WSBA MCLE has approved 595 live activities and 63 recorded activities for “equity...” credit. This includes courses that solely cover this subject and courses where at least one session includes the “equity...” subject. Of these 658 activities, 137 have taken or will take place as part of an in-house training program.

The volume of activities in this subject area are an indication that CLE providers will respond to new requirements and provide CLE activities to meet the demand.

² See ABA Model Rule for Minimum Continuing Legal Education, American Bar Association (February 6, 2017), https://www.americanbar.org/content/dam/aba/directories/policy/midyear-2017/2017_hod_midyear_106.pdf.

Diversity

The MCLE Board will continue to examine and work to increase the diversity of the MCLE Board. The MCLE Board continues to seek board members who represent diversity in geography, and all other diversity criteria used by the WSBA. Additionally, the Board routinely receives and considers input from petitions filed by WSBA members affected by the MCLE rules.

The MCLE Board fosters an atmosphere of civility and collegiality insofar as how the Board receives comments from WSBA members, staff, fellow board members, and others. This is accomplished by active listening and respectful discussion. Consistency in the application of the rules is maintained by active discussion on the merits of each issue brought before the MCLE Board. The MCLE Board aims to achieve Board consensus whenever possible.

Petitions & Board Decisions

At each meeting, the MCLE Board reviews petitions that have been submitted on the basis of undue hardship. Per APR 11(i)(5): “a lawyer, LLLT, or LPO may file with the MCLE Board an undue hardship petition for an extension, waiver, and/or modification of the MCLE requirements.”

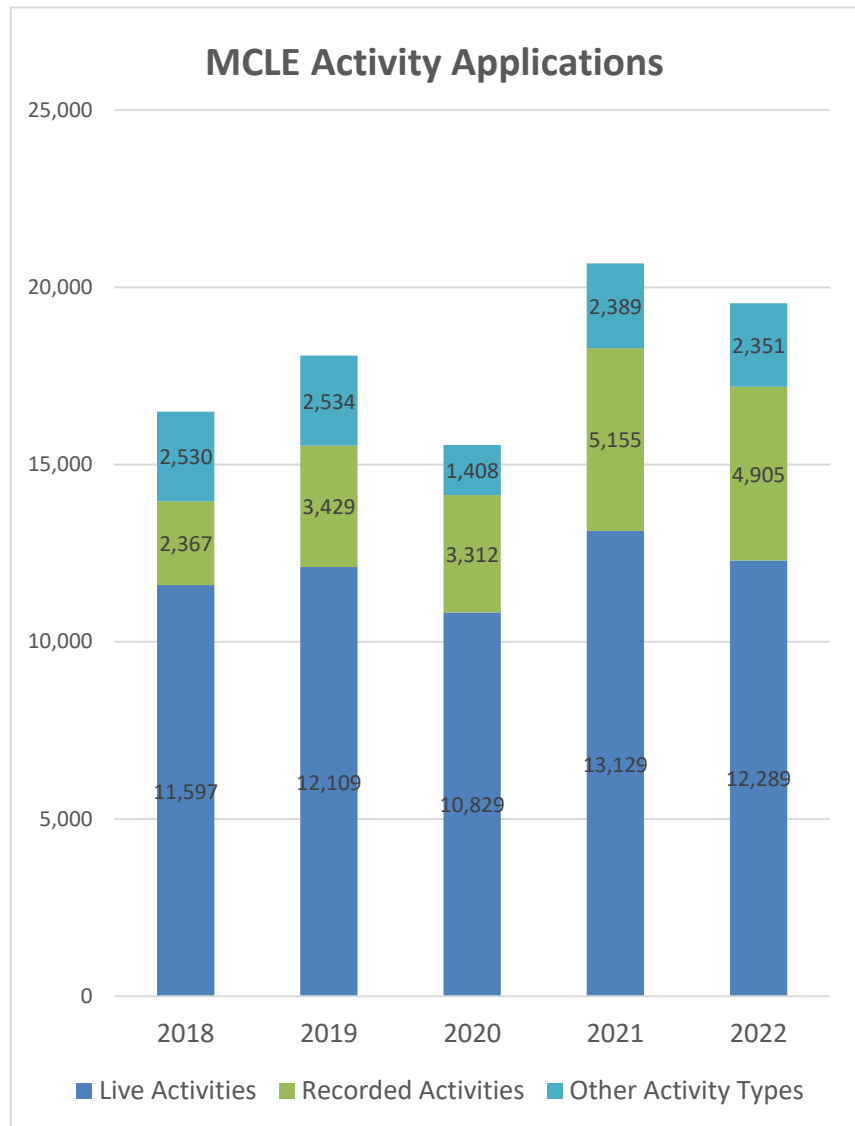
All petitions are first reviewed by the MCLE staff liaison and approved, denied, or forwarded to the MCLE Board based on the Board-approved decision matrix, which defines applicable hardships. The MCLE Board reviews appeals of denials and holds hearings at the request of licensed legal professionals who may appeal a denial by the MCLE Board to the Supreme Court.

In total, 49 petitions of undue hardship were reviewed by the MCLE Board during the 2022-2023 meeting term.

MCLE Activity Applications & Certifications Review

The MCLE Board has delegated approval of courses to the WSBA’s MCLE staff. MCLE analysts regularly review CLE course submissions and accredit activities per standards outlined in APR 11. Hundreds of CLE activity applications are received each month from both sponsors and WSBA members. MCLE analysts review and approve thousands of activity applications each year. In 2022 nearly 20,000 applications were approved for MCLE credit.

In addition to CLE activity reviews, MCLE staff reviews all certifications from members who are due to report their MCLE compliance. As MCLE reporting and certification are based on a three-year reporting period, MCLE analysts review and verify that the MCLE requirements are completed for one-third of the active membership each year. This last year that was more than 10,300 certifications.



Attachments:

1. 2022-2023 MCLE Board Roster

MCLE Board Demographics*Provided by WSBA Staff**Dated December 12, 2023***FY23 Demographics:**

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	0%
	Chose Not to Respond	0%
District*	6	14%
	8	14%
	9	14%
	0	28%
	Unknown	28%
Ethnicity	Black, African American or African Descent	14%
	White or European Descent	33%
	Multi Racial or Bi Racial	14%
	Chose Not to Respond	14%
Gender	Female	43%
	Male	43%
	Man	14%
	Chose Not to Respond	0%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	14%
	Heterosexual	57%
	Chose Not to Respond	29%

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Member Engagement Council
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	11
Chair or Co-Chairs:	Francis Adewale and Matthew Dresden
Staff Liaison: <i>Include name, job title, and department if known</i>	Kevin Plachy and Michael Kroner
Board of Governors Liaison(s):	N/A
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Council shall seek to educate members in a proactive manner about WSBA's and Board of Governor's actions and work, seek input and involve members in decision-making process, build relationship between members and WSBA governance and ensure ongoing updates of members on WSBA processes and measurement. In carrying out these lofty goals, the council shall seek to create mutual understanding between the board and members, drive board priorities, form relationships with WSBA sections, specialty, minority and regional bars and share opportunities across regions of the state and members resident outside the geographical area of the state. The Council will serve as an advisory body to the Board of Governors as set forth in the WSBA Bylaws.	
Strategy to Fulfill Purpose:	

Seek active engagement with members through voluntary bars, WSBA sections, minority bar associations, and through a quarterly survey administered by the Member Engagement Council.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

By identifying ways to enhance member engagement with the Board and the organization, WSBA will be able to better fulfill its mission by (1) attracting a larger and more diverse pool of volunteers to serve on committees, boards, and sections; (2) more effectively providing member benefits and services of value to members that will advance their ability to serve their clients and the public with the highest degree of professionalism and competence; and (3) staying connected to the membership through regular feedback mechanisms, thereby enabling the organization to adapt to the changing needs in the profession and ensuring the services and benefits provided to members are relevant to the needs of the profession and the public.

2022-2023 Entity Accomplishments:

1. Outreach and interaction with county bars. The Council affirmatively conducted outreach to county bars throughout the state, providing invitations to attend our meetings to provide feedback and input on a range of matters including how the WSBA can help/partner with the county bars, current challenges, and opportunities in their areas and how WSBA can help. Invitations were targeted around timing of BOG meetings around the state. Throughout the year the Council heard from representatives from the Whatcom County Bar, Orcas Island, King County Bar Association, South King County Bar Association, Jefferson County Bar Association, and the Cowlitz-Wahkiakum County Bar. The Council will continue this into FY24.
2. Continued the quarterly member perception survey. Reviewed results and continue to monitor them. We have partnered with professional survey company NBRI, which will provide annual, expert feedback to the MEC. The Council will continue this into FY24.
3. Devoted one quarterly NBRI survey to volunteer engagement. The Council reviewed the results and received information from Paris Eriksen, Volunteer Engagement Advisor. The Council and staff discussed ways to improve the volunteer recruitment and service experience. The Council participated in the April Bar News issue devoted to volunteerism.
4. Heard from Bree Buchanan, Past President of the Institute for Well Being in Law, Dan Crystal, WSBA Member Wellness Program Manager, and Kevin Plachy, WSBA Advancement Department Director on the national landscape of wellness in the legal profession and an update and background on the WSBA Member Wellness Program. The Council voted to recommend to the Board of Governors that the latter work to create a Member Wellness Task Force and prioritize the work of Member Wellness.
5. At the request of the Board of Governors, the Council began assessing other options available to members with regards to deskbooks. (A proposal was brought to the BOG to make deskbooks free, and the BOG voted to have the issue referred to the Member Engagement Council to work on alternative proposals.) The Council decided to use one of the quarterly NBRI survey to obtain additional input from members on the issue. A workgroup is working to develop the questions and the survey will be deployed to members in FY24. Once the survey results are back the Council will review and use the feedback to inform alternative proposals.
6. The Council is in the process of receiving information from WSBA Sections regarding the fiscal policy around the use of WSBA Funds to purchase alcohol. In 2016 the policy was changed to prohibit sections from using WSBA funds to purchase alcohol. The Council is seeking input

from the sections about whether the policy should be revisited to allow sections the ability to purchase alcohol with WSBA funds. This work will continue into FY24.

7. The Council reviewed board recruitment procedures with Paris Eriksen, WSBA Volunteer Engagement Advisor, and agreed that Paris should create a workgroup consisting of members of the Member Engagement Council and Board of Governors to work on creating position descriptions, develop an online application process, and discuss ways to improve the leadership pipeline and revisit with the Member Engagement Council as progress is made.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Continue the NBRI Quarterly Surveys and review of the information.
2	Receive feedback from the membership on deskbooks and provide alternative proposals to the BOG.
3	Receive information from the sections regarding the fiscal policy related to use of WSBA funds to purchase alcohol and determine whether to move forward any request for changes.
4	Continue to engage with the County Bars.
5	Work with Member Wellness staff to develop a task force proposal for approval by the BOG.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The Council is seeking ongoing input (specifically in the NBRI survey) from the members on their perceptions of whether WSBA is effectively addressing diversity, equity and inclusion issues and whether WSBA upholds the values of diversity, equity and inclusion. The Council will continue to monitor those results.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

WSBA staff, including but not limited to Sara Niegowski, Michael Kroner, Paris Eriksen, and Kevin Plachy, have provided cheerful and consistently outstanding support. The Council could not achieve anything without them! In particular, Sara has provided tremendous leadership and guidance with respect to the member surveys, Michael has handled nearly all of the outreach with respect to regional bar associations, Paris has been the prime mover with respect to board recruitment, and Kevin has been instrumental with respect to the member wellness proposal (now task force).

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	11
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	2
Do you have vacant positions for the coming year, FY24?	No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	Click or tap here to enter text.
FY23 Indirect Expenses: <i>All entities other than Sections</i>	Click or tap here to enter text.
<p>FY23 Demographics: The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.</p> <p>Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.</p> <p>Note: The Member Engagement Council is largely comprised of members of the Board of Governors. Applicants for the Board of Governors do not complete the WSBA Volunteer Application process and therefore are not asked to provide demographic information.</p>	
Disability	No 75%
	Chose Not to Respond 25%
District*	0 0%
	3 25%
	6 25%
	8 25%
	9 25%
Ethnicity	Asian – Southeast Asian 25%
	White or European Descent 50%
	Chose Not to Respond 25%
Gender	Female 50%
	Male 25%
	Chose Not to Respond 25%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer 0%
	Heterosexual 75%
	No 0%
	Chose Not to Respond 25%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Pro Bono & Public Service Committee
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	17
Chair or Co-Chairs:	Jacqui Merrill Martin and Michael Addams
Staff Liaison: <i>Include name, job title, and department if known</i>	Saleena Salango (October – May), Joyce Diaz Sandi (May – September)
Board of Governors Liaison(s):	Matthew Dresden, Alec Stephens
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Pro Bono and Public Service Committee (PBPSC) is to serve WSBA members by communicating opportunities and eliminating barriers to providing pro bono services to communities that experience poverty and injustice.	
Strategy to Fulfill Purpose:	
The PBPSC fulfills its purpose by promoting opportunities and best practices that encourage WSBA members to engage in pro bono and public service.	

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The PBPSC serves the public and members of the Bar by supporting and promoting pro bono and public service work. The PBPSC ensures integrity of the legal profession by promoting a culture of public service and pro bono among WSBA members. PBPSC champions justice by promoting pro bono and public service to help close the access to justice gap and serve communities that experience poverty and injustice.

2022-2023 Entity Accomplishments:

- 1. Recruited speakers and assisted with moderating the October 2022 Legal LunchBox – “Washington’s New Protection Order Law: Understanding RCW 7.105” which impacted several pro bono programs.
- 2. Wrote several published Bar News Articles:
 - “Help Wanted” by Michael Addams (Oct 2022)
 - Forthcoming article on pro bono domestic violence appellate cases (Oct 2023).
- 3. Made improvements to ProBonoWA.org
 - Created fresh content to help advertise different pro bono programs.
 - Enabled a “Cases” feature where pro bono organizations can list cases to help legal professionals find pro bono opportunities.
- 4. Rules and policy research projects:
 - Monitored proposed Supreme Court rule changes that might impact pro bono services.
 - Conducted research on mandatory pro bono hour reporting and/or mandatory pro bono hour policies.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Pro Bono Public Service Fair – October 27 th
2	Mandatory Pro Bono Reporting during relicensing
3	Click or tap here to enter text.
4	Click or tap here to enter text.
5	Click or tap here to enter text.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The Committee co-chairs frequently solicit input from every committee member. The Committee’s work is structured into separate subcommittees that allow for any member to take a leadership role

and/or advance the work of the Committee. The Committee frequently seeks input and opportunities for collaboration with QLSPs, VLPs, Minority Bar Associations, and other groups to stay informed by organizations serving legal professionals and client communities that experience poverty and injustice. The Committee has included Diversity, Equity, and Inclusion in the organizational values and regularly review decisions being made to be sure they are in line with these values, including when adding new members to the Committee.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

The PBPSC has greatly enjoyed and appreciated the support of the assigned BOG liaison. Through his support and the support of our assigned staff liaison, the Committee has felt well informed and connected to the overall mission of the WSBA. The staff support has been key to keeping the work of the Committee moving forward and has been vital to internal and external communication. Increased use and access to collaborative tools such as Microsoft Teams and OneDrive/SharePoint would further improve the ability of the Committee to collaborate on projects.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	16
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	12
Do you have vacant positions for the coming year, FY24?	Yes
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$1,500
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$63,250

FY23 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	87%
	Yes	6%
	Chose Not to Respond	7%

District*	0	6%
	1	18%
	5	12%
	6	18%
	7N	6%
	7S	12%
	9	6%
	10	18%
Ethnicity	Asian – East Asian	6%
	Asian – South Asian	6%
	Black, African American or African Descent	6%
	White or European Descent	81%
	Chose Not to Respond	1%
Gender	Female	50%
	Male	31%
	Man	12%
	Non-Binary	6%
	Chose Not to Respond	0%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	18%
	Heterosexual	68%
	Other: Demisexual	6%
	No	0%
	Chose Not to Respond	8%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Small Town & Rural Committee
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	13
Chair or Co-Chairs:	Kari Petrasek
Staff Liaison: <i>Include name, job title, and department if known</i>	Julianne Unite - WSBA Member Services and Engagement Manager
Board of Governors Liaison(s):	Mary Rathbone Sunitha Anjilvel
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
	“....to strengthen and support the practice of law in the rural communities throughout Washington state.” – STAR Committee Charter.
Strategy to Fulfill Purpose:	
	The STAR Committee’s strategy to fulfill its purpose is encapsulated in a three-phase strategic plan adopted in May 2022 by the full STAR Committee. The three phases are summarized as follows: Phase One – Host a rural career fair; Phase Two – Establish a rural practice section and secure funding

October 1, 2022 – September 30, 2023 (FY23)

for a .5 WSBA FTE to address rural practice issues; and Phase Three – Develop a post-graduate rural practice fellowship and explore loan forgiveness for practitioners in rural areas.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The STAR Committee directly supports the WSBA’s mission by helping address the issue of “legal deserts” in Washington, strengthens the quality of legal practice in underserved areas, and serves as a critical “force multiplier” for rural practitioners throughout Washington.

2022-2023 Entity Accomplishments:

We hosted a rural practice networking event on November 15, 2022 that had 64 attendees. On the same date, the Governor’s office declared November 15 Rural Practice Day thanks to the dedicated work of a few of our Committee members. The STAR Committee also worked with the WSBA Communications Department to devote the November 2022 issue of the Bar News to rural practice. On April 12, 2023, we presented a Rural Practice CLE with 1,243 people in attendance. In order to get a better understanding of the needs of rural practitioners and organizations, we hosted a local outreach event on May 6, 2023 in Yakima. We met with stakeholders in that region and obtained feedback from them, and had an interactive discussion about practice concerns in rural areas. With the Gonzaga Law School taking the lead, a rural practice job fair was held virtually on March 31, 2023 with 43 employers posting 50 positions and 34 applicants submitting 110 applications. The STAR Committee has worked with WSBA to implement and expand low-cost alternatives to post job announcements for organizations in rural communities on the WSBA Career Center. Firms who advertise job postings for rural practice areas are able to do so for free for 30 days.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Carry out the STAR Committee’s three-phase strategic plan (see above)
2	Ensure greater visibility for the STAR Committee in the statewide legal practice
3	Host a statewide Summit at Gonzaga in Spring 2024, bringing stakeholders together to create goals on how to increase the number of lawyers in “legal deserts.”
4	Work with state organizations to create policy regarding student loan forgiveness for lawyers who work in “legal deserts.”
5	Create plan for a law student summer internship stipend program.
6	The July Legal Lunchbox will be developed by the STAR Committee and focused on Rural Practice.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The STAR Committee actively seeks participation, input, and feedback from attorneys in traditionally under-represented areas of the state, including rural counties, Native American reservations, and

areas outside the I-5 corridor. The STAR Committee comprises a mix of private and public attorneys and comprises predominately attorneys outside the greater Seattle area.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- Quality of WSBA staff support/services, including technology solutions
- Involvement with Board of Governors, including assigned BOG liaison(s)
- Ideas you have for ways WSBA can continue to strengthen/support your entity.

WSBA staff provide exemplary support for the WSBA STAR Committee. Julianne Unite, Kevin Plachy, and Chelle Gegax are all essential to the Committee’s success to date.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:	13
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	6
Do you have vacant positions for the coming year, FY24?	No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$3,700
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$46,704

FY23 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	58%
	Yes	16%
	Chose Not to Respond	26%
District*	0	8%
	1	16%
	2	8%
	3	8%
	5	25%
	6	%
	7N	16%

	8	8%
	9	9%
Ethnicity	Asian – South Asian	8%
	White or European Descent	75%
	Chose Not to Respond	17%
Gender	Female	50%
	Male	25%
	Non-Binary	8
	Chose Not to Respond	17%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	8%
	Heterosexual	50%
	No	8%
	Chose Not to Respond	34%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Washington Young Lawyers Committee
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	18
Chair or Co-Chairs:	Zachary Davison
Staff Liaison: <i>Include name, job title, and department if known</i>	Curtiss Melvin
Board of Governors Liaison(s):	Jordan Couch and Kari Petrasek
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
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. Per Section XII.A of the WSBA Bylaws, the WYLC's purpose is to: 1) encourage the interest and participation of new and young lawyers and law students in the activities of the WSBA; 2) 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; 3) and upholding and supporting the Guiding Principles of the WSBA.	
Strategy to Fulfill Purpose:	

This year’s focus on fulfilling the WYLC’s purpose involved four key areas:

1. Outreach and communication;
2. Public Service and Leadership;
3. Access to justice and Rural Recruitment and Retention
4. ABA YLD Representation

The accomplishments goals outlined in this document reflect how the work of the WYLC addressed these priorities and fulfills the purpose of the WYLC.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

- 1) As new and young lawyers come in, the WYLC helps those lawyers navigate through difficult issues and connect with the WSBA and its member services.
- 2) We have a committee member involved in the Small Town and Rural Committee (STAR) and the Young Lawyer member. STAR works to bridge the gap between retiring practitioners and new lawyers to ensure consistent access to justice in rural communities.
- 3) The WYLC encourages all new and young lawyers to participate in public service. The WYLC also gives our Public Service and Leadership Awards every year to recognize outstanding achievement.

2022-2023 Entity Accomplishments:

Outreach and Communication

The WYLC continued its standard programming of sending out periodic informational update emails to its constituents. It also strengthened its relationships with BOG members in additional efforts to connect with more new and young lawyers across the state. Through this process, the WYLC continued brainstorming new ways to connect and engage with those attorneys on a more regular basis. The WYLC looks forward to executing on those ideas in the upcoming fiscal year.

Public Service and Leadership

The Public Service and Leadership Award (PSLA) exists to connect and recognize new and young lawyers that demonstrate values of public service and leadership. The WYLC received several two nominations and voted to honored two new young lawyers this year with the PSLA. A WYLC member drafted the article about the PSLA recipients for and upcoming Washington State Bar News issue.

RRR/AATJ

The WSBA established the STAR Committee to help address what will bring new and young lawyers to underserved rural areas. WYLC member Zachary Bryant is serving as the STAR Committee’s Young Lawyer Liaison.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Provide more in-person meetings and social opportunities to connect with young lawyers in more geographically diverse settings.
2	Provide opportunities for the WYLC to connect and provide guidance to law students.

3	To maximize the efficiency and meaningfulness of the WYLC meetings.
4	To use the WYLC’s resources on projects and events that more meaningfully align with the goals of the WYLC.
5	To encourage and develop working relationships with county bar young lawyers divisions.
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i></p>	
<p>The WYLC meetings are conducted in a manner to encourage and support all members to voice their opinions and be included in the decision-making process. The WYLC also focused on projects specifically designed to facilitate DEI, including a project to expand the definition of “new and young lawyer” to encapsulate a broader swath of attorneys.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	
<p>The WYLC continues to enjoy support from the WSBA. WSBA-staff liaison Curtiss Melvin is very responsive and provides helpful support and guidance to the WYLC. The WYLC also appreciates WSBA Manager of Member Services and Engagement Programs Julianne Unite’s continued support and engagement. Member Services and Engagement Administrative Assistant Chelle Gegax also regularly attends meetings to support the WYLC members.</p> <p>Jordan Couch and Kari Petrasek served as the BOG’s young lawyer liaison. Jordan and Kari attended some of the meetings this year, briefing WYLC members on BOG activities, fielding member questions, and providing insights. Both BOG Liaisons encouraged WYLC members to reach out for additional support when needed.</p>	
<p>Entity Detail & Demographics Report: To Be Completed by WSBA Staff</p>	
Number of Entity Members/Section Executive Committee Members:	12
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	n/a
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	9
Do you have vacant positions for the coming year, FY24?	4

FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$12,000
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$56,894
<p>FY23 Demographics: The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.</p> <p>Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.</p>	
Disability	No 77%
	Yes 15%
	Chose Not to Respond 8%
District*	0 15%
	2 7%
	3 7%
	4 7%
	5 7%
	6 7%
	7N 7%
	7S 7%
	9 23%
	10 7%
	Unknown 6%
Ethnicity	Asian – East Asian 7%
	Asian – Southeast Asian 15%
	Black, African American or African Descent 7%
	Hispanic, Latino/a or Latinx 7%
	White or European Descent 15%
	Multi-Racial or Bi-Racial 15%
	Chose Not to Respond %
Gender	Female 46%
	Male 46%
	Chose Not to Respond 8%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer 23%
	Heterosexual 62%
	No 0%
	Chose Not to Respond 15%
<p>The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual,</p>	

transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

TO: Terra Nevitt, Executive Director

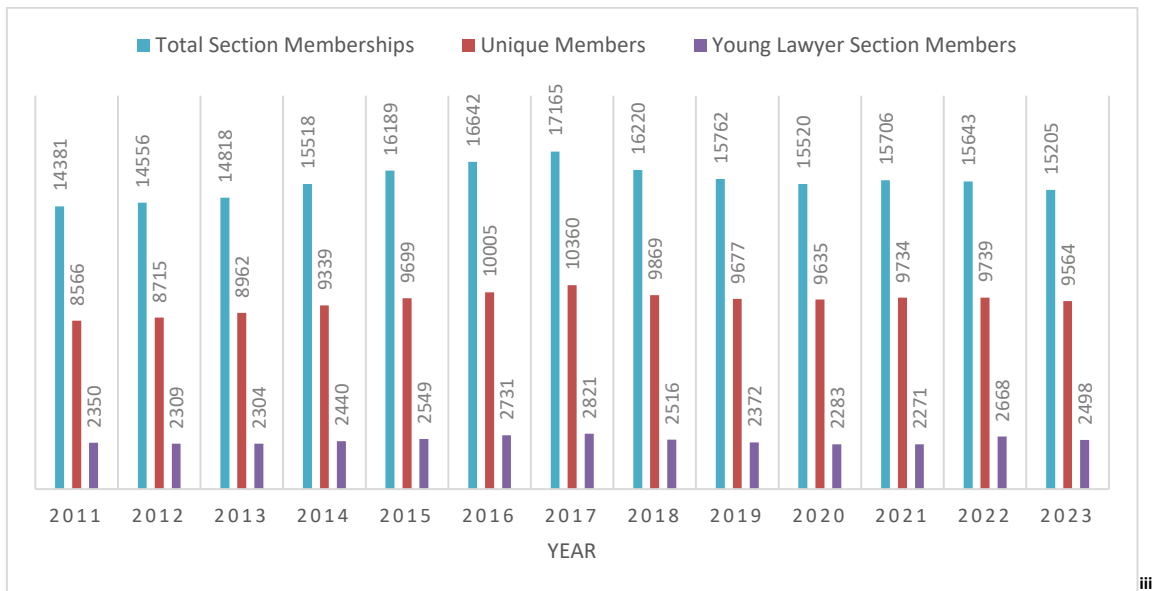
FROM: Kevin Plachy, Director of Advancement
 Julianne Unite, Member Services and Engagement Manager
 Carolyn MacGregor, Sections Program Specialist
 Noah Baetge, Sections Program Coordinator
 Chelle Gegax, Member Services and Engagement Administrative Assistant

RE: WSBA Sections 2023 Annual Summary Memo & Section Annual Reports

DATE: December 8, 2023

Washington State Bar Association (“WSBA” or “Bar”) Sections are entities of the Bar created and tasked to carry on the work of the WSBA and further their purposes as defined in the WSBA Bylaws and further articulated in individual section bylaws. Approximately 23% of all WSBA members belong to one or more of the WSBA’s 29 sections.¹ Each year, section executive committees (also referred to as “section leaders” collectively) and WSBA staff work together to increase and improve the benefits and support available to section members. Sections generally rely on membership dues, CLE registration revenue, and publication royalties to fund their activities. Per the WSBA Bylaws XI.K, each WSBA section is required to submit an annual report to the WSBA Executive Director.

Section Membership Numbers Over the Years²



¹ Based on [December 1, 2023, WSBA Member Demographic Reports](#) and December 5, 2023, data from WSBA Regulatory Services Department.

² Reflects calendar/licensing year and based on December 5, 2023, data from WSBA Regulatory Services Department.

Summary of WSBA Sections for 2023 (January 1, 2023 – December 31, 2023):

- **15,205** section memberships.³
- **Over 366** section leader volunteers across all 29 sections.⁴
- **\$30** average dues amount to join a section in 2023 (range \$20-\$40). Current law student rate is \$18.73⁵ (as of October 1, 2023). Law student rate was \$17.66 (January 1-September 30, 2023).

In FY2023, WSBA sections provided the following member benefits⁶:

- **63** section-sponsored educational programs with WSBA: CLE seminars (22) and mini-CLEs (41).⁷
- **\$98,186** awarded in scholarships donations and/or grants.⁸
- **23** law school/student and new lawyer outreach events/benefits.
- **Over 524** legislative bills reviewed/drafted.
- **13** newsletters produced.
- **25** receptions or forums (non-CLE).

Sections Team: Internal Highlights & Goals in FY2023

The “Sections Team” is comprised of 2.5 WSBA FTEs⁹ dedicated to the support and success of the 29 WSBA Sections through close partnership with section executive committees. In addition, several other staff members/departments throughout WSBA provide section-related support at different times, including staff from finance/accounting, CLE, legislative, and communications.

The Sections Team provided valuable benefits to section members through the following:

- Provided guidance on WSBA policies and procedures pertaining to sections.
- Supported activities to foster sustainable sections.
- Supported a pipeline of future leaders.
- Facilitated collaboration between sections and other WSBA programs/efforts.
- Assisted with section member recruiting efforts.

The Sections Team highlights during FY2023 include:

- Hosted a hybrid Fall Section Leaders Orientation in November 2022, which included various speakers including WSBA Immediate Past President Brian Tollefson, Executive Director Terra Nevitt, and other WSBA staff leadership. Chief Equity Officer Diana Singleton presented

³ Based on [December 1, 2023, WSBA Member Demographic Reports](#). Section memberships range between 76 – 2,236 members.

⁴ Based on committee member totals pulled from Personify for FY23. Includes Young Lawyer Liaisons; does not include BOG liaisons.

⁵ The law student rate mirrors the per-member charge for a given fiscal year.

⁶ Unless otherwise cited, all information was gathered from the completed FY2023 annual reports received from 25 of the 29 section executive committees.

⁷ Based on data obtained from WSBA-CLE and accounting team on December 8, 2023.

⁸ Based on year-to-date actual scholarships/donations/grant expense budget line in the September 2023 Monthly Financial Reports.

⁹ The following positions are included in FTE count: Sections Program Specialist, Sections Program Coordinator, Member Services and Engagement Manager, and Member Services and Engagement Administrative Assistant.

WASHINGTON STATE BAR ASSOCIATION

“Centering Inclusion, Equity, and Belonging in Recruitment,” and several section executive committee members facilitated a discussion: “The Future of Open Sections Night.” The orientation also included sessions on court rules, fiscal policy updates, and sections best practices. Attendance included 34 section leaders.

- Presented the annual Spring Section Leaders Meeting virtually in April 2023, inviting WSBA staff leadership to join in celebrating 50 years of WSBA Sections, presenting on WSBA updates, working with WSBA CLE, budget planning, and an open dialogue joined by WSBA Governor Sunitha Anjilvel. Ten section leaders attended the meeting.
- Assisted sections and provided staff support for sections that held virtual, hybrid, and in-person events (e.g., receptions, panels, and roundtables), as sections are employing all three options when planning programs and events.
- Continued monthly publication of the *Sections Bulletin*, adding a regular “Did You Know” item, highlighting various tools and tips that WSBA offers volunteers and members. The *Bulletin* is intended to provide section leaders with up-to-date information regarding WSBA matters; best practice tips; supplemental resources regarding leadership, diversity, and educational development; and to connect sections with existing and relevant WSBA programs.
- Provided individualized support to executive committees, including, but not limited to: design and implementation of member surveys; virtual, hybrid, and in-person event planning; financial and data analysis; guidance through the bylaws amendment approval process; facilitation of section newsletter review and production; section webpage formatting and content updates; and assistance developing and growing mentorship programs.
- Completed a successful budgeting process, including review of budget histories and follow-up with sections before budgets were submitted to the Budget & Audit Committee.
- Engaged in ongoing collaboration with CLE, Legislative, Communications, and Finance staff to update materials and processes related to sections.
- Continued the Sections Lunch Discussion Series, with a July session on Executive Committee Member Recruitment, facilitated by La Vonna Jones of the Family Law Section EC, Volunteer Engagement Advisor Paris Eriksen, and Equity and Justice Lead Saleena Salango, with 12 section leaders in attendance.
- Maintained and updated the online “Volunteer Toolbox,” including section leader meeting recordings/materials, new tools, and resources to help section leaders implement their activities (e.g., templates, meeting tools, and policies).
- Compiled information and data from section annual reports and regulatory services to create annual section “Year in Review” infographs, with design support from Communications.
- Worked closely with IT staff and section officers to administer section executive committee elections for all 29 sections.

Sections Team: Internal Goals for FY2024

The primary areas of focus for the Sections Team in FY2024 will be providing continued support for section member and section leader recruitment; using improved communications and tools for virtual meetings and events; partnering with the three sections participating in the WSBA *MyCommunity* Pilot project to help navigate the platform and fully explore its functionality; exploring innovative member benefit ideas; promoting collaboration among sections; fostering relationships between sections and the Board of Governors; and continuing engagement with section leaders through the annual spring update session, fall orientation programming, and occasional virtual discussion forums.

WSBA FY2023 Section Annual Reports

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Included with this memo are the FY2023 sections annual reports submitted by 25 of 29 section executive committees.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Administrative Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	15
Chair or Co-Chairs:	Lea Dickerson
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor, Section Programs Specialist
Board of Governors Liaison(s):	Francis Adewale and Alec Stephens
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Administrative Law Section is to seek participation of all interested members of the Bar to benefit section members, their clients, and the general public by: exchanging ideas and sharing knowledge in administrative law, including the Washington Administrative Procedure Act, Public Records Act, and Open Public Meetings Act, through CLEs, publications, meetings, and other means of communication; Initiating and implementing common projects; improving and facilitating the administration of justice in administrative law through the review of pending legislation and regulations, the	

development of proposed statutes, and the promotion of uniformity in legislation and administration; and providing other services that may benefit section members, the legal profession, and the public.

Strategy to Fulfill Purpose:

The Section’s Diversity Outreach Committee actively solicits and recruits individuals to join the Administrative Law Section through recruiting events. The Section’s Nominating Committee actively solicits and recruits individuals to join the Section’s Executive Committee when openings arise. The Section’s CLE Committee routinely hosts and puts on Mini-CLEs concerning various topics in administrative law that would be of interest to the broad range of professional activities of our diverse membership. The Section’s Legislative Committee tracks pending legislation, writes articles on legislative activity and agency actions and, where appropriate, provides feedback to the WSBA Legislative Liaison on pending legislation of concern to the section. The Section’s Newsletter Committee publishes a Newsletter that includes articles on administrative law and advertises events like the Section’s CLEs. The Homan Award Committee solicits and reviews nominations for the Homan Award and awards it to individuals who have shown a strong dedication and commitment to administrative law through their actions and professional accomplishments. The Section’s Publications and Practice Manual Committee ensures that the Section’s Public Records Act Deskbook and Administrative Law Practice Manual are updated regularly and published.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The Section’s purpose furthers this mission through the exchange of ideas and sharing of knowledge via publications the Section produces (The Public Records Act (PRA) Deskbook & Administrative Law Practice Manual); the CLEs it sponsors and produces; the Newsletter it publishes with articles and case law summaries; tracking proposed legislation and agency actions and best practices; and providing current knowledge on administrative law to the public and members of the Bar. It serves to better the practice of administrative law in Washington through both knowledge and awareness, which aids members of the Bar in championing justice.

2022-2023 Entity Accomplishments:

Many of the Administrative Law Section’s efforts during FY 23 can best be described as researching and trying out new ways for our membership to connect as we came out of the Covid-19 restrictions. Between October 1, 2022, and September 30, 2023, the Executive Committee held regular monthly meetings via either Zoom or MS Teams video conferencing. These meetings were typically scheduled for the third Monday in each month unless rescheduling was necessary to account for a Monday holiday. In May 2022 after a two-year hiatus the Section hosted its Annual Retreat at the Alderbrook Conference Center in Union, WA. The Section awarded the Frank Homan award for 2022 to Larry Berg, and held an in-person reception at Mercato’s in December for the Homan Award recipient. This event also featured a mini-CLE on recent cannabis law issues. The Section produced four mini-CLEs using the Bar’s On24 system. The subjects included Cannabis regulation, administrative practices as affected by the pandemic, healthcare professionals’ boundary violations, and the health professions disciplinary process. The Section also made efforts

to get the quarterly Newsletter back on track and was able to publish the Newsletter in the spring. The Legislative Committee tracked more than 70 bills during the 2023 Legislative Session. The Diversity and Outreach Committee continued to develop the Mentorship Program and matched up new attorneys with seasoned mentors. The Section posted many of the details about its accomplishments in its Newsletter and Meeting Minutes, all of which are timely available on the Section Website for members.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Mini-CLE Program
2	Annual Retreat at Alderbrook w/ CLE
3	Further Development of Mentorship Program
4	Homan Award
5	Increase Newsletter Publication

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The Administrative Law Section is involved in all areas of administrative law of interest to Washington lawyers, including Washington State administrative law, federal administrative law, tribal administrative law, and interstate compact administrative law. We recognize that most attorneys in Washington practice some type of administrative law, even if they never directly apply the Washington Administrative Procedure Act. The Section welcomes anyone as a member who has an interest in administrative law. Our members include: Assistant attorneys general; Public agency in-house attorneys; City attorneys (on private contract as well as municipal employees); County prosecutors; Private practitioners who represent clients subject to government regulation; Judicial officials; and Administrative Law Judges. The Section’s Executive Committee strives to recruit members and board members from historically underrepresented backgrounds, LGBTQ+ attorneys, young/new attorneys, and attorneys from all over the state. The Section’s Diversity and Outreach co-chairs have focused primarily on both creating awareness within the Section leadership about bias, equality and equity while developing a mentorship program that is designed to provide guidance and support to new and underrepresented attorneys as they begin their practice in administrative law. Instead of working directly with minority bar associations, we are focused on developing a Section that is inclusive and supportive of minorities in the practice area which we hope will foster a diverse population for the practice in the future. In addition, the Section tries to recruit attorneys for the Section Executive Committee and sub-committees who have been practicing for a broad range of years, including attorneys who are planning for retirement and attorneys who have just begun their careers. We encourage all board and committee members—including new attorneys—to serve in all leadership positions, including as Section officers and Committee chairs. The Section’s Young Lawyer Liaison is a voting member of the Section’s Executive Committee.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

The Administrative Law Section has regular communication with our Section liaisons, particularly Carolyn MacGregor. She regularly attends our Section meetings and we could not be happier with the assistance we receive. The liaisons coordinate with the Section’s graphic designer and WSBA legal counsel to review content in the draft Newsletter before publication. WSBA staff assist with the technical details and On24 support that help us create a more successful and accessible continuing legal education program. The Section also has the opportunity to interact with WSBA staff regarding legislation related to administrative law. Also very much appreciated is the annual new leaders orientation sponsored by the Bar in the fall.

SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

<p>SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits:</p> <p>For example:</p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	1	Newsletters/publications produced
	4	Mini-CLEs produced
	0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
	1 Homan Award Reception and CLE in Olympia	Receptions/forums hosted or co-hosted
	0	Scholarships, Donations, & Grants
	0	New Lawyer Outreach events/benefits
	1	Other (please describe): Annual Homan Recognition Award
<p>SECTIONS ONLY: Please quantify your section’s 2022-2023 legislative activity.</p>	70+	Bills Reviewed
	Click or tap here to enter text.	Bills tracked
	Click or tap here to enter text.	Comments proposed

	Click or tap here to enter text.	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:		13
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		253
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		8
Do you have vacant positions for the coming year, FY24?		0
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>		\$40,055
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>		\$36,688

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Business Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	23
Chair or Co-Chairs:	Kelly Lawton-Abbott
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Kevin Fay
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Section shall be to benefit the members of the Section and their clients: (a) By encouraging research and study, and the development of best practices, in the area of business law in the State of Washington, and sharing these efforts through continuing legal education where possible and appropriate; (b) By participating in the development of state legislation and regulations in order to improve and facilitate the administration of justice in the area of business law; and (c) By undertaking such other services relating to the area of business law as maybe of benefit to members of the Section, members of the Bar and the greater public.	

Strategy to Fulfill Purpose:	
CLE's organized by Committee Sections to provide member relevant education opportunities through both virtual and in-person events.	
How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?	
The Section seeks to promote professionalism among our members by helping to build and foster personal relationships among business attorneys across the state and by providing a forum for the discussion and exchange of ideas leading to the improvement of the laws relating to these areas of law.	
2022-2023 Entity Accomplishments:	
Click or tap here to enter text.	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Continue the Section's strong tradition of legislative participation.
2	Continue to improve upon the programming initiatives from recent years, including planning an in person annual meeting.
3	Increase engagement with new law students and support for the local law schools.
4	Actively recruit more members to participate in the Section.
5	Supporting the Business Law Primer with the WBSA
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>	
Even as compared to other segments of the legal profession, the business law bar is historically lacking in diversity. The Section has tried to promote a culture of diversity, equity, and inclusion, particularly with respect to the constitution of our executive committee. Women and racial and ethnic minorities currently represent almost 50% of our executive committee.	
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i>	
<ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	
We believe the Section's relationship with the WSBA staff and governors has been fruitful. The WSBA staff has always been willing to help. We appreciate the lengths to which the WSBA staff always goes to acknowledge the contributions of the section leaders.	

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits: <i>For example:</i> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	Click or tap here to enter text.	Newsletters/publications produced
	Three mini-CLE's - Mid-Year Meeting, UCC mini-CLE and Opinion mini-CLE.	Mini-CLEs produced
	Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
	Click or tap here to enter text.	Receptions/forums hosted or co-hosted
	Click or tap here to enter text.	Scholarships, Donations, & Grants
	Click or tap here to enter text.	New Lawyer Outreach events/benefits
	Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	2	Bills Reviewed
	1	Bills tracked
	1	Comments proposed
	1	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:		18
Number of Section Members: <i>As of September 30, 2023. Note: The Section Membership year runs on the calendar year.</i>		1235
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		8

Do you have vacant positions for the coming year, FY24?	Yes - 5
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023.</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$43,385
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$25, 822

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Construction Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	24, including past Chairs
Chair or Co-Chairs:	Bart Reed
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Serena Sayani
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
Our bylaws provide the following: “The purposes of this Section are to promote the education of Washington State Bar Association members in laws, regulations, and administrative and court decisions affecting such procurement and construction, the sound development of relevant laws and regulations, to cooperate in that endeavor with the American Bar Association and its sections and to promote the objects of the Washington State Bar Association.”	

Strategy to Fulfill Purpose:	
To keep our members engaged and up to speed on current issues in our industry, we host CLEs, forums, and had previously provided writing competition for law students. Due to lack of participation, we have pivoted from a writing competition to a mentoring/lunch program for students to get to know construction attorneys. We also provide Section members updated legal materials including jury instructions, contracts, and a desk book. We are also looking at the possibility of working with Seattle University to re-start their construction law course.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
Through the Section, our members are provided opportunities to become educated on the latest hot topics in the industry and provide a higher quality of service to their clients. We are also making efforts to expand visibility of construction through work with law schools and young lawyers. We serve the public by making form residential contracts available to the public for use on residential construction. The Section’s educational resource offerings (e.g., desk book, CLE/webinars, newsletter, forums) provide members with information on relevant topics impacting the industry and its diverse stakeholders.	
2022-2023 Entity Accomplishments:	
During the 2022-2023 year, the Section finalized updates to its standard form construction contracts and created new forms for design-build guaranteed maximum price; held a very successful mid-year CLE in June, including a judges panel with judges from King County Superior Court and the Court of Appeals; continued regular quarterly newsletter publications; and commenced an update and editorial review of its multi-chapter construction desk book. We also held an informal gathering at Cutters Restaurant to honor Judge Beth Andrus, recently retired from Division I of the Court of Appeals, to recognize, celebrate, and reflect on her many contributions to the bench and bar.	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Fall/Winter Forum: We are currently working with WSDOT to coordinate and schedule an event to tour and learn about the new Seattle Ferry Terminal at Colman Dock. This will afford members with the opportunity to learn about a new local infrastructure project in Seattle and catch up with each other in an informal environment.
2	Spring Forum: We are currently looking for locations to have an in-person event for members in an iconic/unique building in Seattle. In years past, we have had a guest speaker for one hour (of CLE credit), followed by a dinner where we have a welcome opportunity to catch up with members outside of the office/court room/board room.
3	Mid-Year CLE: Planning for this event has started and we look forward to another successful program and great turnout in June 2024.

4	Law Student Engagement: We have decided to suspend the writing competition and explore new ways to spend competition prize money, all to inspire student interest in the Section. We have decided to implement a “Lunch with a Lawyer” to provide access to construction attorneys for students in all three Washington-based law schools. We will continue to evaluate the efficacy of this program during the following year.
5	In-Person Winter Mini-CLE: We are discussing the return of a mini-CLE to take place in early 2024. Pre-COVID, this was a yearly event with dinner and a CLE credit, held at Cutters Restaurant. Traditionally, this program afforded members with an educational/social program and opportunity to learn more about a topic of interest to the construction industry.
6	Update to Bylaws: We intend to update our Section’s bylaws to clarify term limits and executive leadership positions. We’ll coordinate with the Executive Council and with WSBA representatives to ensure that the updates are ratified and go into effect this year.
7	Community Service/Outreach Opportunities: We’re considering a proposal by the Section Chair for invitations to the Section members to engage in a day of community service for an event that aligns with the Section’s mission and service to the construction industry.

Please describe how this entity is addressing diversity, equity, and inclusion:
How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The Construction Law Section continues to engage lawyers from diverse backgrounds. We are proud to have several members on the executive council who are women, people of color, and people who are under 40 or over 60. We value a culture of inclusion. To encourage engagement and interaction, this year again we discounted our Mid-Year CLE price for new lawyers, government lawyers, and small firms.

Please share feedback regarding the support and engagement provided by WSBA.
For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Click or tap here to enter text.

SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits: <i>For example:</i>	1	Newsletters/publications produced
	Click or tap here to enter text.	Mini-CLEs produced

<ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
	1	Receptions/forums hosted or co-hosted
	Click or tap here to enter text.	Scholarships, Donations, & Grants
	1	New Lawyer Outreach events/benefits (Lunch with Lawyer Program for law students to have lunch with members of the Construction Section [reimbursed by Section])
	1	Other: Construction Law Desk Book Update
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	0	Bills Reviewed
	Various	Bills tracked
	0	Comments proposed
	0	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:	16	
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	499	
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	9	
Do you have vacant positions for the coming year, FY24?	No	
FY23 Budgeted Direct Expenses:	\$29,148	

<i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$13,285

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Creditor Debtor Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	13 incl. YL Liaisons
Chair or Co-Chairs:	Bruce Medeiros
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Matthew Dresden
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
Provide continuing legal education programs on topics of interest to the section membership with the purpose of devoting revenue generated from said programs to debt related legal clinics or debt related education organizations; Provide communication amongst members of the section; Review and comment on proposed creditor-debtor legislation.	
Strategy to Fulfill Purpose:	

The Section sponsors continuing legal education programs that generate revenues which are then distributed, in the form of grants, to statewide legal programs or debt related education organizations. The Section also publishes a newsletter for section members. The Section listserv also serves as an important communications hub for practitioners across the state seeking assistance and information on issues of importance to practice.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

See above.

2022-2023 Entity Accomplishments:

1) Provide grant funding of \$5,000.00 split between two legal clinics in Washington communities where few bankruptcy/debtor counseling services are located; 2) Provide quality CLE programs, including co-sponsorship of the annual Northwest Bankruptcy Institute (NWBI); 3) Review and comment on proposed creditor-debtor related legislation referred to section executive committee by the WSBA lobbyist; 4) Publication of the section’s semi-annual newsletter; and 5) Maintain active discussions amongst section members via the section’s listserv.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Increase Membership and CLE Revenue to fund larger grants.
2	Review ways to increase diversity, equity and inclusion within section membership.
3	Continue high quality legal education presentations, including looking at cross-selling CLE programs with other sections.
4	Review and comment, when appropriate, on proposed creditor-debtor related legislation.
5	Publication of section newsletter.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The Creditor Debtor Section’s Executive Committee is aware of the need to be inclusive in all our activities. We are inherently diverse in that some of us represent creditors, some of us represent debtors, and other represent both. The Executive Committee strives to recruit candidates that represent members from historically underrepresented backgrounds. WE strive to take positive steps to deal with those issues and the Section welcomes any member of the Bar that is interested in substantive area of practice that we are involved with. We also strive to embrace the cultural differences that make interaction amongst us more interesting. The Sections has not utilized the services of the WSBA Diversity Specialist and have not had any contact with or from that person. The Executive Committee continues to

keep its focus on the issues of diversity and inclusion, together with the issue of avoiding discrimination in our activities.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Carolyn MacGregor has been invaluable in assisting our section.

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

1	Newsletters/publications produced
0	Mini-CLEs produced
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
0	Receptions/forums hosted or co-hosted
2	Scholarships, Donations, & Grants
0	New Lawyer Outreach events/benefits
0	Other (please describe): Click or tap here to enter text.

SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.

1	Bills Reviewed
1	Bills tracked
1	Comments proposed
0	Bills proposed/drafted

**Entity Detail Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members: 17

Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	459
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	5
Do you have vacant positions for the coming year, FY24?	No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$14,103
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$12,982

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	WSBA Criminal Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	16
Chair or Co-Chairs:	Tracey Munger – Chair
Staff Liaison: <i>Include name, job title, and department if known</i>	Tracey Munger – Chair; Nicholas Holce – Secretary; Mark Vovos - Chair Elect
Board of Governors Liaison(s):	Bret Purtzer Erik Kaeding
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
Providing a forum for the exchange of ideas in the areas of criminal law, correction, procedure, and evidence and to work with pending legislation and development of statutory enactments to improve and facilitate the administration of justice within the criminal arena.	
Strategy to Fulfill Purpose:	

Comprehensive CLE's that address a wide variety of criminal law legal topics, providing perspectives on pending legislation that affects the practice of criminal law, providing outreach to the community to foster engagement and education,		
How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?		
By fostering collaborative relationships between prosecutors and defense attorneys and creating a collegial environment for the growth of all members/ Additionally, legislative input is provided in a bi-partisan manner with the goal being the best interest of the profession as a whole.		
2022-2023 Entity Accomplishments:		
Criminal Justice Institute CLE, Caselaw update to members,		
Looking Ahead: 2023-2024 Top Goals & Priorities:		
1	Criminal Justice Institute CLE	
2	Membership growth	
3	Quarterly Newsletter	
4	Law School Outreach	
5	Charity Outreach - Children's book drive	
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>		
The section maintains liaison with minority sections and groups within the WSBA and our membership is open to all practitioners interested in criminal law. The CJI includes a presentation on Racial Issues in the Courtroom and American Equity and Justice.		
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 		
WSBA staff has been helpful with coordinating and promoting the CJI and answering all other questions when needed. They bar has been extremely helpful when contacted.		
SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits: <i>For example:</i>	0	Newsletters/publications produced
	0	Mini-CLEs produced

<ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
	1	Receptions/forums hosted or co-hosted
	?	Scholarships, Donations, & Grants
	0	New Lawyer Outreach events/benefits
	0	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	2	Bills Reviewed
	?	Bills tracked
	1	Comments proposed
	0	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:		12
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		383
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		2
Do you have vacant positions for the coming year, FY24?		Yes - 4
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>		\$42,885
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>		\$7,548

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WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Dispute Resolution Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	13 formal positions, plus 2 non-voting advisors
Chair or Co-Chairs:	Courtland Shafer
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor, Sections Program Coordinator
Board of Governors Liaison(s):	Kristina Larry
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Section promotes the use of appropriate dispute prevention and resolution processes.	
Strategy to Fulfill Purpose:	

The Dispute Resolution Section of the Washington State Bar Association promotes the use of appropriate dispute prevention and resolution processes, by providing resources, developing programs, and addressing issues to: 1) enhance the skills of dispute resolution practitioners; 2) educate the public in the availability and use of party-determined solutions; and 3) assist the growth and development of dispute resolution services in the State of Washington.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

Educating members of the Bar and the public about Dispute Resolution serves to bring awareness to nonlitigation methods of resolving disputes. These methods can be more efficient, less expensive, faster, allow party control of the process, provide for the use of experts in the subject matter as decision-makers, and allow privacy in the dispute resolution process. We also serve members of the Bar by bringing CLE opportunities in DR subjects and procedures, by holding networking events, and by providing channels to communicate with other Section Members and with other DR professionals or interested parties. Additionally, we monitor legislation and comment on legislation to further ensure the integrity and utility of DR processes.

2022-2023 Entity Accomplishments:

We began the fiscal year with an Executive Committee retreat focused on incorporating recent changes to our Mission Statement (dropping the word “Alternative”) and Bylaws (adding “Inactive Members” of WSBA as eligible Members of the Section) more deeply into our strategy and plans to meet member’s needs. Deep discussions on 1) better understanding our Section Members needs from the Executive Committee; 2) a desire to broaden, deepen and diversify the pool of potential Executive Committee members, and 3) a recognition on the breadth of the practice of mediation and related conflict resolution practices by those in other professions in Washington, led the Section to commit to bringing back the Northwest Dispute Resolution Conference (<https://nwdrconference.org/#home>). Following the example of other Sections, we launched a groups.io online community to expand collaboration with DR practitioners who are not members of WSBA or eligible for WSBA. We continued the “Happy Hour NW,” which is a Thursday evening open-ended Zoom discussion and networking opportunity for our Members, as well as an online book club and continue to discuss how we may choose to evolve member engagement in both in-person and virtual forums. Recognizing the value in collaborating with other sections, we have supported and promoted events led by other sections (e.g., Collaborative Law) and larger sections (e.g., Family Law). Examples of this work are the November. 10 CLE – Beyond Theory: Using Collaborative Law for Non-Matrimonial Civil Disputes, the July 25th, Legal Lunchbox Series Early Family Law Mediation event and promoting the upcoming Family Law Section event to help practitioners meet the requirements under Washington’s new Uniform Family Law Arbitration Act. We continue to work cooperatively with the law schools in Washington State to provide DR training and to help with DR presentations/competitions.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Deliver an outstanding Northwest Dispute Resolution Conference, March 21-22, 2024
2	Grow and deepen DR conversations across professions in the groups.io community

3	Continue to deepen our awareness and strive to authentically integrate diversity, equity and inclusion into the work of our section.
4	Click or tap here to enter text.
5	Click or tap here to enter text.

Please describe how this entity is addressing diversity, equity, and inclusion:

As the second oldest Section (in terms of the median age of our members), the DR Section has both unique challenges and opportunities in addressing systemic inequalities. To further our personal growth, we have added a DEI topic to our monthly Executive Committee meetings and seek insights and information to share that knowledge with our community through the listserv and more broadly through our groups.io. DEI topics are top of mind as the conference planning committee solicits and reviews presenter proposals.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

We have enjoyed close communications with and great support from our WSBA staff liaison and other WSBA personnel. They have helped us accomplish our projects and helped us negotiate WSBA filings and permissions. Carolyn frequently attends our monthly Executive Committee meetings.

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

We post content and blogs on our website. We are expanding use of our listserv.	Newsletters/publications produced
2	Mini-CLEs produced
Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
Click or tap here to enter text.	Receptions/forums hosted or co-hosted
Click or tap here to enter text.	Scholarships, Donations, & Grants
We support the law schools on	New Lawyer Outreach events/benefits

	trainings, events and ADR competitions.	
	Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	HB1088	Bills Reviewed
	HB1088	Bills tracked
	HB1088	Comments proposed
	Click or tap here to enter text.	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:	11	
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	320	
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	4	
Do you have vacant positions for the coming year, FY24?	Yes - 4	
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$16,604	
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$6,157	

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WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Elder Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	19
Chair or Co-Chairs:	Sage Graves Slugic
Staff Liaison: <i>Include name, job title, and department if known</i>	Marolyn MacGregor, Section Program Specialist
Board of Governors Liaison(s):	Brent Williams-Ruth and Kari Petrasek
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
Improve WSBA members' understanding of the legal needs of older adults in Washington; (2) Create a cooperative structure through which WSBA members can work together to better understand Elder Law issues and effective problem solving approaches; (3) Provide legal assistance to older adults in Washington; (4) Serve as a liaison between the WSBA, BOG, Section members and other organizations serving older adults; and (5) Facilitate opportunities for research, advocacy and publications in the field of Elder Law.	

Strategy to Fulfill Purpose:	
The Elder Law Section: (1) hosts regular CLE programs on issues impacting older adults; (2) monitors legislation impacting older adults and shares information with members; (3) maintains an active listserv for section members to collaborate and consult on elder law issues; (4) holds monthly meetings for the executive committee that include the WSBA staff liaison and BOG liaison; and (5) sponsors a summer intern to provide legal assistance to low-income seniors at a nonprofit legal aid organization.	
How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?	
The Section provides legal education, advice and consultation, and legislative updates with members. The Section sponsors a legal intern to provide free legal services at a nonprofit legal services organization.	
2022-2023 Entity Accomplishments:	
The Elder Law Section: (1) hosted regular CLE programs (at least 2x/year) on issues impacting older adults; (2) monitored legislation impacting older adults, shared legislative information with members, and provided comment to the legislature when necessary; (3) maintained an active listserv for section members to collaborate and consult on elder law issues; (4) held monthly meetings for the executive committee that included the WSBA staff liaison and BOG liaison; and (5) sponsored a summer intern to provide legal assistance to low-income seniors at a nonprofit legal aid organization.	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Provide educational opportunities for section members
2	Maintain an active section listserv for mentorship, collaboration and consultation
3	Sponsor a legal intern at a non-profit legal aid organization
4	Monitor legislation impacting older adults and engage Section members in legislative information-sharing and comment when appropriate
5	Collaborate with WSBA, BOG and Washington State Bar Foundation to achieve goals
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>	
The Section sponsors a legal intern to work with a Washington legal services organization. Internships at legal services organizations are traditionally unpaid, which means the intern must have a separate source of income or support to participate. Therefore, these internships	

are not available to many students and disproportionately unavailable to BIPOC students. Sponsorship by the Section opens the opportunity to all students and encourages a more diverse and inclusive pool of applicants. In addition, the Section leadership has regular discussion about strategies for making the Section open and available to all WSBA members in an effort to create a more diverse and inclusive Section.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

The Section has a good working relationship with liaisons from WSBA, BOG and Washington State Bar Foundation. Our liaisons have been very involved in Section activities and business and extremely helpful to Section leaders.

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

0	Newsletters/publications produced
0	Mini-CLEs produced
2	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
0	Receptions/forums hosted or co-hosted
\$30,000	Scholarships, Donations, & Grants
0	New Lawyer Outreach events/benefits
Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.

SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.

8	Bills Reviewed
8	Bills tracked
2	Comments proposed
0	Bills proposed/drafted

Entity Detail Report: To Be Completed by WSBA Staff	
Number of Entity Members/Section Executive Committee Members:	18
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	601
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	9
Do you have vacant positions for the coming year, FY24?	No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$41,003
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$42,665

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Environmental and Land Use Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	12
Chair or Co-Chairs:	Chair: Donya W. Burns
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Lauren Boyd, District 3 Serena Sayani, District 7S
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The ELUL Section is a formal association of attorneys who share a common focus and interest in the practices of environmental and land use law. Our Section represents a diverse membership with individuals, drawn from law firms, solo practice, government, private industry, and public interest groups, who often represent sides of an issue, but who are all committed to civil and professional cooperation for the benefit, protection, and enhancement of our communities and Washington State.	

October 1, 2022 – September 30, 2023 (FY23)

Accordingly, our Section aims to provide opportunities for the exchange of ideas surrounding environmental and land use law.

Strategy to Fulfill Purpose:

ELUL section activities fulfill the Section’s purpose in the following ways: -- We host educational (CLE) events and gatherings for lawyers, law students, and professionals. We make an effort to include the presentation of differing opinions in our CLEs, so that we can educate each other on various sides of land use or environmental issues and legal positions. Our educational events also frequently include a “view from the beach,” which provides practitioners with insight into what our court and administrative judges need and wish to see to effect justice. – We keep our membership up-to-date about Section events and developments in our practice areas through the use of our website (blog), social media accounts (Facebook and LinkedIn) and our email Listserv. – We share information about bills in the Washington Legislature that are relevant to environmental and land use law on a regular basis. – We co-host networking events for law students and practitioners to support law students’ interest in our practice areas. We also support law students with fellowship and scholarship awards. Not only does this expose students to the field, but it promotes involvement by attorneys and furthers civility and professionalism by creating an environment of inclusion and open communication. – We offer social and networking events designed to support camaraderie and the Bar’s professional networking needs.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The ELUL Section furthers WSBA’s mission to serve the public and members of the bar by supporting communication and collaboration between them. In practice, the ELUL Section supports this communication through our newsletter (blog) and events, which are open to anyone – members and the general public. We also provide regular email updates on legislative bills during the legislative session, which are shared as a member benefit. The ELUL Section ensures integrity of the legal profession by providing educational opportunities and opportunities for civil discourse on ethics and environmental and land use legal issues. Due to our membership’s differing perspectives on the legal issues surrounding our practices areas, professionalism is essential to our Section’s continued success in supporting communication and collaboration. Our educational events also frequently include a “view from the beach” to provide opportunities for the court and administrative judges to share insights with practitioners.

2022-2023 Entity Accomplishments:

-- A successful 2023 ELUL Midyear Conference, held over 3 days at Icicle Village Resort in Leavenworth, Washington. – Heavily attended law school mixer (approximately 60 law school students and Section members), held in April 2023. – Held a law school writing competition, providing awards to two authors that wrote articles about land use or environmental law issues. – Provided summer scholarships to subsidize the incomes of law students working in government or nonprofit summer jobs.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Commitment to make ELUL CLEs accessible for all Section members, regardless of practice or geographic location.
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2	Active engagement in law school outreach, provide scholarships, and provide law students with networking opportunities with experienced practitioners.
3	Increase utility of and current content on blog.
4	Decrease expenses and increase revenue to balance the Section budget.
5	Provide timely legislative updates on all bills that affect environmental and land use practitioners.

Please describe how this entity is addressing diversity, equity, and inclusion:
How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The ELUL Section is always pleased to support new and incoming attorneys. The Section provides law student fellowships to students working on an internship position each year. The past five years, the Section has increased the number and amount of the grants to provide additional support for new members of the profession. Additionally, the Section provides for scholarship funds to support attendance at our annual Midyear Conference by attorneys working in government and non-profit jobs. Our Section is committed to including diverse topics for our CLEs—for example, the 2022-2023 year saw presentations on tribal law, environmental justice, and differing perspectives on land use regulations.

Please share feedback regarding the support and engagement provided by WSBA.
For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

We have established good working relationships with our WSBA partners. WSBA staff has been particularly helpful in addressing budgeting issues and helping to plan our 2023 Midyear Conference. We include WSBA staff on our meeting and event invitations, and regularly communicate any updates for our Section. We are interested in upgrading the level of communications between the Board of Governors and the ELUL Executive Committee. We tried over the course of several months to engage with our BOG liaisons, but weren't able to establish a connection.

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits: <i>For example:</i> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	6 (articles)	Newsletters/publications produced
	2	Mini-CLEs produced
	1 3-day Midyear Conference	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA

	0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
	4, including 2 events for law school students and new attorneys, and 2 Section members receptions.	Receptions/forums hosted or co-hosted
	7 scholarships, fellowships, awards	Scholarships, Donations, & Grants
	3, including networking event and 2 writing contest awards to law students	New Lawyer Outreach events/benefits
	0	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	280	Bills Reviewed
	280	Bills tracked
	0	Comments proposed
	0	Bills proposed/drafted
Entity Detail & Demographics Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:	12	
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	769	
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	9	
Do you have vacant positions for the coming year, FY24?	No	

FY23 Budgeted Direct Expenses: <i>As of September 30, 2023.</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$40,055
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$36,688

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA Family Law Section

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	WSBA Family Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	989 Section Members/16 FLEC Positions
Chair or Co-Chairs:	Tamara Garrison
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Sunitha Anjilvel and Kari Petrasek
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<p>The purpose of the Family Law Section is to involve all interested members of the WSBA in order to benefit its members, their clients, and the general public by:</p> <ul style="list-style-type: none"> • Providing the opportunity and forum for the interchange of ideas in all areas of law affecting families and juveniles; • Initiating and implementing common projects, including but not limited to an annual meeting; • Reviewing pending legislation and court rules, providing input and timely responses to pending and proposed legislation and court rules and development of proposed statutory enactments to 	

improve and to facilitate the administration of justice within the Section’s area of interest and expertise.

- Host CLE’s to improve the quality of family law practice; and undertaking such other service and participation of our members as may be of benefit to the members, the legal profession, and the public.

Strategy to Fulfill Purpose:

Legislative Efforts: FLEC works with BOG staff and the legislative review process to promote and enhance our ability to perform the section’s legislative duties. Of particular importance is to identify potential unintended consequences of draft legislation. FLEC’s BOG liaison reports monthly to our committee members and this contributes, we believe, to ongoing communication with current BOG members and keeping our membership informed. FLEC strategy is to work collaboratively with a variety of legislative, judicial, other section and bar association or community groups on a variety of legislative and educational issues of interest to our membership.

Education Programming and CLEs: We returned to in-person CLEs, first with the Basic Skills CLE in April 2023 in Kelso, WA and then the annual Family Law Midyear program in July 2023 in Wenatchee. We used a hybrid format that allowed for the option of remote or in-person attendance, which increased participation for those unable to attend in-person. The Basic Skills CLE, in partnership with Cowlitz-Wahkiakum Legal Aid, focused on a variety of practical topics including preparing declarations, presenting for settlement conferences; preparing to present motions and prepare for trial; and preparing the client to self-represent. The second day of the seminar allowed each participant, including those appearing remotely, to argue a motion in front of a judge or commissioner. The Annual Mid-Year included topics ranging from: abusive use of litigation; the impact of AI on the judicial process: trial skills such as objections, presentation of evidence, and pre-trial prep; gender diverse youth in family law cases; advice from the bench, ICWA, and the legislative and case law updates to name a few.

Workgroups and Collaboration: Our members continue to be involved in important and impactful collaborations. (i.e. FLEC partnered with Cowlitz-Wahkiakum Legal Aid for the Basic Skills CLE, a member was appointed to and participated on the Washington State Child Support Workgroup, an invitation was extended to FLEC and accepted to attend the SCJA FJLC meeting.)

Member Engagement: We continue to evaluate and seek input from our membership and other members of the legal community to better serve our communities. We host a list serve for our members which offers an important forum for sharing information and expertise. We are improving our presence on the WSBA Family Law Section website. We began development of a separate Family Law Section website to provide more content for our members and it will probably launch in Fall 2023. We have added a New Lawyer Liaison to FLEC as we continue to broaden the scope of our membership. As we transitioned to a Hybrid format for the Basic Skills and Mid-Year Seminar, we provided numerous opportunities for in-person networking and social interactions with a reception and a fundraising event. We offered scholarships for Basic Skills training and the Mid-Year to improve access and provided reduced tuition for new lawyers. We also have discussed having a law student representative on FLEC.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

We seek to recruit new members to the executive committee to emphasize diversity, including age and length of time in practice, geographic representation and encourage legal professionals of all of diverse backgrounds to participate, to assure that in our service, we incorporate and honor diverse perspectives in our work. We have focused on Legal Deserts and participated in work groups and focus on steps that our section can take to bridge the gap to access to legal aid in rural areas. We intend to make even more headway to advance the WSBA’s REJI goals and to challenge structural inequities. We maintain a list serve for section members to discuss legal issues and to build community and are developing a website with extensive content and resources for our members. This gives practitioners access to a diverse and experienced pool of professions for advice and information. We have surveyed our membership to gather a wide range of viewpoints and to help guide the section’s future activity. We work to provide education and scholarship to new members or those who are disadvantaged in our community so that attendance can be broad-based. We provided our Basic Skills Seminar in a Hybrid format to assist new legal professionals or those new to family law with the intent to be more comprehensive providing training for both virtual practice/in-person practice and around equity concerns. We offered the opportunity for attendees to pledge pro bono hours in exchange for free tuition, which resulted in 99 volunteer hours (~\$24,750 equivalent in fees) dedicated to communities across the state. We provide scholarship grants for this seminar as well as our annual mid-year. A reduced tuition was also available for the midyear for new attorneys. At the midyear, we sponsored a fundraiser in partnership with Chelan-Douglas Volunteer Attorney Services to raise money for the local legal aid clinic. We provide a means of membership engagement at seminars; list serves and at informal settings. We believe these efforts contribute to professionalism and collegiality. We have circulated a survey regarding GR 40 – Informal Family Law Trials to engage with our membership and represent their views to stakeholders. We had a very active year working with the legislature on HB 1121 (UCAPA); HB 1165; SSB 5920 (amending RCW 26.09.260); SSB 5205 (amending RCW 26.09.191); and HB 1088 (UFLAA). In addition, we reviewed and commented on GR 12 and GR 40, the TAXICAB Policy, and supported the proposed modified comments to RPC 1.2 & 8.4 to include language regarding giving advice regarding reproductive healthcare. We continue to advocate for WSBA policies which recognize the sections expertise and the need for timely comment on pending legislation to avoid unintended negative consequences. Our BOG Liaison, Nancy Hawkins, is a clear voice for the interests of FLEC and the section as a whole and her dedication and shared experience is of great value to FLEC. These collaborative activities demonstrate FLEC’s efforts to foster professionalism and collegiality. Our committee members also actively participate and respond on the Section list serves and at the Section Leaders monthly meetings and this approach keeps membership educated, engaged in legal discussions in civil forums, up-to-date and interacting with our legislators and trial courts and is an integral part of contributing to justice.

2022-2023 Entity Accomplishments:

We reasserted our commitment to increasing member engagement and providing meaningful resources with progress towards implementation of website, which should launch this year. FLEC held regular, lengthy, meetings and several special meetings to address pending legislation and other urgent policy matters. FLEC strengthened their involvement with WSBA staff and communicated more directly our needs to better provide services to our section, such as more timely notification of upcoming CLEs. We continued to meet the needs of our members as it relates to changing legislation by providing necessary CLE credits to meet arbitration requirements – beginning with the Midyear. FLEC meetings are conducted with respect for all members’ input and it is clear in our discussions that all voices are heard and contribute to the ultimate actions taken by FLEC. We continue to build and maintain relationships with other sections. We continue to have membership interest in serving on FLEC, and had more nominees run for this year’s election than there were spaces available. Our finances are maintained in a thoughtful manner with budget considerations discussed by the entire

FLEC. Budget adjustments were made this year to include more resources for outreach, communication, and scholarships for our community and section members. Our increased focus at Basic Skills and the Midyear on practical topics, such as the relatively new abusive use of litigation motion, administrative hearings, trial skills, and responding to diverse clients, have been met with positive feedback from section membership. We anticipate an active 2023, beginning with the presentation of a CLE on the UFLAA that will provide practitioners with the necessary credits to meet the education requirement in the Act.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Improve member engagement and communication with specific emphasis on advancing diversity, equity and inclusion to achieve the organizational goals as set forth in the WSBA Diversity Council’s recommendations and the REJI commitments that the WSBA has endorsed. Access to Justice remains a central goal of the work we do on FLEC and within our section to advance our service to the public.
2	Continue to build on the respected reputation of FLEC and remain a strong voice in the legislative and rule process. Continue to review, comment and testify regarding family-law related legislation. Continue to review and comment regarding proposed court rules.
3	Collaborative Participation with Judicial and Legislative Workgroups. Work to strengthen FLECs involvement with BOG such as participation on S.T.A.R. and expressing a candid, yet proactive voice to family-law related issues. FLEC’s liaison to BOG has worked hard to improve the existing relationship and those efforts will continue.
4	Partnership with organizations (internal and external) to Improve practice opportunities and public service in legal deserts and marginalized communities. Reach out to broader demographics and newer practitioners, and provide content that is relevant to a more diverse community of legal professionals.
5	Continue to implement creative opportunities for volunteerism and participation such as additional scholarship opportunities and free tuition/pro bono exchange to enhance more diverse and broad-based attendance. Continue to provide hybrid participation to address the needs and preferences of our membership. Continue to present high quality education and seminars to our membership and the legal community. Continue to emphasize equity, diversity and inclusion and the need to address structural inequities not only as to FLEC itself but also with respect to all FLEC activities.
5	Encourage more member participation and facilitate more transparency by improving communication with section members about FLEC and our ongoing work. Provide opportunities and a forum for membership to share their ideas and comments regarding family law section related topics.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

We have prioritized access to our CLEs by offering hybrid platforms to eliminate travel costs for those unable to travel due to economic or other barriers. We have also committed financially to contributing to scholarships and fundraisers for legal aid organizations located in rural and/or small towns. We offered topics to educate our members on family law topics centric to diversity and inclusion, such as gender diverse youth, issues regarding Native Peoples and ICWA, to name a few. We have participated in S.T.A.R. and focused on the challenges of legal deserts in WA. We have engaged in a concerted effort to engage and recruit committee members of diverse background to our committee and help us to hear a wider range of viewpoints. We continue to evaluate our practices and our recruiting methods to better engage with underrepresented communities and to ensure that we are connecting with and responding to the needs of all family law attorneys in Washington State.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

For the most part since the inception of the Family Law Section, FLEC has maintained a regular presence at the Board of Governors meetings. Our current Liaison – Nancy Hawkins – has continued a strong Family Law Section presence at the meetings. We are pleased with the improvements we have seen in our relationship with the BOG; we are dedicated to moving in a positive direction. FLEC works well with WSBA staff and makes payments to WSBA to cover the cost of any staff support we receive. They are routinely helpful in identifying CLE locations, obtaining budget and contract information, and handling administrative issues we otherwise would struggle to navigate. Our staff liaison has been professional, knowledgeable and provided consistent and courteous assistance. They are timely in responding to any questions we ask and also help us to understand WSBA policy and navigate our obligations. WSBA staff played a critical role in the success of the Basic Skills and Midyear CLE which were managed in a hybrid format. They have also been responsive to feedback from our Section regarding WSBA policies and how they impact the Section, membership recruitment and participation. We have struggled to improve the process for earlier notice and marketing of upcoming CLEs, which creates a struggle for membership to plan in advance for significant time commitments and travel, such as the Midyear. We continue to hold the same concerns regarding BOG support of our Section and how BOG implemented policy may negatively impact our ability to serve our membership.

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits:

0	Newsletters/publications produced
0	Mini-CLEs produced

<p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
	3	Receptions/forums hosted or co-hosted
	\$1967	Scholarships, Donations, & Grants
	0	New Lawyer Outreach events/benefits
	0	Other (please describe): Click or tap here to enter text.
<p>SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.</p>	5	Bills Reviewed
	5	Bills tracked
	5	Comments proposed
	0	Bills proposed/drafted
<p>Entity Detail Report: To Be Completed by WSBA Staff</p>		
<p>Number of Entity Members/Section Executive Committee Members:</p>		18
<p>Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i></p>		1,001
<p>Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i></p>		7
<p>Do you have vacant positions for the coming year, FY24?</p>		Yes - 1
<p>FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i></p>		\$67,281
<p>FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i></p>		\$37,136

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Executive Committee of the Health Law Section (HLS)
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	There are nine (9) positions on the Executive Committee of the HLS as well as a Young Lawyer Liaison.
Chair or Co-Chairs:	Madeleine Haller
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Lauren Boyd and Alec Stephens
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<ul style="list-style-type: none"> To further the knowledge of the members of the Section and the Washington State Bar Association (“Association”) in the areas of law involving both federal and local health care; 	

<ul style="list-style-type: none"> To form an available working unit to assist in the activities of the Association; and To otherwise further the interests of the Association and the legal profession as a whole. 	
Strategy to Fulfill Purpose:	
Host educational events (including, but not limited to CLE, events) regarding health care law and related topics. Host other events for HLS members and others to socialize and network. Provide information about job opportunities to members of the HLS. Collaborate with the WSBA to improve the value provided to WSBA members.	
How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?	
The Executive Committee aims to serve WSBA members by providing events and information of value to them, and in doing so, the Executive Committee aims to improve the practice of health care law in Washington State.	
2022-2023 Entity Accomplishments:	
<ul style="list-style-type: none"> Student Health Law Fair (educational event and networking reception hosted in collaboration with the law schools of the University of Washington, Seattle University, and Gonzaga University) Well-attended CLE events on health care equity and tribal health law Conference scholarships awarded to three (3) recipients 	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Continue hosting educational events of relevance to HLS members and others.
2	Host another successful Student Health Law Fair.
3	Provide additional scholarships for students/new practitioners to attend health law conferences, and continue to improve the Executive Committee's process for administering the scholarship program.
4	Host a networking/social event for members.
5	Explore other/new ways to engage with and provide value to members and non-members of the HLS.
Please describe how this entity is addressing diversity, equity, and inclusion:	
<i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>	
<ul style="list-style-type: none"> We have hosted CLE events focused on access to healthcare among diverse groups and related issues. 	

- We implemented a scholarship program to enable students and new practitioners to attend health law conferences.
- When recruiting for open positions and providing opportunities within the Executive Committee, our Executive Committee is intentional about maintaining diversity among participants.
- Representatives from our Executive Committee attended WSBA sessions related to diversity and inclusion.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

- Carolyn MacGregor is an excellent staff liaison. We have benefitted from her participation in our meetings and availability as a resource in numerous ways and we enjoy working with her.
- We were not contacted by our assigned BOG liaisons this year.
- Tech support for CLE events was helpful.
- We continue to be frustrated by issues related to our section listserv (namely, that people are “dropped” from the listserv randomly, from what we can tell). We have raised this issue in the past and it has not been fully resolved.

SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

0	Newsletters/publications produced
2	Mini-CLEs produced
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-</i> WSBA entity
1	Receptions/forums hosted or co-hosted
3	Scholarships, Donations, & Grants
1	New Lawyer Outreach events/benefits
Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.

SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	50-100 (exact number not known)	Bills Reviewed
	50-100 (exact number not known)	Bills tracked
	0	Comments proposed
	0	Bills proposed/drafted
Entity Detail & Demographics Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:	10	
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	395	
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	6	
Do you have vacant positions for the coming year, FY24?	No	
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$67,570	
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$11,537	

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under GR 12.3, to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	WSBA Indian Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	13
Chair or Co-Chairs:	Bree Black Horse
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Hunter Abell
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Indian Law Section’s purpose is to seek the participation of all interested members of the Bar, and of county and local bar associations, in order to benefit such members, their clients and the general public.	
Strategy to Fulfill Purpose:	
(a) By providing the opportunity for exchange of ideas in the area of Indian law; to further the development of this area of the law; to communicate useful information pertaining to Indian law to members of the Bar; and to improve the application of justice in this field, all in	

conformity with the Bylaws of the Bar; (b) By initiating and implementing common projects; (c) By review of pending legislation and development of proposed statutory enactments to improve and to facilitate the administration of justice within the Section’s area of interest; (d) By undertaking such other service as may be of benefit to the members, the legal profession and the public.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The ILS works each year to ensure that members interested in Indian law have opportunities to further their knowledge and network together. Indigenous communities are often underserved, so championing justice is at the core of every Indian law attorney’s work. ILS allows those attorneys to network together and learn for the purpose of serving those communities.

2022-2023 Entity Accomplishments:

The Section held the 35th Annual Indian Law CLE in May 2023. The CLE spanned two half-days and allowed participants to attend either in person or online. The CLE featured presenters who work for tribal governments, federal agencies, law firms, and nonprofit organizations. Topics included a comprehensive update on recent litigation affecting Indian tribes, developments in the tribal cannabis sector, climate change and water rights, and an ethics presentation specific to professional responsibility issues unique to Indian country.

In 2022, the Section hosted a mentorship event in partnership with Kilpatrick Townsend’s KT Indigenous at the Washington Athletic Club. Tribal practitioners, law school faculty, and tribal court judges attended the event as well as prospective and current law students from around the region who are Native American or who are interested in practicing Indian law. Seattle University School of Law Dean Anthony Varona, Seattle University School of Law Admissions Dean Gerald Heppler, University of Washington School of Law Native American Law Center Director Monte Mills, and Tulalip Tribal Court Associate Judge Peter Boome attended the event. To ensure access to the event for students outside the Puget Sound region, the Section provided travel expense reimbursements to participants from Central and Eastern Washington.

The Section provided financial assistance to the Native American Law Student Association (NALSA) groups at both Seattle University School of Law and the University of Washington School of Law to attend the 2023 Federal Bar Association Indian Law Conference in New Mexico. The Section also sponsored a table at the annual University of Washington School of Law NALSA Salmon Bingo Dinner, the proceeds of which support Indigenous students at UW, outreach to Indigenous undergraduates and high school students, and funding students’ attendance at the national NALSA moot court competition. The Section also makes an annual donation to the Northwest Indian Bar Association (NIBA) to support NIBA’s scholarship and bar stipend program, which many current members of the Indian Law Section received while in law school. The Section also donated to the Northwest Indian Bar Association (NIBA) to support NIBA’s scholarship and bar stipend program, which many current members of the Indian Law Section received while in law school.

Looking Ahead: 2023-2024 Top Goals & Priorities:		
1	Host an Indian Law CLE	
2	Continue initiatives aimed at supporting pre-law and law students who are interested in practicing in the Indian law field through mentorship, advocacy, and financial support	
3	Host social events for Section members throughout the State	
4	Streamlining handoff of board/executive board responsibilities	
5	Publishing a Section newsletter	
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i></p>		
<p>Diversity is part and parcel of the ILS mission. Native Attorneys are often drawn to Indian law and frequently take leadership roles in the Section. For instance, the 2021-2023 Chair and Chair-Elect were both members of a tribe and approximately five at-large members are also Tribal members. The ILS welcomes members of other under-represented groups as well.</p>		
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 		
<p>Our WSBA staff liaison has been instrumental in the success of the section. Attendance at meetings was reliable and communication was excellent. We are well-supported by this staff member. Our contact with the Board of Governors Liaison was less reliable over the last year and we hope to re-establish this connection and representation. We also hope the WSBA consults the Section when it presents Indian country-related programming and initiatives.</p>		
<p>SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	0	Newsletters/publications produced
	0	Mini-CLEs produced
	0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity

	1	Receptions/forums hosted or co-hosted
	See below	Scholarships, Donations, & Grants
	SU NALSA/AIJ: \$4,700.00 UW NALSA: \$2,720.00 Northwest Indian Bar Association: \$10,000.00 ILS Mentorship Event Scholarships: \$751.84	
	Click or tap here to enter text.	New Lawyer Outreach events/benefits
	Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	0.	Bills Reviewed
	0	Bills tracked
	0	Comments proposed
	0	Bills proposed/drafted
Entity Detail & Demographics Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:		14
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		323
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		1
Do you have vacant positions for the coming year, FY24?		No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>		\$22,601
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>		\$16,799

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WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	WSBA Intellectual Property Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	9
Chair or Co-Chairs:	Rodney Tullett
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Matthew Dresden
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
To promote the practice of Intellectual Property Law.	
Strategy to Fulfill Purpose:	
Plan and present CLEs, give scholarships, and host social events.	
How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?	

October 1, 2022 – September 30, 2023 (FY23)

Click or tap here to enter text.		
2022-2023 Entity Accomplishments:		
Hosted 4 CLEs, and gave 3 \$5,000 scholarships to law students from each of Washington’s law schools.		
Looking Ahead: 2023-2024 Top Goals & Priorities:		
1	Plan and present 4 CLEs	
2	Work with law schools to give another 3 scholarships	
3	Host a joint event with lawyers from the in-house counsel section	
4	Click or tap here to enter text.	
5	Click or tap here to enter text.	
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i></p>		
Click or tap here to enter text.		
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 		
Click or tap here to enter text.		
<p>SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	Click or tap here to enter text.	Newsletters/publications produced
	Click or tap here to enter text.	Mini-CLEs produced
	4	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity

	Click or tap here to enter text.	Receptions/forums hosted or co-hosted
	3, \$5,000 each	Scholarships, Donations, & Grants
	Click or tap here to enter text.	New Lawyer Outreach events/benefits
	Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	Click or tap here to enter text.	Bills Reviewed
	Click or tap here to enter text.	Bills tracked
	Click or tap here to enter text.	Comments proposed
	Click or tap here to enter text.	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:	9	
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	860	
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	5	
Do you have vacant positions for the coming year, FY24?	0	
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$47,679	
FY23 Indirect Expenses: <i>All entities other than Sections</i>	\$37,357	

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WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	International Practice Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	13
Chair or Co-Chairs:	Monica Kim Sham
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Matthew Dresden
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The INTERNATIONAL PRACTICE SECTION has a broad focus that includes not only the study of current developments in the field of international law but also immigration law, international transactional work, aerospace, taxation, intellectual property, financing, services, trade regulation, exports and imports, transnational contracts, travel, and international dispute resolution. Members represent a wide variety of backgrounds and practices, including full-time and parttime practitioners, government, business, foreign lawyers, academia, internationally-focused law students, and those simply intellectually interested.	

Strategy to Fulfill Purpose:	
<p>The IPS’s strategy has been three-pronged: education, mentorship, and community/communication. We recruit speakers for and host CLEs on a wide variety of topics relating to the practice of international law and collaborate with other organizations on CLEs. We also provide a CLE through our annual spring event where experienced lawyers present a topic of their expertise through a panel discussion. Further, we provide a mentorship program that matches practicing lawyers with law school students interested in the international practice of law to assist with their professional development. We also provide a law student with real-world experience and networking opportunities through our Huneke Fellowship program. Finally, we communicate with our members through our section listserv, and encourage our members to connect with each other through it and our networking receptions.</p>	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
<p>The IPS provides professional development and educational services for members of the Bar. Our educational services help ensure that attendees are informed and up to date on legal developments, which contributes to maintaining the integrity of the legal profession. Further, our CLE program focuses on international law, which often introduces unique legal viewpoints to US lawyers, and thus provides our legal community great opportunities to think critically about championing justice in the light of world trends and standards.</p>	
2022-2023 Entity Accomplishments:	
<ol style="list-style-type: none"> 1. The IPS produced 10 mini-CLEs, which were made available at no additional cost to Section members. 2. The IPS held an in-person Spring Event, which included a CLE on Maritime Issues in the Indo-Pacific. 3. The IPS awarded a \$1,000 scholarship to our 2022-2023 Huneke Fellow, University of Washington 2L AJ Panganiban. AJ attended almost all IPS Executive Committee monthly meetings and assisted our Mentorship Program by, among other things, promoting the program among law students in Washington. The IPS selected Tsechu Dolma, 2L at Seattle University Law School as the 2023-2024 Huneke Fellow. 4. The IPS administered a foreign lawyer/law student Mentoring Program to foster business relationships and to provide an opportunity to learn about legal practice in each other’s home countries and practice areas. 5. The IPS held the annual meeting in September in -person at the University of Washington Law School Gates Hall. 42 people attended, including non-IPS members and law students. 	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Continue to deliver high-quality CLE programming to membership and increase in-person attendance
2	Evaluate current committee structure and determine if restructuring is necessary
3	Increase collaboration with other sections
4	Build connections with bar associations in other countries
5	Grow connections with Washington law schools
Please describe how this entity is addressing diversity, equity, and inclusion:	
<p><i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to</i></p>	

promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? Other?

Our current Executive Committee has a strong gender balance and nearly all members of the Executive Committee are either women or diverse. However, our Executive Committee lacks representation of certain historically underrepresented communities. As we build out committees this year and look to bring on new members to the Executive Committee, we will keep these DE&I goals top of mind.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Carolyn McGregor has attended all (or nearly all) of our EC meetings. She is an excellent resource for our Section. Additionally, Matthew Dresden, as our BOG liaison has been terrific. It would be great if WSBA staff could help us with collaboration with other sections and with increasing the diversity of our EC in the coming year.

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

Click or tap here to enter text.	Newsletters/publications produced
10	Mini-CLEs produced
Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
2	Receptions/forums hosted or co-hosted
\$1,000	Scholarships, Donations, & Grants
Click or tap here to enter text.	New Lawyer Outreach events/benefits
Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.

SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	Click or tap here to enter text.	Bills Reviewed
	Click or tap here to enter text.	Bills tracked
	Click or tap here to enter text.	Comments proposed
	Click or tap here to enter text.	Bills proposed/drafted
Entity Detail & Demographics Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:		14
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		244
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		6
Do you have vacant positions for the coming year, FY24?		No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>		\$13,866
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>		\$11,084

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WASHINGTON STATE BAR ASSOCIATION

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Juvenile Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	133 members; 15 executive committee members
Chair or Co-Chairs:	Bailey Zydek
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn McGregor, Sections Program Specialist, WSBA
Board of Governors Liaison(s):	Kari Petrasek
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Section will provide a forum to discuss issues of concern and act as an agent of change to improve the law and practice related to civil and criminal matters involving children and youth in Washington State. This Section welcomes advocates from all interested disciplines and a variety of fields of law, including juvenile justice, child welfare and those who represent youth in civil legal practice. The Section is concerned with all aspects of juvenile law and policy: dependency, offender, civil legal needs of youth and status offenses (children in need of services, youth at risk, and truants).	

Strategy to Fulfill Purpose:	
The Juvenile Law Section provides an opportunity for legal professionals who work with juveniles and their families in child welfare and juvenile justice to meet together and work collaboratively on issues facing their clients. The Section provides benefits to members by sponsoring an annual CLE focusing on current developments in the area of juvenile law. The Section also acts as an agent of change to improve the law and practice related to civil and criminal matters involving children and youth in Washington state.	
How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?	
The Juvenile Law Section is primarily concerned with providing community, education, collaboration, and support around areas of legal practice for indigent and underrepresented clients and families, including in practice areas such as child welfare, juvenile justice, status offenses, immigration as it relates to children and families, truancy, at-risk youth and children in need of services proceedings, as well as a variety of civil legal needs of youth.	
2022-2023 Entity Accomplishments:	
<ol style="list-style-type: none"> 1. Appointed 8 Executive Committee positions (November 2022, December 2022, March 2023). 2. \$1,000 Sponsorship, WSBA Diversity Council/Council on Public Defense's "Individual Representation and Movement Lawyering – Separate and Distinct or Combining to Become More than Sum of the Parts?" - Webinar with Jeffrey Robinson, January 2023. 3. \$500 Sponsorship, Pierce County Minority Bar Association Youth and the Law Forum, May 2023 (resulted into two scholarships for high school seniors). 4. Young Lawyer Liaison Attorney "Warm Referral" List/Database, May 2023 to date. 5. Letter to WSBA re: Free Deskbooks, June 2023. 	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Mini-CLE, Dr. Martin Irwin, Overuse of Psychotropic Medication in Foster Children (Winter 2023/2024).
2	CLE, Half/Full Day, SIJS, Co-Sponsorship with AOC/NWIRP/KIND.
3	Executive Committee Leadership/Professional Development Retreat (in-person).
4	Mini-CLE, Topic TBD (Early Spring 2023/2024).
5	Scholarships (Non-profit organizations/training opportunities/etc.)
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>	
The section meetings include Diversity/Equity/Inclusion on every agenda, to ensure we are always keeping issues of disproportionality at the front and center of our practice. The section has	

connections with minority bar association and with the Small Town and Rural Practice (STAR) Section, which has increased connections and allowed us to promote equity within our section.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Our BOG liaison attends every meeting and provides exceptional support. Our staff sections specialist has always been able to answer any question we have, and we have appreciated her support as well.

SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

		Newsletters/publications produced:
		Mini-CLEs produced
		Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
		Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
		Receptions/forums hosted or co-hosted
	\$1,500	Scholarships, Donations, & Grants
		New Lawyer Outreach events/benefits
	1	Other (please describe): Attorney “Warm Referral” List/Database
SECTIONS ONLY: Please quantify your section’s 2022-2023 legislative activity.	25	Bills Reviewed
	25	Bills tracked
		Comments proposed
		Bills proposed/drafted

**Entity Detail Report:
To Be Completed by WSBA Staff**

Number of Entity Members/Section Executive Committee Members:

10

Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	143
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	9
Do you have vacant positions for the coming year, FY24?	Yes - 4
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$10,197
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$6,165

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WASHINGTON STATE BAR ASSOCIATION

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	<i>Labor and Employment Law Section</i>
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	Approx. 980 section members; 14 Executive Committee positions
Chair or Co-Chairs:	Cassandra Lenning
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn McGregor
Board of Governors Liaison(s):	Mary Rathbone, District 4 Alec Stephens, At Large
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Section shall be to seek the participation of all members of the Bar interested in labor and employment law, including plaintiff's and defense counsel from both the public and private sectors, to benefit such members, their clients, and the general public.	
Strategy to Fulfill Purpose:	

(a) By providing a forum for members to exchange ideas in all areas of labor and employment law. (b) By establishing an annual CLE conference and multiple smaller CLEs. (c) By providing grants to law students interested in labor and employment law. (d) By undertaking such other services as may be of benefit to the members, the legal profession, and the public.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The Section coordinates events that keep practitioners informed on the latest developments in labor and employment law, which promotes competency and ethical practice in the Bar.

2022-2023 Entity Accomplishments:

We hosted our 22nd Annual Conference, a full day CLE event, in November 2022. As a benefit to our section members, we hosted a free in-person luncheon and mini-CLE at the Rainier Club in March 2023. Also in March, we hosted our first ever “Law School Connection” Mixer at Seattle University School of Law where we met with law students interested in labor and employment law. We hosted two mini-CLEs via webinar in April and August 2023. We also awarded \$7,500 summer grants to each of two students, from Seattle University and Gonzaga law schools respectively, who spent their summers working in labor and employment law.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Host 3-4 mini-CLEs
2	Host an event for law students interested in labor & employment law
3	Get summer grantee students more involved in the Section.
4	Host informal “spotlight” lunches for section members
5	Click or tap here to enter text.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

One of the Section’s primary focuses, in all of our activities, is to increase diversity of membership and CLE speakers. We strive to provide speaking and other leadership and development opportunities to those from historically underrepresented backgrounds. The Section also continues to strive to increase access to member benefits and programs for lawyers of moderate means and in the central and eastern parts of the State.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Click or tap here to enter text.

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits: <i>For example:</i> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	0	Newsletters/publications produced
	3	Mini-CLEs produced
	1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with non-WSBA entity
	1	Receptions/forums hosted or co-hosted
	\$15,000	Scholarships, Donations, & Grants
	Law School Connection Mixer	New Lawyer Outreach events/benefits
	N/A	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	0	Bills Reviewed
	0	Bills tracked
	0	Comments proposed
	0	Bills proposed/drafted
Entity Detail Report: <i>To Be Completed by WSBA Staff</i>		
Number of Entity Members/Section Executive Committee Members:	17	
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	981	
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	2	
Do you have vacant positions for the coming year, FY24?	No	
FY23 Budgeted Direct Expenses:	\$74,869	

<i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$45,697

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WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	LEGAL ASSISTANCE TO MILITARY PERSONNEL (LAMP)
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	9
Chair or Co-Chairs:	Paul Apple
Staff Liaison: <i>Include name, job title, and department if known</i>	Noah Baetge, WSBA Sections Program Coordinator.
Board of Governors Liaison(s):	Todd Bloom
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
LAMP addresses matters related to the rendition of appropriate and efficient legal service to members of the armed forces of the United States.	
Strategy to Fulfill Purpose:	
Promoting the objectives of the WSBA with respect to military affairs. Establishing liaison between the WSBA, the Armed Forces of the United States, and federal,	

state, and local government agencies involved in military and veteran affairs to better serve the legal needs of the servicemembers and their dependents. Providing information to licensed legal professionals, both active duty and reserve. Encouraging continuing legal education to foster the ability to provide legal representation to military personnel, veterans and their dependents within the state of Washington.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

Washington State is home to a large military community that is continually seeking legal guidance on significant assortment of legal issues. This community is composed of Veterans, Active Duty and Reserve Servicemembers and their dependents.

2022-2023 Entity Accomplishments:

On September 15, 2023, the Chair and Vice Chair presented a WSBA CLE on LGBTQ legal issues.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Train up our cadre of LAMP lawyers to better serve our community of veterans, active duty & reservist servicemembers by providing CLEs on USSERA: SCRA and Veteran Affairs Certification.
2	To continue our liaison with the WA state attorney general’s office and their involvement with veteran’s affairs.
3	Click or tap here to enter text.
4	Click or tap here to enter text.
5	Click or tap here to enter text.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

We are constantly recruiting new members from all fields within the legal world in Washington State. We look at inclusion and diversity not only within the confines of class, race and gender struggle but also as allowing new ideas that can benefit our veterans and military personnel

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Excellent. Very responsive.

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits: <i>For example:</i> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	0	Newsletters/publications produced
	1	Mini-CLEs produced. On September 15, 2023, the Chair and Vice Chair presented a WSBA CLE on LGBTQ legal issues
	1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA. On September 15, 2023, the Chair and Vice Chair presented a WSBA CLE on LGBTQ legal issues as part of the half-day CLE hosted by the WSBA LGBTQ Section
	0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
	0	Receptions/forums hosted or co-hosted
	0	Scholarships, Donations, & Grants
	0	New Lawyer Outreach events/benefits
	N/A	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	6	Bills Reviewed
	6	Bills tracked
	0	Comments proposed
	0	Bills proposed/drafted
Entity Detail & Demographics Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:		5
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		81
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		1
Do you have vacant positions for the coming year, FY24?		No
FY23 Budgeted Direct Expenses:		\$4,293

<i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$1.348

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	LGBTQ+ Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	12
Chair or Co-Chairs:	Sean Dong
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor, WSBA Sections Program Specialist
Board of Governors Liaison(s):	Brent Williams-Ruth
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Section is to: Help members better serve their lesbian, gay, bisexual, transgender, and queer (LGBTQ+) clients; improve understanding by members of the Bar of the legal needs of LGBTQ+ individuals in the State of Washington, which are often different from, and in addition to, those faced by the population at large; support the efforts of Section members to achieve the highest standards of competence, professionalism and ethics in their practices; assist LGBTQ+ residents of Washington state, and those who represent them, to better understand how their legal needs can be met; promote the study of gay, lesbian, bisexual, transgender, queer, and gender identification law,	

and report on laws, decisions, and governmental regulations as they may affect the rights, responsibilities, and needs of LGBTQ+; provide a cooperative structure through which research and publications in the field of sexual orientation and gender identification issues can serve the needs of all members of the Section and Bar; provide a cooperative structure through which members of the Bar who are interested in sexual orientation and gender identification legal issues can work together to better understand the issues in the field and to develop and implement effective problem-solving approaches; act as a liaison between the Bar, its Board of Governors, state and national LGBTQ+ organizations and committees of other state bars and other organizations dedicated to serving the needs of the LGBTQ+ community; take action to raise the visibility of LGBTQ+ people and to increase the knowledge and awareness of legal issues facing the LGBTQ+ community; assist the efforts of the executive committee in any work undertaken with the Legislature, within the scope of General Rule 12, to enact and improve laws affecting members of the LGBTQ+ community and to assist the Judiciary in the administration of justice as it pertains to the LGBTQ+ community; take on tasks as requested by the executive committee and membership of the section to implement section goals and policies.

Strategy to Fulfill Purpose:

The Section focuses on providing educational and community-building opportunities to Section and WSBA by hosting CLEs and networking events.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The Section helps to ensure that LGBTQ+ members of the bar and law students have a supportive network of colleagues who can serve as a resource to help them better serve the public. The Section also helps to enhance knowledge of LGBTQ+ legal issues among members of the WSBA generally so that they can better serve the LGBTQ+ community.

2022-2023 Entity Accomplishments:

This year the Section updated its bylaws to be more inclusive and facilitate participation by inactive members of the bar, who provide valuable perspectives and leadership. The Section also hosted a half-day CLE focused on current and forthcoming LGBTQ+ legal issues that provided attendees with information that will help them better serve their clients.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Collaborating with QLaw, the LGBTQ+ Bar Association of Washington to host networking event for LGBTQ+ law students and professionals.
2	Recruiting members to the Executive Board, such as the Young Lawyer Liaison
3	Hosting a CLE regarding LGBTQ+ legal issues
4	Hosting new lawyer outreach event
5	Collaborating with other sections on events

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The Section strives to be as inclusive as possible. This year, the Section amended its bylaws to change its name from the “LGBT Law Section” to the “LGBTQ+ Law Section.” This purpose of this change was to better reflect the diversity of identities held by Section members and WSBA members more generally. The amended bylaws also allow for inactive members of the bar to participate in leadership roles so that members with different experiences and perspectives and who are at different places in their careers can contribute more fully to the Section going forward.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Carolyn and Brett have both been incredible resources for the Section and have consistently provided the Executive Committee with invaluable support and guidance. Carolyn’s guidance and patience helped to get the Section’s bylaw amendment across the finish line and she always made sure that the Executive Committee was informed and prepared with respect to next steps. The staff who assisted with planning and coordinating our CLE were also incredibly helpful.

SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

0	Newsletters/publications produced
0	Mini-CLEs produced
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
0	Receptions/forums hosted or co-hosted
0	Scholarships, Donations, & Grants
0	New Lawyer Outreach events/benefits

	0	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	0	Bills Reviewed
	0	Bills tracked
	0	Comments proposed
	0	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:	9	
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	122	
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	1	
Do you have vacant positions for the coming year, FY24?	Yes - 2	
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$7,312	
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$1,941	

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WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Liquor, Cannabis & Psychedelics Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	10
Chair or Co-Chairs:	Alexis Hartwell-Gobeske
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Mary Rathbone Erik Kaeding
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purposes of the Section shall be to: A. provide continuing legal and other education for its members in areas of common interest to professionals interested in cannabis, psychedelics, and/or liquor law; B. provide opportunities for Section members to become better acquainted with other legal professionals with similar interests; C. provide services including education and networking for students interested in some of the fastest growing new practices of law and updates to the long established practice of liquor law; D. provide a	

forum for the exchange of ideas and discussion about issues of common interest to Section members; E. provide advice to the Bar, as requested , on proposed legislation, court rules, and other matters ; F. provide resources and education to legislators and regulators; and G. undertake such other services that may be of benefit to the public and the Bar.

Strategy to Fulfill Purpose:

Hold monthly meetings open to all members that include a discussion of industry updates and an opportunity to ask questions and learn from peers; hold an annual member meeting that includes a significant discussion about industry updates, questions, comments and provides a forum for learning and networking; develop relevant CLE programming; provide a resources section to members on our section page that provides basic information as a starting point for those interested in practicing in this area of law.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The section furthers the mission of the board by hosting educational programming, networking events, and providing informational resources to its members. These actions assist with developing well informed, capable and highly competent legal practitioners within the field of cannabis law which aids integrity within the legal profession and serves the public.

2022-2023 Entity Accomplishments:

The section engaged the membership and sought input from it in broadening the scope of its section topics, and based on support from the membership did broaden its scope to include the practice of liquor and psychedelics as we noticed that these areas of law were lacking representation. As a result, we have increased our membership base (although not significantly). We have increased the number of CLEs we provide, by committing to providing at least one CLE per quarter. So far in 2023, we have provided 3 CLE programs. We have broadened the scope of our CLEs to include education on both cannabis and liquor law issues. We expect to include programming for psychedelics in the near future. A larger executive committee provides a wider range of ideas and perspectives.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Curate at least one in-person networking opportunity annually. We have discussed tying this together with the annual member meeting and a CLE.
2	Increase membership. We have already seen an increase in membership tied to our more varied and more frequent CLE programming, and expect to see a more significant increase in the upcoming year.
3	Foster diversity, equity, and inclusion within the section
4	Make the resources page a more valuable tool for members
5	Click or tap here to enter text.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The section encourages diversity among its executive committee and membership – the executive committee is currently comprised of diverse individuals - those new to the practice of law, practitioners located in diverse areas of the state whose practice might vary from those in the greater Seattle area, and various age groups. The diverse makeup of the executive committee fosters a wide breadth of perspectives and opinions that help the section develop valuable and inclusive programming for its members. We have provided in-person CLE programming outside of the greater Seattle area to provide valuable networking opportunities to practitioners in diverse areas of the state. The section continues to make diversity and inclusion a priority at the executive committee level and within the membership as a whole and encourages the bar to provide suggestions as to how we can take further action to promote equitable conditions for members from historically underrepresented backgrounds.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Carolyn MacGregor has been a wonderful resource for our section and has assisted the section through bylaw amendments, creating additional committee positions, ideas to increase the membership, and general administrative questions. The board of governors liaisons were not significantly involved in our section, but did on occasion attend a meeting. The section holds monthly meetings and the section liaison can take a more active role by attending our meetings on a more regular basis.

SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

None. We did attempt this for a time, but had difficulty with the information becoming stale before the board approved the newsletter for publication	Newsletters/publications produced
2	Mini-CLEs produced
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA

	0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
	1- Annual member meeting	Receptions/forums hosted or co-hosted
	0 – we lack the funds for this at this time	Scholarships, Donations, & Grants
	12 – we hold a monthly open meeting and have encouraged new member attendance	New Lawyer Outreach events/benefits
	Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	28	Bills Reviewed
	28	Bills tracked
	0	Comments proposed
	0	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:		11
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		71
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		1
Do you have vacant positions for the coming year, FY24?		No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>		\$1,511

FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$1,402
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WASHINGTON STATE BAR ASSOCIATION

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	WSBA Litigation Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	10
Chair or Co-Chairs:	none
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Tom Ahearne
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Litigation Section strives to be the voice of civil litigators practicing in Washington State. The Section is involved in a wide range of activities that interest those who handle civil matters in superior or federal courts. Activities include review and formal input concerning legislation and rule making, annual midyear trial skills seminar and support for litigation skills training	
Strategy to Fulfill Purpose:	
Continue with current programs focused on litigation skills, professionalism, diversity and mentorship.	

October 1, 2022 – September 30, 2023 (FY23)

How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?		
By focusing on core fundamentals of professionalism and diversity while pursuing justice for our clients.		
2022-2023 Entity Accomplishments:		
None other than to regroup the section, elect a new Chair and to chart a course for a successful 2023-2024 year.		
Looking Ahead: 2023-2024 Top Goals & Priorities:		
1	Scholarship programs at all Washington law schools	
2	Continue the mentorship program, including recruiting experienced litigators as mentors and law students or young attorneys as mentees	
3	Annual trial skill CLE	
4	Review and comment on legislative bills relevant to litigation section and its members	
5	Support of WSBA's trial advocacy program	
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>		
We want to be mindful and ensure our CLE programs include diverse speakers/presenters and perspectives. We try to ensure both practice, geographic, and ethnic diversity on our Executive Committee. We will continue to promote diversity within our section leadership and in the presenters and speakers at section programs and identify outreach opportunities to increase diversity in our membership and leadership		
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i>		
<ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 		
WSBA staff are amazing and have helped steer this section to a more stable course. Staff is always responsive and available to answer questions and ensure that our section complies with WSBA requirements.		
	Click or tap here to enter text.	Newsletters/publications produced

<p>SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	Click or tap here to enter text.	Mini-CLEs produced
	Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with non-WSBA entity
	Click or tap here to enter text.	Receptions/forums hosted or co-hosted
	\$6,000	Scholarships, Donations, & Grants
	\$600	New Lawyer Outreach events/benefits
	Mentor program; listserve. Unable to host annual reception/dinner for Supreme Court.	Other (please describe): Click or tap here to enter text.
<p>SECTIONS ONLY: Please quantify your section’s 2022-2023 legislative activity.</p>	None	Bills Reviewed
	None	Bills tracked
	None	Comments proposed
	None	Bills proposed/drafted
<p>Entity Detail Report: <i>To Be Completed by WSBA Staff</i></p>		
Number of Entity Members/Section Executive Committee Members:		7
<p>Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i></p>		1,025
<p>Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i></p>		4
Do you have vacant positions for the coming year, FY24?		Yes - 1

FY23 Budgeted Direct Expenses: <i>As of September 30, 2023.</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$48,239
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$20,088

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WASHINGTON STATE BAR ASSOCIATION

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Low Bono Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	Click or tap here to enter text.
Chair or Co-Chairs:	Marya Noyes
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn McGregor
Board of Governors Liaison(s):	Kevin Fay Jordan Couch
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The underlying purpose of “low bono” is to increase the availability of legal representation and legal services to clients of moderate means. Clients of moderate means are individuals who have a need or a want for legal representation or legal services, but who cannot qualify or pro bono legal assistance and who typically cannot afford the cost of traditional law firm representation or legal services. These individuals comprise the majority of those seeking resolution of, or planning for, legal issues and legal matters. The Low Bono Section is a community of lawyers, LLLTs, other legal professionals, and law students committed to	

identifying solutions, creating systems, and developing projects to increase the overall availability and affordability of legal representation and legal services.	
Strategy to Fulfill Purpose:	
See Bylaws 2.1 Developing and providing resources for members, regardless of field or area of practice, who are dedicated and committed to providing low bono legal services, defined as legal and law-related services provided with the intent to increase accessibility of legal services for people of moderate financial means. 2.2 Providing a forum and opportunity for education, training, and sharing of forms, practice tips, client counseling techniques, alternative forms of conflict resolution, and other resources to and among members of the Section. 2.3 Developing “best practices” and “alternative practices” for providing competent, current, efficient, and economical professional services while being mindful of the clients’ moderate means	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The Low Bono Section provides a forum and opportunity for education, training, sharing of forms, practice tips, client counseling techniques, and alternative techniques for conflict resolution. The section provides its members with free mentorship opportunities, discounted admission to low-bono-oriented CLEs, networking and referral opportunities with other low bono professionals, leadership development opportunities, and more.	
2022-2023 Entity Accomplishments:	
1. Developed and conducted CLE on access to justice with Sister Helen PreJean; 2. Participated in review of 15 legislative bills effecting members or constituents of section and commented to BOG regarding potential rule change; 3. Expanded social media sites and actively posted about the section and its events; 4. Increased membership levels; 5. Held virtual monthly meetings with social hour afterwards; 6. Increased use of section list serve.	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Continue to increase membership, with a focus on diversity, equity, and inclusion
2	Develop CLE regarding social media and demands on low bono firm and other topics.
3	Improve outreach and communications about the section.
4	Improve outreach to new lawyers and rural areas.
5	Increase active engagement on relevant legislation to the section members or intended consumers.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

Our Executive Committee continues to encourage participation by a diverse group of people. All meetings are accessible remotely, with meeting information published in advance. Executive Committee meetings are held at a later hour of the day, typically on the second Wednesday of the month to encourage more people to participate, including members with small children who may have trouble meeting during workday hours. We continue to host socials after these meetings and invite all Section Members to the meetings and to the post-meeting socials. The Executive Committee plans to hold several in-person meetings in 2023 to bolster interpersonal communications and provide greater networking opportunities.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

The section receives excellent support from WSBA staff.

SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

Click or tap here to enter text.	Newsletters/publications produced
2	Mini-CLEs produced
Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
2	Receptions/forums hosted or co-hosted
Click or tap here to enter text.	Scholarships, Donations, & Grants
1	New Lawyer Outreach events/benefits
8	Other (please describe): Social media carousel posts and engagement with section members.

SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	15.	Bills Reviewed
	9	Bills tracked
	1	Comments proposed
	0	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:	7	
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	77	
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	4	
Do you have vacant positions for the coming year, FY24?	Yes - 4	
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$8,027	
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$3,013	

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WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Real Property Probate & Trust Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	13 voting and 8 ex officio
Chair or Co-Chairs:	Anna M Cashman
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Todd Bloom Click or tap here to enter text.
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Section is to: (a) Assist our members in achieving the highest standards of competence, professionalism, and ethics in their practices,(b) Assist the Legislature in the enactment and improvement of the laws affecting real property, probate, trusts, and estates and to assist the Judiciary in the just administration of those laws, (c) Support the WSBA with regard to those matters which concern the practice of law in the areas of real property, probate, trusts and estates, and (d)Otherwise serve our members by helping them realize their professional goals.	

October 1, 2022 – September 30, 2023 (FY23)

Strategy to Fulfill Purpose:	
<p>For FY 2023-2024, the RPPT Section will continue to work with the WSBA to engage and educate members and lawyers in general with high quality CLEs and an in-person Mid-Year meeting, a timely newsletter and listserv and other opportunities for members and lawyers in the community to get involved with education and the general improvement of the practice of our areas of law. The Section will continue to work closely with legislative leaders, the Section’s legislative subcommittee and executive committee to ensure that the laws affecting real property, probate, trusts and estate continue to evolve with the practice and provide a good framework for practitioners and meet the needs of the state’s general population.</p>	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
<p>Through member engagement and education, the RPPT Section provides opportunities for education, mentoring and practical support for its members and Washington lawyers in general with an emphasis on providing timely resources for the ever-changing practice of law, responding to requests from legislators and otherwise reviewing pending legislation to address access to justice issues and developing the next generation of practitioners.</p>	
2022-2023 Entity Accomplishments:	
<p>The biggest accomplishments in 2022-2023 were the continuation of Section membership (as evidenced by our roster numbers) and our in-person only Annual Mid-Year Meeting at the Marcus Whitman in Walla Walla. Our Section had a tremendously successful Mid-Year meeting, while also hosting several hybrid and online only continuing legal education presentations (with speakers both remote and present). Section leaders and members also worked together with WSBA leaders and legislators on multiple legislative subcommittees to assist with the review, comment and drafting of bills in the 2022-2023 legislative year, including testifying at several bill hearings at the legislature. The RPPT Section continues to engage new and young lawyers through the Fellow Program and fosters those relationships and mentors the newer practitioners who frequently serve as executive committee members for the Section following completion of their service as Fellows.</p>	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Continue to maintain high standards and produce high-quality, relevant CLE programs and newsletter articles for the education and benefit of members, practitioners and Washingtonians.
2	Continue mentoring and engaging new and young lawyers through the Fellows program, offering scholarships to the Midyear and opportunities for participation as seminar speakers and newsletter authors.
3	Continue to lead practitioners by providing resources in a changing and dynamic practice area.
4	Continue to work closely with legislators and WSBA staff to assist in changes to laws relating to the areas of real property, probate, trusts and estates.
5	Continue to work closely with WSBA leaders and staff to ensure a robust partnership for the benefit of Washington lawyers and the public.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

Diversity continues to be an important issue to RPPT and the RPPT is intentional in ensuring that diversity is a top priority in leadership and engagement for CLEs and newsletter articles. When recruiting individuals to serve on the RPPT executive committee, join the Section, serve as seminar speakers and newsletter authors, RPPT makes significant efforts to be inclusive. As a result of these efforts RPPT is doing very well in maintaining diversity in areas it can control: gender, age, ethnicity, small firm/large firm, geography.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Click or tap here to enter text.

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

0	Newsletters/publications produced
0	Mini-CLEs produced
5	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
1	Receptions/forums hosted or co-hosted
\$1,000	Scholarships, Donations, & Grants
1	New Lawyer Outreach events/benefits
Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.

SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.

PT: SB 5173 SB 5318	Bills Reviewed
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	HB 1400 HB 1420 SB 5443 SB 5482	
	PT: HB 1795 (monitored but no position) HB 1484 (tracked and took position in support) SB 5589 (tracked and took position in support)	Bills tracked
	PT: 0	Comments proposed
	PT: SB 5589	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:		14
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		2,260
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		5
Do you have vacant positions for the coming year, FY24?		No
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>		\$121,938
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>		\$86,353

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Senior Lawyers Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	12
Chair or Co-Chairs: (rotating chairs)	Carole Grayson, David Sprinkle, Jeanine Lutzenhiser, Brian Comstock
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn McGregor
Board of Governors Liaison(s):	Jordan Couch Kevin Fay
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Senior Lawyers Section is open to all WSBA members, although to be a voting member, one must be an active or inactive member of the Washington State Bar Association who is age 55 or older or has been in practice in any jurisdiction for at least 25 years. As one of the few Association sections that does not focus on a particular area of the law, the Section provides information about navigating the practice of law, life transitions and developments in the law.	

Strategy to Fulfill Purpose:	
The Section provides benefits to members by presenting CLE programs focusing on a broad range of topics. In 2023, the Section reintroduced its annual CLE in a half-day hybrid format and plans to continue to present other mini-CLE webinars on various topics. The Section also publishes a newsletter, Life Begins, with articles of interest to senior lawyers.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The Senior Lawyers Section advocates for the unique professional needs of older attorneys to the Bar as a whole, and fosters sharing of knowledge of attorneys with many years of experience.	
2022-2023 Entity Accomplishments:	
We hosted our first in-person CLE since 2019, which also had a remote option. In-person attendees enjoyed a boxed lunch and conversation after the half-day event.	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Expand section membership, with a task force forming to explore creative options
2	Continue and expand education offerings, including our in-person CLE
3	Regularly publish “Life Begins” newsletter
4	Identify and address concerns of the next generation of Senior Lawyers
5	Click or tap here to enter text.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>	
A primary goal of our section is to expand its membership to all lawyers now in the senior category – to include the huge generation of Baby Boomers, many GenXers, and diversity of lawyers of every race, sexual orientation, religion and culture. In FY23, our Executive Committee had 4/12 women and one LGBT member, with several attorneys who entered the profession as a second career. We also benefited from the perspective of a Young Lawyer Liaison (who was both a young and a new lawyer).	
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i>	
<ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	

Senior Lawyers Section receives excellent support from WSBA staff. Carolyn McGregor is our highly skilled and responsive staff liaison. Noah Baetge offers cheerful and capable support with various programs. Rachel Matz did an outstanding job facilitating our first in-person CLE since 2019.

<p>SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	3	Newsletters/publications produced
	0	Mini-CLEs produced
	1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
	0	Receptions/forums hosted or co-hosted
	0	Scholarships, Donations, & Grants
	0	New Lawyer Outreach events/benefits
	0	Other (please describe): Click or tap here to enter text.
<p>SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.</p>	0	Bills Reviewed
	0	Bills tracked
	0	Comments proposed
	0	Bills proposed/drafted
<p>Entity Detail Report: <i>To Be Completed by WSBA Staff</i></p>		
<p>Number of Entity Members/Section Executive Committee Members:</p>		14
<p>Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i></p>		210
<p>Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i></p>		10

Do you have vacant positions for the coming year, FY24?	<i>Yes - 1</i>
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023.</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$6,471
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$7,849

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WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Solo and Small Practice Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	10
Chair or Co-Chairs:	Jordan Couch (incoming Darcel Lobo)
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Jordan Couch Kari Petrasek
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
	<i>To help solo and small practice attorneys ethically conduct a profitable, satisfying business by acting as a clearing house for qualified law practice management and technology information.</i>
Strategy to Fulfill Purpose:	
	Through online resources, educational materials, networking events and mentoring opportunities

How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?

Our CLE's help lawyers run the business end of their practices ethically and efficiently which in turn fosters better relations with other counsel and the courts. In particular, effective use of technology helps lawyers meet their obligations, manage trust accounts and manage communications with clients and opposing counsel. On our list-serve, members frequently solicit advice and share experiences regarding legal issues and how to deal with opposing counsel, courts and staff.

2022-2023 Entity Accomplishments:

Completed 9 CLEs for members. Maintained our membership close to 1000 members, which in turn enhances the value of our list serve. We exceeded our budget projections with our mini-CLE's. Produced the Solo & Small Firm Conference in partnership with WSBA and sponsored a reception and a networking event. Continually enhanced content on our WSBA web pages. Hosted a couple member events. Initiated process to create a book of tips for solo and small firm practitioners. Solicited new engagement by getting members involved in Executive Committee subcommittees.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Finalize book of tips for solo lawyers.
2	Continue to help restore the annual WSBA Solo & Small Firm Conference into the premier solo and small firm networking event it was before
3	To continually help our members improve their law firms and well-being
4	Click or tap here to enter text.
5	Click or tap here to enter text.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

Our membership is as diverse as WSBA membership. We recruit minorities to serve on the EC. We also plan to invite some minority bar associations to provide liaisons to our EC. Note: At least three of our existing EC members are also members of minority bar associations. Diversity is always one of our goals when selecting speakers for our CLE and webinars.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Click or tap here to enter text.		
SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits: <i>For example:</i> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	Click or tap here to enter text.	Newsletters/publications produced
	9	Mini-CLEs produced
	1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
	1	Receptions/forums hosted or co-hosted
	10 (through discounts for CLE)	Scholarships, Donations, & Grants
	1	New Lawyer Outreach events/benefits
	Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.
SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	Click or tap here to enter text.	Bills Reviewed
	Click or tap here to enter text.	Bills tracked
	Click or tap here to enter text.	Comments proposed
	Click or tap here to enter text.	Bills proposed/drafted
Entity Detail Report: <i>To Be Completed by WSBA Staff</i>		
Number of Entity Members/Section Executive Committee Members:		12
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		882

Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	4
Do you have vacant positions for the coming year, FY24?	<i>No</i>
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023.</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$40,554
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023</i> <i>For Sections, this does not include the Per-Member-Charge.</i>	\$26,575

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WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	WSBA Taxation Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	650/28
Chair or Co-Chairs:	Megan Tahl
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor
Board of Governors Liaison(s):	Brent Williams-Ruth (At Large) Nam Nguyen (District 10)
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purposes of the Section are to further the knowledge of the members and the Bar in areas of the law involving federal, state, and local taxation, and to assist in the activities of WSBA and further the interests of the legal profession.	
Strategy to Fulfill Purpose:	

We strive to host events providing member benefit, whether for networking, for further continued legal education on a variety of tax topics, by offering scholarships, and furthering relationships among private practitioners and government attorneys.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

We work to provide CLEs for all members on a variety of topics, we support the tax clinics with donations which furthers representation for low-income taxpayers in WA and helps provide training for LLM students, we encourage member volunteer work with the federal tax clinics, and we continue to sponsor the Tax Section scholarship to promote opportunities for law students seeking to practice in the tax field in Washington. The structure of the Tax Section also encourages collaboration, with the co-chair model, and partnering government practitioners with private practitioners on both the state and federal side.

2022-2023 Entity Accomplishments:

The Taxation Section built out the Diversity, Equity, and Inclusion Chair Committee and activities for the Executive Council. This increased investment in DEI has allowed our members to continue to learn and grow in their DEI knowledge. Additionally, we continued to successfully operate subcommittees as we transitioned out of the COVID-19 pandemic; we revised the mission statements and goals for all Taxation Section committees, which are now finalized and ready for the Taxation Section’s website; we expanded the Taxation section website to include more information and opportunities for members; the Taxation Section awarded a \$5,000 scholarship to a student pursuing an LLM degree; we held our annual luncheon in person for the first time since 2019 and had an esteemed outside speaker. Subcommittees held a variety of discussions on topics ranging from international tax updates to estate and gift planning legislation, etc.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Increase engagement with Section members by holding networking events
2	Provide Section members with mini-CLEs and other CLE opportunities regarding emerging issues and practical topics
3	Sponsor DEI-focused CLE for Taxation Section members
4	Encourage young tax attorneys in law school or pursuing LLMS by providing stipends to fund unpaid summer internship/externship work in tax positions
5	Increase pro bono service and involvement in low-income taxpayer clinics and explore other avenues for similar service.
6	Update Taxation Section website with DEI committee information and resources.
7	Create a mentorship program for young tax professionals.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?

The Taxation Section expanded our DEI activities with the help of our new committee and co-chairs. We have implemented a mentorship program for young tax professionals. Our intention is to expand this program to college and high school individuals. We are also hosting additional events and CLE focused in the area of DEI and expanding the website to provide resources in the area of DEI.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

Carolyn MacGregor and Noah Baetge are wonderful and act as invaluable liaisons to the WSBA's. As we further our DEI efforts, they have guided us regarding WSBA policies and practices. We would support any additionally activities to promote the section via the overall WSBA and we are pleased with the expansion of the Taxation Section website.

SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

	0	Newsletters/publications produced
	2	Mini-CLEs produced
	Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
	3	Receptions/forums hosted or co-hosted
	3	Scholarships, Donations, & Grants
	Click or tap here to enter text.	New Lawyer Outreach events/benefits
	Click or tap here to enter text.	Other (please describe): Click or tap here to enter text.
	2	Bills Reviewed

SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.	2	Bills tracked
	0	Comments proposed
	0	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:	28	
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>	622	
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>	9	
Do you have vacant positions for the coming year, FY24?	Yes - 3	
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>	\$45,002	
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>	\$24,654	

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

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

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	World Peace Through Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	7
Chair or Co-Chairs:	Randall Winn, Chair
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor, Sections Program Specialist
Board of Governors Liaison(s):	Brent Williams-Ruth, Nam Nguyen
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The World Peace Through Law Section of the Washington State Bar Association seeks to promote the rule of law and peaceful resolution of disputes among states and peoples, and to foster education on international laws and human rights.	
Strategy to Fulfill Purpose:	

Provide or support educational opportunities such as CLE and non-CLE programs; provide or support fora for sharing information about and discussing law, peace, and human rights; and support other efforts to study and promote law, peace, and human rights.	
How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?	
Our purpose is to serve the public and members of the Bar by informing and reminding Bar members of the need and the means to protect human rights worldwide through the rule of law.	
2022-2023 Entity Accomplishments:	
Produced mini-CLE programs on an approximately monthly basis, and larger programs once or twice a year. We also partner with other WSBA sections to produce CLEs that appeal to those sections as well as ours.	
Looking Ahead: 2023-2024 Top Goals & Priorities:	
1	Produce mini-CLEs accessible online
2	Sponsor and promote appropriate CLEs with WSBA's MCLE Department
3	Provide information and discussions concerning law, peace, and human rights
4	Within the rules of WSBA, support efforts to promote the rule of law, peace, and human rights
5	Click or tap here to enter text.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? 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? Other?</i>	
We seek input from our entire membership through our listserve. Our Executive Committee intentionally included CLEs and other programs that highlighted populations from, and attorneys serving, underrepresented backgrounds. For example,	
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i>	
<ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison(s)</i> • <i>Ideas you have for ways WSBA can continue to strengthen/support your entity.</i> 	
We have a great working relationship with WSBA staff – they are responsive and professional, and we could not accomplish our goals without them. Our BOG liaisons have been engaged and supportive participants in our executive committee meetings. Based on	

experience, we have total confidence that this high level of staff support for sections will continue.

<p>SECTIONS ONLY: Please quantify your section's 2022-2023 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	<p>We regularly use our member listserve to advise our members of upcoming events and CLEs. We do not publish a newsletter.</p>	<p>Newsletters/publications produced</p>
	4	Mini-CLEs produced
	4	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
	Click or tap here to enter text.	Receptions/forums hosted or co-hosted
	Click or tap here to enter text.	Scholarships, Donations, & Grants
	Click or tap here to enter text.	New Lawyer Outreach events/benefits
	1	Other (please describe): Colloquium (webinar) not for CLE credit; co-hosted with the Congress of Nations and States.
<p>SECTIONS ONLY: Please quantify your section's 2022-2023 legislative activity.</p>	Click or tap here to enter text.	Bills Reviewed
	Click or tap here to enter text.	Bills tracked
	Click or tap here to enter text.	Comments proposed

	Click or tap here to enter text.	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:		6
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		136
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		3
Do you have vacant positions for the coming year, FY24?		Yes - 1
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>		\$10,728
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>		\$3,496

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

Office of General Counsel

To: The President, President-elect, Immediate Past-President, and Board of Governors
 From: Julie Shankland, General Counsel
 Lisa Amatangel, Associate Director, OGC
 Date: December 5, 2023
 Re: Litigation Update

No.	Name	Brief Description	Status
1.	<i>Iceberg v. WSBA</i> , No. 23-2-03825-34 (Thurston County Superior Court)	Alleges mishandling of grievance.	On 11/17/23, Mr. Iceberg filed a Petition for Review. WSBA filed a Motion to Dismiss. A hearing on the motion is scheduled for 1/26/24.
2.	<i>Komora v. James Elliot Lobsenz, et al.</i> , No. 23-2-02363-34 (Thurston County Superior Court)	Alleges mishandling of grievance.	On 7/26/23, Mr. Komora filed a Complaint. WSBA filed a Motion to Dismiss. A hearing on the motion is scheduled for 12/15/23.
3.	<i>Langadinos v. WSBA, et al.</i> , No. 2:23-cv-00250-RSM (W.D. Wash.)	Alleges disability discrimination.	On 6/22/23, the WSBA filed a Motion to Dismiss. Plaintiff filed a response to WSBA's motion on 7/10/23. WSBA filed a reply in support of MTD on 7/14/23. On 7/21/23, Plaintiff filed an Emergency Motion Requesting to Postpone Decision on Defendant's MTD for 6 Weeks. WSBA filed a Response on 7/28/23. <u>Update since last report:</u> None.
4.	<i>Block v. WSBA, et al.</i> , No. 15-cv-02018-RSM (W.D. Wash.) (" <i>Block I</i> ")	Alleges conspiracy among WSBA and others to deprive plaintiff of law license and retaliate for exercising 1st Amendment rights.	On 02/11/19, the Ninth Circuit affirmed dismissal of claims against WSBA and individual WSBA defendants; the Court also vacated the pre-filing order and remanded this issue to the District Court. On 12/09/19, the United States Supreme Court denied plaintiff's Petition of Writ of Certiorari. On 12/13/19, the District Court reimposed the vexatious litigant pre-filing order against Block; Block filed a notice of appeal regarding this order on 01/14/20 (" <i>Block I – Appeal II</i> "). Block filed an opening brief in Block I – Appeal II on 11/06/20; WSBA filed its answering brief on 01/07/21. Block's optional Reply Brief was due on 01/28/21. Block filed a reply brief on 04/26/21 along



		<p>with a motion for extension. The Ninth Circuit set this matter for consideration without oral argument on 06/08/21. On 07/02/21 the Ninth Circuit affirmed the dismissal of Block II pursuant to the original vexatious litigant order.</p> <p>On 09/10/20, Block moved to vacate the vexatious litigant order; WSBA opposed the motion and it was denied. In response to the district court’s denial of Block’s motion to vacate, on 10/01/20, Block filed a motion for an indicative ruling on whether the district court would vacate the vexatious litigant order if the appellate court remanded the case for that purpose. WSBA opposed the motion. Block filed a reply on 10/16/20. This motion was denied.</p> <p>On 09/09/21, Block filed a motion to vacate all decisions in this matter; WSBA filed an opposition on 09/20/21. This motion was denied on 09/28/21.</p> <p>Block appealed the order issued on 09/28/21. The Ninth Circuit opened a new appeal (9th Cir. No. 21-35922), “Block I – Appeal III”, in which Block’s opening brief was due 01/05/22. Block filed an untimely motion to extend the time to file her opening brief; WSBA opposed the motion on 02/07/22. Block filed an opening brief in Block I – Appeal III on 3/3/22. WSBA’s answering brief was due 5/4/22. After two extensions, Block filed a reply brief on 6/27/22.</p> <p>On May 23, 2023, the Ninth Circuit rejected Block’s appeal and affirmed the district court’s findings.</p> <p>On September 8, 2023, the Ninth Circuit denied Block’s petition for rehearing (seeking both a panel rehearing and rehearing en banc of the Ninth Circuit decision affirming the trial court’s denial of Plaintiff’s rule 60(b)</p>
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			<p>motion for relief from all of the orders in the case).</p> <p>Update since last report: None.</p>
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WASHINGTON STATE BAR ASSOCIATION

MEMO

To: Board of Governors

From: Jennifer Olegario, Communications and Outreach Manager, and Sara Niegowski, Chief Communications Officer

Date: December 11, 2023

Re: Summary of Media Contacts, Oct. 11 – Dec. 5, 2023

Date	Journalist and Media Outlet	Inquiry
Oct. 16	Peter Talbot, Tacoma News Tribune	Public records request regarding disciplinary information.
Oct. 19	Jack Karp, Law360	Inquired about shortage of rural courthouses and attorneys. (Article below)
Oct. 27	Greg Lamm, Law360	Public records request regarding disciplinary information.
Oct. 31	Marianna Wharry, Law.com	Public records request regarding disciplinary information.
Nov. 17	Manuel Villa, The Seattle Times	Broad public records request regarding Dept. of Retirement Systems.

News Coverage and News Releases

- [Jonathan Sprouffske Named Local Hero by the Washington State Bar](#) (Dec. 8)
- [A Mountain to Climb: The Inaccessibility of Rural Courts](#) (Dec. 1)
- [Hunter M. Abell Sworn in as President of Washington State Bar Association](#) (Oct. 13)

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Renata de Carvalho Garcia, Chief Regulatory Counsel and Terra Nevitt, Executive Director
DATE: November 29, 2023
RE: Proposal to Establish a Member Status Workgroup

ACTION: Adopt the Member Status Workgroup Charter and Establish a Member Status Workgroup

Recommendation

Adopt the Member Status Workgroup Charter in order to establish a workgroup to evaluate the license status options currently available to WSBA members who are retiring from the practice of law or otherwise leaving the legal profession and to propose revisions to current license status options or alternative license status options as determined by its evaluation.

Discussion

Currently, members who are retiring from the practice of law or otherwise leaving the legal profession, have five license options under the WSBA Bylaws¹:

1. Maintain active status in order to practice law when desired and to participate in Bar matters or volunteer at the WSBA;
2. Change to inactive status, which has a \$200 license fee with no privilege to practice law;
3. Change to pro bono status to be able to volunteer with a Qualified Legal Services Provider, which has a \$200 license fee that can be waived with 30 hours of service the prior year;
4. Change to honorary status if the member has a combined 50 years or more as active or judicial status, with no privilege to practice law; or
5. Voluntarily resign from the WSBA.

Staff and WSBA governors regularly receive feedback from a small number of members (usually during license renewal) asking for a “retired” status. Members have different reasons for wanting a “retired” status including:

- Members who would like to maintain an inactive license but do not want to pay the license fee;
- Members who do not want to maintain an active license but still want to be able to give legal advice to family and friends, or even as a volunteer;
- Members who do not want to maintain an active license but want to be able to participate in bar activities and volunteer at the WSBA; and
- Members who do not want to maintain any type of license but feel that the term “voluntary resignation” is disrespectful.

¹ Additional details about these statuses is provided in the attached Member Benefits Table

Considering the breadth of concerns and differing potential solutions proposed by members, it appears that no single solution would resolve all the issues raised. In addition, depending on the solution, changes to license status options could have a significant impact on the WSBA's budget. As such, it seems appropriate to establish a workgroup to study the issues raised and recommend solutions.

A draft charter for the workgroup is attached.

WSBA RISK ANALYSIS: This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.

The Board is asked to establish a workgroup. The Board is authorized by the WSBA Bylaws article IX.B.2. Creating the task force is authorized by the Bylaws, germane to the purposes of the integrated bar and does not appear to create legal risk.

WSBA FISCAL ANALYSIS: This section is to be completed by the Finance Department, with input from the proposing entity or individual.

The fiscal impact to WSBA resulting from the proposed recommendation could include in-person meeting expenses (mileage, parking, meals, etc.) for five workgroup members (estimated at less than \$1,000), and staff time used to support the workgroup. The staff time that would be allocated to this work is included in the overall duties of existing WSBA staff and would not require additional staff or allocation of resources from other internal sources. Future recommendations from the workgroup (if approved) could have additional fiscal impact on the WSBA, however we are unable to determine the extent of the impact at this point without additional information that is unavailable at this time.

WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.

We recommend that you broaden the scope of membership so that it includes members beyond those from the Senior Lawyer Section as there may be members leaving the profession for reasons other than retirement (e.g., members may be leaving the profession because they did not experience a sense of belonging). Further, there may be members who choose to be inactive not because they are retiring from the profession but because they have other obligations that temporarily prevent them from fulfilling their active member obligations.

Further, we recommend that you consider also including a member with a pro bono perspective on the workgroup. Since the Pro Bono Status was recently approved after significant work by the WSBA Pro Bono and Public Service Committee and input from the pro bono provider community, it would be important to include a pro bono perspective if that status will be changed.

We also suggest that you include language in the charter that the workgroup will use an equity lens which includes 1) identifying and centering people and communities most impacted decisions and/or 2) meeting people and communities according to their specific needs to produce fair and equal outcomes for all.

Finally, we recommend that a measure of success in the workgroup's charter also include promoting belonging and advancing equity for members who are contemplating changing their status.

Note: In response to the equity analysis, and to include different perspectives, the workgroup composition has been expanded to include one pro bono member and one inactive, judicial, or honorary member. We also included “promoting belonging and advancing equity for members who are contemplating a changing their status” as a measure of success in the workgroup’s charter.

Attachments

Draft Member Status Workgroup Charter
Member Benefits Table

WASHINGTON STATE BAR ASSOCIATION

Member Status Workgroup Charter

Effective: Upon Approval by the WSBA Board of Governors

Purpose

The purpose of the Member Status Workgroup is to evaluate the license status options currently available to WSBA members who are leaving the legal profession and to propose revisions to current license status options or alternative license status options as determined by its evaluation. The WSBA'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. The Member Status Workgroup furthers the WSBA mission by determining whether the current license status options available to members leaving the legal profession meet the needs of WSBA members while adequately informing the public of the member's license status and eligibility to practice law.

Composition

Members of the workgroup should have demonstrated experience and/or interest in the issues raised by senior members of the bar as it relates to choosing alternatives to maintaining an active license to practice law. The workgroup will consist of five members and are outlined as follows:

- Chair
- WSBA Treasurer
- ~~2-1~~ Active Members from the Senior Lawyers Section
- 1 Inactive/Judicial/Honorary Member ~~from the Senior Lawyers Section~~
- 1 Pro Bono Member

WSBA Staff Liaison: Renata de Carvalho Garcia, Chief Regulatory Counsel, non-voting

Term

The workgroup is expected to complete its work by no later than the end of FY 2024.

Scope of Work

The workgroup will assess the concerns primarily raised by members who are leaving the practice of law including:

- Members who are leaving the practice of law and wish to maintain their WSBA membership (currently inactive status);
- Members who are leaving the practice of law and do not wish to maintain their WSBA membership (currently voluntary resignation);
- Members who are retiring from the practice of law but wish to be eligible to practice law in limited situations such as for family members or as a volunteer;
- Members who are retiring from the practice of law and wish to maintain their WSBA membership but do not want to pay a license fee (currently honorary status which is available only after 50 years of active or judicial status);
- Members who are leaving the practice of law permanently but do not like the term voluntary resignation; and
- Members who are leaving the practice of law permanently prior to the traditional retirement age and do not want to be considered “retired.”

The workgroup will evaluate the current license status options available to such members, collaborate with all relevant and interested stakeholders, identify and seek input from people most impacted by proposed changes, examine the financial impact to the WSBA budget of any proposed revisions or alternatives to license status options, and, if determined to be warranted, propose amendments to the WSBA Bylaws necessary to adopt revisions or alternatives to current license status options.

Measures of Success

A successful workgroup will:

- present a recommendation for license status options that addresses the concerns raised by members,
- demonstrate how the recommendation meets the needs of the members,
- demonstrate how the recommendation will protect the public and adequately inform the public of a member’s eligibility to practice law, ~~and~~
- demonstrate how the recommendation will have an acceptable impact on the WSBA’s budget, and
- promoting belonging and advancing equity for members who are contemplating changing their status.

License Fee	\$458	\$200	\$50	\$0	\$200/\$0
Fully licensed to practice law	✓				
Limited license to practice law					✓
Not permitted to practice law		✓		✓	
Ethics Line	✓				✓
Bar News	✓	if requested	✓	if requested	if requested
Legal Lunchbox Series	✓	✓	✓	✓	✓
Legal Research Tools	✓	✓	✓	✓	✓
Lending Library	✓	✓	✓	✓	✓
Mental Health/Self-Care Consultation	✓	✓	✓	✓	✓
Practice Management Assistance Program	✓	✓	✓	✓	✓
Practice Management Discount Network	✓	✓	✓	✓	✓
WSBA Connects	✓	✓	✓	✓	✓
Job Seekers Group	✓	✓	✓	✓	✓
Mentorship	✓	✓	✓	✓	✓
Join sections as a voting member	✓	when allowed			when allowed
Join sections as a non-voting member	✓	when allowed	when allowed	when allowed	when allowed
Serve on WSBA Committees, Boards, Panels, Councils and Task Forces	✓				Pro Bono Council
Serve on WSBA-Administered Supreme Court Boards and Task Forces	✓		when allowed		when allowed
Serve on the Board of Governors	✓				
Vote for governors and on referenda	✓				

TO: WSBA Board of Governors
FROM: APR 6 Law Clerk Board
DATE: December 1, 2023
RE: Law Clerk Board Feedback on WBLTF Proposal for the Future of WA State Bar Admissions

The Law Clerk Board (Board) has reviewed the Washington State Bar Licensure Task Force’s (WBLTF) proposal on the future of Washington State Bar Admissions – Working Draft (WBLTF’s proposal)¹ and respectfully asks approval from the Board of Governors to submit to the WBLTF the Board’s feedback on the proposal as described below.

The WBLTF is requesting that feedback on the WBLTF’s proposal be sent to licensurepathwaysfeedback@wsba.org by January 5, 2024.

WBLTF’s Proposal

The WBLTF’s proposal recommends, among other things, the below three alternative pathways to lawyer licensure in Washington that would not require passage of the Uniform Bar Examination (UBE). The WBLTF’s proposal suggests that these new experiential pathways will “protect the public by improving lawyer skills while reducing the unproductive barriers for historically marginalized groups to enter the profession.”

Law-school graduate apprenticeship: 6 months of supervised legal practice as an APR 9 legal intern and 6 months (3 courses) of “standardized APR 6 coursework”

Law school experiential pathway: complete 12 “qualifying skills credits” and 500 hours of supervised legal practice as an APR 9 legal intern

APR 6 apprenticeship: “creation of standardized educational materials and benchmarks” and 500 hours of supervised legal practice as an APR 9 legal intern

Law Clerk Board Feedback on APR 6 Apprenticeship Proposal

The WBLTF identifies two risks for removing the requirement of a standardized bar exam for APR 6 law clerks who successfully completed the Law Clerk Program: “1) a standardized exam like the bar exam puts APR 6 clerks culturally on a level playing field with law school graduates and 2) the current APR 6 program does not provide standardized coursework materials or examinations for participating law clerks and their tutors.” The Board disagrees that these risks exist for successful APR 6 law clerks and respectfully submits the following feedback and a proposal modifying the WBLTF’s APR 6 apprenticeship pathway to lawyer licensure in Washington.

The Law Clerk Program Is a Robust, Successful Alternative to Law School Education

The Law Clerk Program, which is an alternative to law school authorized by the Supreme Court under APR 6, is a four-year program that provides both legal education and practical legal experience through a combination of work and study under the tutelage and supervision of an experienced lawyer or judge. The Law Clerk Program has successfully prepared individuals to be attorneys in Washington since 1891. The Law Clerk

¹ https://www.courts.wa.gov/appellate_trial_courts/SupremeCourt/?fa=supremecourt.LicensureTaskForce



Program provides an opportunity for legal education to those, including the same historically marginalized groups referenced by the WBLTF, who might not otherwise be able to attend law school for financial, geographical, employment, or other reasons. The Law Clerk Program reduces barriers to the practice of law by being accessible, flexible, and affordable. A law clerk can apply and work from anywhere in the state, allowing them to remain in their community, and continue working a full-time job to support their family. The Law Clerk Program is affordable, costing only \$2,000 a year. Because the Law Clerk Program requires paid employment, it is accessible to populations who do not have the privilege to stop working to attend law school.

To purport that “a standardized exam like the bar exam puts APR 6 clerks culturally on a level playing field with law school graduates” is to accept and perpetuate the same biases that the WBLTF is trying to counteract by proposing alternative pathways to lawyer licensure that do not require UBE passage. The WBLTF appears to agree when concluding in the WBLTF’s proposal that someone with a degree from a non-ABA accredited law school may qualify to waive the bar examination, acknowledging that “[m]any of the early non-accredited [law] schools were looked down upon for their focus on practical skills...” and that “[a]ccreditation was another way ... to preclude people of color and the poor from having access to the legal profession.” The Law Clerk Program also focuses on law clerks acquiring practical, on the job skills in preparation for practice immediately after completing the Law Clerk Program and provides legal training to those who may find law school to be an obstacle to access to the legal profession.

The Law Clerk Program Includes Sufficient Standardization and Substantial Oversight

The Law Clerk Program requires the completion of 48-months of coursework and 12 law-related jurisprudence book reports while working full-time for a practicing attorney or judge for a minimum of 32 hours a week. During each year of the program, a law clerk is required to study 6 subjects, pass 12 exams, and submit 3 book reports. The Law Clerk Program provides a specific schedule of legal courses, and a detailed outline of what topics are to be covered in each course ([see APR 6 Regulations 5 and 7](#)). For each course, the tutor guides and assists a law clerk’s study, choosing textbooks, casebooks, and other written, legal materials in use at any of the Washington state law schools. The tutor utilizes a course outline from a Washington law school as a guide, and at the end of each month, the tutor creates and administers an examination based on that month’s study, using essay-style and multiple-choice format requiring explanations for each answer. Law clerks and tutors submit to the WSBA completed exams, monthly certificates, and book reports. WSBA staff records receipt of the exams and corresponding certificates each month and tracks the clerk’s progress through the program. The monthly certificate outlines the law clerk’s employment tasks for the month, whether the exam was passed or failed, how the law clerk is progressing and additional fields. If the appropriate materials are not received by the deadline each month, WSBA staff will email the law clerk inquiring about the late materials. If materials continue to be late or not received, WSBA staff may refer their concerns to the law clerk’s liaison on the Law Clerk Board or add the law clerk to a Board meeting agenda for further review.

In addition, unlike law schools, the Law Clerk Program requires hands-on work experience for a minimum of 32 hours per week for four years and that a law clerk’s employment include tasks and duties that contribute to the practical aspects of engaging in the practice of law (APR 6(b)(3)). Finally, a law clerk is eligible for a Rule 9 license after successfully completing 30 months in the Law Clerk Program, which provides a minimum of 18 months of supervised practice and courtroom experience while still enrolled in the program.

Aside from the curriculum requirements, there is a notable amount of oversight beyond the daily and monthly guidance by the tutor. Each Board member is assigned as a liaison to several law clerks to oversee law-clerk

program participation, exams, book reports and course materials each month. A Board member may provide feedback on exams and resources for materials. If the Board member observes a law clerk is lacking the understanding of a specific topic, or is not being tested to an appropriate level, the law clerk may be referred to the Board for further review and may be required to re-test or retake the course. The Board also conducts evaluations of law clerks and tutors toward the end of the law clerk's first and fourth years, and more often if needed, to determine that the law clerk is progressing satisfactorily in the program.

With the sufficient standardization and substantial oversight already offered through the Law Clerk Program, additional standardization is not beneficial to the program or its goals and is not necessary for all Law Clerk Program courses to prepare successful law clerks for the practice of law as a lawyer. The proposal to standardize coursework and exams imposes a mini-law school structure on the Law Clerk Program, requiring many additional resources and would consequentially increase tuition and decrease flexibility and innovation. The Law Clerk Program prides itself in being affordable and accessible to communities that would not otherwise have the opportunity to receive a law school education.

Law Clerk Board Proposal

As it is currently written, the WBLTF draft proposal lacks clarity on whether the current proposal is to amend the current APR 6 and Regulation to include standardized coursework and testing throughout the Law Clerk Program or to develop an additional pathway that would apply to a law clerk who chooses to waive the bar examination. The Law Clerk Board suggests developing an additional pathway, allowing a law clerk to choose to waive the bar examination.

The current Law Clerk Program fourth-year curriculum allows a law clerk to choose 6 courses (12 months of study) from a pre-approved list of elective courses. If a law clerk has chosen the pathway to waive the bar examination, the Law Clerk Board recommends adding three new elective "standardized courses" (six months of study) for alternative pathway law clerks only. These three courses would mirror the courses that a JD graduate would study for the "law-school graduate apprenticeship" alternative pathway to waive the bar examination. As suggested in the draft proposal, in addition to the 3 "standardized courses", a law clerk would be required to complete the same five hundred hours as an APR 9 legal intern required for the "law school experiential pathway," which law clerks can complete during the Law Clerk Program.

Board Proposal for APR 6 apprenticeship: 6 months (3 courses) of "standardized APR 6 coursework" and 500 hours of supervised legal practice as an APR 9 legal intern

Sincerely,

APR 6 Law Clerk Board

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
FROM: Katherine Skinner, WSBA Staff Liaison to APR 6 Law Clerk Board
Catherine A. Biestek, Managing Regulatory Counsel
DATE: December 5, 2023
RE: Law Clerk Board Feedback on WBLTF Proposal for the Future of WA State Bar Admissions

CONSENT: The Law Clerk Board (LCB) has reviewed the Washington State Bar Licensure Task Force’s (WBLTF) proposal on the future of Washington State Bar Admissions – Working Draft (WBLTF’s proposal)¹ and respectfully asks approval from the Board of Governors (BOG) to submit to the WBLTF the LCB’s feedback on the proposal as described below. Although the LCB requests comments be submitted by We understand that comments from the WSBA will be accepted by January 15, 2023.

The Law Clerk Board reviewed the WBLTF’s proposal recommending three alternative pathways to lawyer licensure in Washington that would not require passage of the Uniform Bar Examination (UBE), including a pathway for APR 6 law clerks, and approved at the Law Clerk Board’s December 1, 2023 meeting the attached comment and proposal that, with BOG permission, the Law Clerk Board would like to submit to the WBLTF no later than January 15, 2023.

In the attachment, in addition to giving the WBLTF feedback on the WBLTF’s proposal and providing the WBLTF additional information about the APR 6 Law Clerk Program, the Law Clerk Board presents the following proposal:

As it is currently written, the WBLTF draft proposal lacks clarity on whether the current proposal is to amend the current APR 6 and Regulation to include standardized coursework and testing throughout the Law Clerk Program or to develop an additional pathway that would apply to a law clerk who chooses to waive the bar examination. The Law Clerk Board suggests developing an additional pathway, allowing a law clerk to choose to waive the bar examination.

The current Law Clerk Program fourth-year curriculum allows a law clerk to choose 6 courses (12 months of study) from a pre-approved list of elective courses. If a law clerk has chosen the pathway to waive the bar examination, the Law Clerk Board recommends adding three new elective “standardized courses” (six months of study) for alternative pathway law clerks only. These three courses would mirror the courses that a JD graduate would study for the “law-school graduate apprenticeship” alternative pathway to waive the bar examination. As suggested in the draft proposal, in addition to the 3 “standardized courses”, a law clerk would be required to complete the same five hundred hours as an APR 9 legal intern required for the “law school experiential pathway,” which law clerks can complete during the Law Clerk Program.

¹ https://www.courts.wa.gov/appellate_trial_courts/SupremeCourt/?fa=supremecourt.LicensureTaskForce
1325 4th Avenue | Suite 600 | Seattle, WA 98101-2539 | 800-945-WSBA | 206-443-WSBA | questions@wsba.org | www.wsba.org

Board Proposal for APR 6 apprenticeship:

6 months (3 courses) of “standardized APR 6 coursework” and
500 hours of supervised legal practice as an APR 9 legal intern

WSBA RISK ANALYSIS: The Board of Governors (BOG) is asked to authorize the Law Clerk Board (LCB) to submit a comment to the Washington Bar Licensure Task Force (WBLTF). The comment relates specifically to the recommendations affecting the APR 6 Law Clerk Program (apprenticeship pathway). The benefits in providing additional information for the Court to consider outweigh the minimal risks of authorizing the comment. The risks include creating confusion if the BOG does not agree with the substance of the LCB’s comment. The BOG has other ways of minimizing this risk, including submitting its own comments now and as the next steps of this process develop. At this early stage, the biggest risk might be in stifling input.

WSBA FISCAL ANALYSIS: The proposed action to submit feedback from the Law Clerk Board to the WBLTF does not generate any future fiscal impact to the WSBA. At this early stage, there will be time for additional fiscal analysis of a more detailed APR 6 apprenticeship pathway if one is brought forward to the BOG for approval.

WSBA EQUITY ANALYSIS: The Law Clerk Board’s comment to the WBLTF for the APR 6 apprenticeship pathway appears to highlight equity issues raised by the WBLTF’s current proposal. At this early stage, there will presumably be more time for an equity analysis of a potential more detailed APR 6 apprenticeship pathway.

Attachments

December 1, 2023 Memorandum to the BOG from the Law Clerk Board containing the Law Clerk Board’s feedback and proposal that the Law Clerk Board would like to send to the WBLTF with the BOG’s permission.

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
From: Budget and Audit Committee
Date: October 27, 2023
Re: Recommended Fiscal Policies Revisions

ACTION: Approve revisions to WSBA fiscal policies and procedures as outlined.

Background

WSBA Fiscal Policies and Procedures are routinely reviewed to ensure the most up to date information is incorporated. The Budget and Audit Committee is responsible for making recommendations to the Board of Governors for any changes to policies identified as “significant,” which include the policies under four chapters:

- Chapter 1: Key Fiscal Policies
- Chapter 2: Investment Policy
- Chapter 4: Fund balance/Reserves
- Chapter 6: Expense Policies

In September of 2022, the Board approved the current version of the fiscal policies which included several significant changes. In the process of implementing these changes, additional changes were identified for further revisions.

1) Fiscal Responsibility Matrix- Executive Director responsibilities for budget reallocations

Existing policy language states that the Executive Director is responsible for:

*“approving and reporting to the Board of Governors about certain unbudgeted expenses, including reallocations of budgeted expenditures where the intent is similar or varies slightly; unbudgeted expenditures that are fully offset by unbudgeted revenue or a reallocation of budgeted expenditures up to 5% of the approved operating budget to address operational, regulatory or programmatic needs; and necessary and prudent expenditures to implement WSBA’s Disaster Recovery Plan or to maintain WSBA’s operations. Per occurrence limit is \$215,000.00. **Prior to taking action the Executive Director must notify the President and after taking action must report the reallocation of funds to the Board.** Reallocations may not affect the annual budget’s bottom line.”*

Currently, the President is notified on a monthly basis of all budget reallocations approved by the Executive Director and the Budget and Audit Committee and Board of Governor are notified on a quarterly basis. The policy language requires that the President be notified of changes prior to the Executive Director taking action. This means no budget reallocations can be effectuated until after the President has been notified. Operationally, this can be challenging as it creates a time gap between when

a reallocation need is identified and when the President is notified (which can be anywhere from two weeks to a month and half). Additionally, there are instances when a budget reallocation is needed to resolve an emergent need with a limited timeframe and can result in multiple notifications to the President within the same month.

Recommendation: At their October 27, 2023 meeting, the Budget and Audit Committee unanimously approved recommending the revised policy language below:

“The Executive Director must report reallocation of funds to the President on a monthly basis and to the Board on a quarterly basis. It is expected that the Executive Director will consult with the President on reallocations that may be considered sensitive or controversial in nature, prior to execution.”

The Board is responsible for approving the annual budget and the policy would maintain the existing language that Executive Director budget reallocations “may not affect the annual budget’s bottom line.” We believe that this revision will allow for smoother operations and execution of budget reallocations, while continuing to maintain oversight by the President and Board.

2) *Chapter 6: Expenses, Section I.F.3: Reimbursement for Ground Transportation*

Existing policy language states:

“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. WSBA will reimburse tips for no more than 10% of the cost of the trip, in the case where 10% is less than \$2.00 tips can be adjusted to that amount.”

We received feedback from a variety of sources that indicated the current 10% tip limit is too low given general standards for gratuity for this type of service.

Recommendation: At their October 27, 2023 meeting, the Budget and Audit Committee unanimously approved recommending that the tip amount for ground transportation be increased to 25%.

Attached are the redlined policies for additional reference.

WSBA RISK ANALYSIS: *This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

The Board is asked to approve two changes to the fiscal policies. The first changes the timing of the Executive Director’s reporting of budget reallocations that are within the ED’s authority. Given that ED budget reallocations cannot impact the bottom line of the budget and that pre-reporting to the President is still required if the reallocation is sensitive or controversial, the change does not appear to create legal risk. It is possible that the change could decrease legal risk if circumstances require quick action that could be delayed based on the pre-reporting requirement.

The second change increases the tip percentage reimbursed in certain circumstances. This change does not appear to create legal risk.

WSBA FISCAL ANALYSIS: *This section is to be completed by the Finance department, with input from the*

proposing entity or individual.

The first recommendation allows the Executive Director to effectuate budget reallocations prior to informing the President. This does not have a fiscal impact that is different from what the current policy language entails. The Executive Director has the authority to approve budget reallocations, therefore the fiscal impact continues to be that funds can be reallocated for different purposes as needed, regardless of approval of this recommendation.

The second recommendation would have a fiscal impact by increasing the limit for ground transportation gratuity to from 10% to 25%. In FY23, we spent approximately \$7,600 on ground transportation, including gratuity. If we assume that all expenses included the 10% maximum gratuity, that equates to approximately \$691 in gratuity and \$6,909 for base ground transportation costs. Assuming an increase in base cost for FY24 of 5%, increasing the gratuity maximum to 25% would result in less than \$1,200 in additional expenses.

WSBA EQUITY ANALYSIS: *This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.*

Without having more specific information like perspectives or input from marginalized communities who might be ultimately impacted by this change, it is difficult to do an equity analysis. However, based on the information provided, there do not appear to be any major concerns from an equity perspective. We do make two observations:

- Increasing the percentage of tip amount could advance equity for people who are working in low wage jobs.
- The words “sensitive” and “controversial” in the sentence “It is expected that the Executive Director will consult with the President on reallocations that may be considered sensitive or controversial in nature, prior to execution” may be interpreted in a number of ways. The implicit bias of the person interpreting those words may inadvertently and disproportionately flag reallocations that may perpetuate inequities.

Fiscal Responsibilities Matrix:

Executive Director

According to WSBA bylaws, the Executive Director is responsible for managing the office and activities of the Bar under the direction of the Board of Governors, with power to employ and compensate employees within limits of the budget. In terms of managing the budget, the following guidelines shall apply (Note: approval authority may be exercised or delegated to the next higher authority at the discretion of the decision-maker):

Authority: The Executive Director is authorized to establish deposit and credit relationships, withdraw WSBA funds from banks, sign checks, and invest excess cash. Signatory authority may be delegated to any department director(s) except the Director of Finance.

The authority to make bank deposits, invest funds in accordance with the Investment Policy, and transfer funds between established accounts may be delegated to the Director of Finance and appropriate accounting and finance employees following sound internal control practices.

Executive Director Approves (Note: Executive Director may delegate approval authority to Directors or other employees as appropriate):

- reimbursement requests – may reject or modify requests to comply with expense policies,
- service and program fees, including,
 - advertising rates
 - fees for copies of the WSBA's public records
 - fees for sale of member contact information
 - sales price of the *Resources* directory
 - sales price of CLE and WSBA publications
 - sales price of other WSBA merchandise
 - miscellaneous fees
- adjustments to employee salaries within the aggregate approved budget dollars,
- in-kind contributions of WSBA to the Washington State Bar Foundation,
- grants to WSBA, including negotiations of administrative fees,
- approving and reporting to the Board of Governors about certain unbudgeted expenses, including reallocations of budgeted expenditures where the intent is similar or varies slightly; unbudgeted expenditures that are fully offset by unbudgeted revenue or a reallocation of budgeted expenditures up to 5% of the approved operating budget to address operational, regulatory, or programmatic needs; and necessary and prudent expenditures to implement WSBA's Disaster Recovery Plan or to maintain WSBA's operations. The per occurrence limit is \$215,000.00. **Prior to taking action, the Executive Director must report reallocation of funds to the President on a monthly basis and after taking action must report the reallocation of funds to the Board on a quarterly basis. It is expected that the Executive Director will consult with the President on reallocations that may be considered sensitive or controversial in nature, prior to execution.** Reallocations may not affect the annual budget's bottom line,
- supplemental budget requests from sections that exceed 25% of the section's annual expense budget or \$1,000, whichever is greater,
- binding the WSBA to future expenses, as in contracts and agreements, for budgeted or

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- operational expenses,
- engagement of independent auditor selected for the up to six-year period, annually; or may initiate the selection of the competitive bid process,
- fiscal policies, where indicated in the specific policy.

In the event of an emergency and when it is not feasible to get the approval of the Budget and Audit Committee or the Board of Governors, the Executive Director and/or Treasurer shall have the authority to approve expenditures that are necessary and prudent in order to keep the WSBA operational in the case of an emergency (e.g., if the WSBA's computer network crashed or an event which triggers the established disaster recovery plan). These expenditures may be beyond the capital or operating budgets and may or may not impact the WSBA's reserves. The Board of Governors shall be immediately notified by the Treasurer or Executive Director when expenditures of this nature are authorized.

Chapter 6: Expenses

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 be fiscally prudent and follow the policy at all times. **WSBA will reimburse: (1) reasonable and prudent, (2) necessary, and (3) appropriately documented, out-of-pocket expenses incurred in connection with WSBA business or meetings, as set forth herein.**

F. Transportation

WSBA will reimburse transportation costs based on the limits set forth below. WSBA will not reimburse for lodging *en-route* *except* when special circumstances such as weather, abnormal traffic patterns, or personal circumstances occur. Any expense report containing en-route expenses will be approved by the Executive Director.

WSBA encourages employees and volunteers to utilize the least costly method of transportation available under the circumstances. For example, if a ticket to fly coach economy to a particular destination is less expensive than the cost of reimbursing mileage for driving then flying should be the selected mode of transportation.

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. Volunteers are not covered under WSBA insurance policies and must provide their own insurance coverage when renting vehicles.

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. WSBA will reimburse tips for no more than ~~40~~25% of the cost of the trip. In the case where ~~40~~25% is less than \$2.00 tips can be adjusted to \$2.00 that amount.

WASHINGTON STATE BAR ASSOCIATION

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 legal professionals 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 legal professionals 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 12.1
REGULATORY OBJECTIVES

Legal services providers must be regulated in the public interest. In regulating the practice of law in Washington, the Washington Supreme Court's objectives include: protection of the public; advancement of the administration of justice and the rule of law; meaningful access to justice and information about the law, legal issues, and the civil and criminal justice systems;

- (a) transparency regarding the nature and scope of legal services To be provided, the credentials of those who provide them, and the availability of regulatory protections;
- (b) delivery of affordable and accessible legal services;
- (c) efficient, competent, and ethical delivery of legal services;
- (d) protection of privileged and confidential information;
- (e) independence of professional judgment;
- (f) Accessible civil remedies for negligence and breach of other duties owed, disciplinary sanctions for misconduct, and advancement of appropriate preventive or wellness programs;
- (g) Diversity and inclusion among legal services providers and freedom from discrimination for those receiving legal services and in the justice system.

[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.]

2023-2024 WSBA BOARD OF GOVERNORS MEETING SCHEDULE

MEETING DATE	LOCATION	DESCRIPTION	MATERIALS DEADLINE
October 20-21, 2023	WSBA Conference Center Seattle, WA	Team Building Retreat	n/a
November 2-3, 2023	University of Washington School of Law Seattle, WA	BOG Meeting	October 10, 2023
January 12-13, 2024	WSBA Conference Center Seattle, WA	BOG Meeting MLK Luncheon Jan. 12	December 5, 2023
March 7-8, 2024	Gonzaga University School of Law Spokane, WA	BOG Meeting	February 13, 2024
May 2-3, 2024	Lodge at Columbia Point Richland, WA	BOG Meeting	April 9, 2024
July 18-19, 2024	Lucy F. Covington Government Center Nespelem, WA	BOG Meeting	June 18, 2024
September 6-7, 2024	Olympia Hotel at Capitol Lake Olympia, WA	BOG Meeting	August 13, 2024

NEW!

Beginning in fiscal year 2024 (October 1, 2023 – September 30, 2024), all proposed agenda items and materials must be submitted by the deadline stated above. Materials can be submitted through 1) a staff liaison, 2) staff supervisor or department director, 3) staff member identified by the Office of the Executive Director or, if none of those are applicable, 4) directly to the Executive Director (terran@wsba.org). Submitters will be notified of the status of their request after the materials deadline. All meeting materials will be published appx. two weeks prior to the meeting.

Materials should include: 1) a cover memo, 2) additional/supplemental materials, 3) be inclusive of all WSBA analyses, if relevant and, 4) be in final form suitable for publication. Click [here](#) for more information.



WSBA Board of Governors CONGRESSIONAL DISTRICT MAP



Hunter Abell
President



Sunitha Anjilvel
President-Elect



Dan Clark
Immediate Past
President

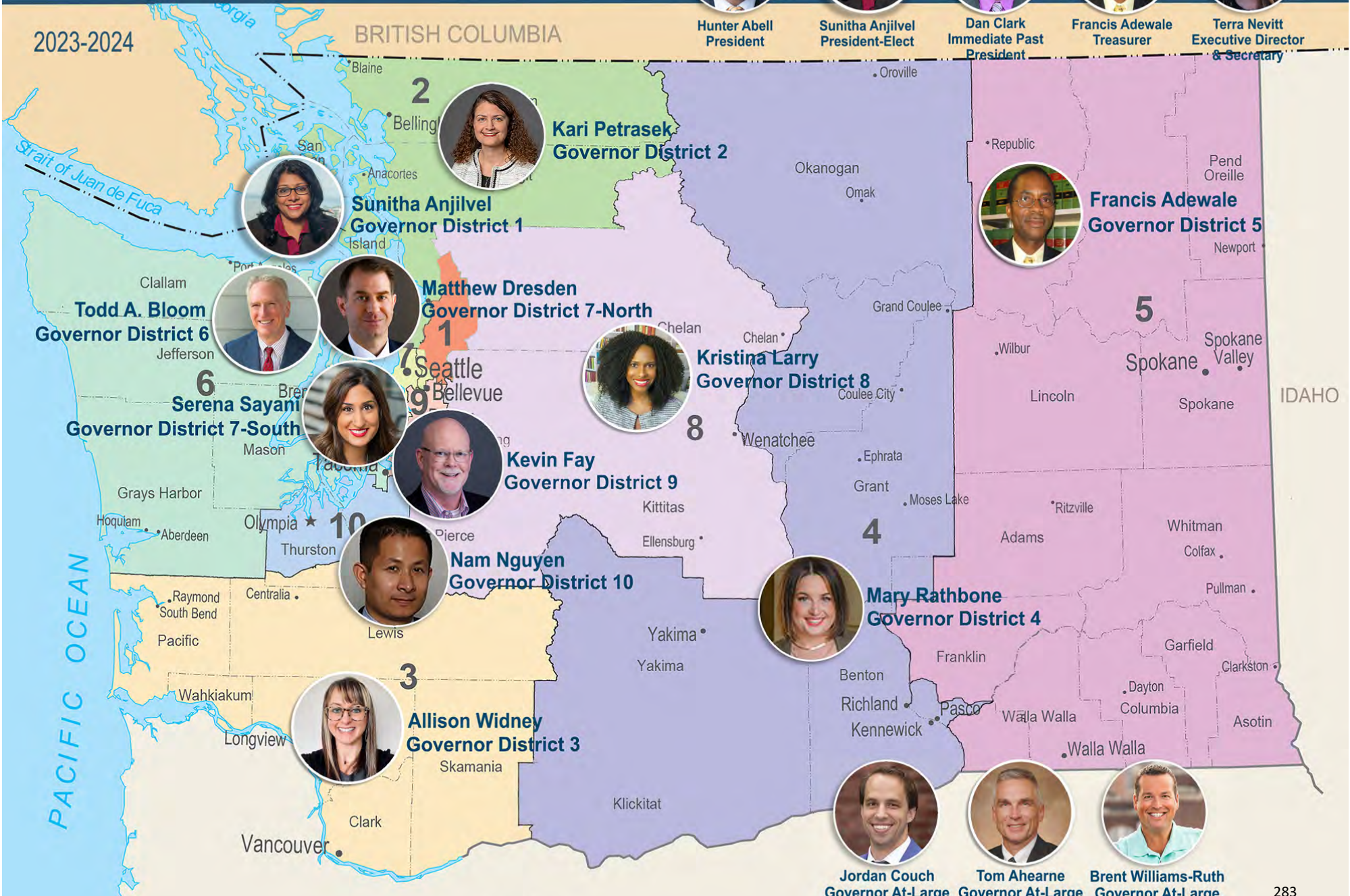


Francis Adewale
Treasurer



Terra Nevitt
Executive Director
& Secretary

2023-2024



Jordan Couch
Governor At-Large



Tom Ahearne
Governor At-Large



Brent Williams-Ruth
Governor At-Large

BASIC CHARACTERISTICS OF MOTIONS

From: *The Complete Idiot's Guide to Robert's Rules*
The Guerilla Guide to Robert's Rules

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
1. Fix the time to which to adjourn	Sets the time for a continued meeting	No	Yes	No ¹	Yes	Majority
2. Adjourn	Closes the meeting	No	Yes	No	No	Majority
3. Recess	Establishes a brief break	No	Yes	No ²	Yes	Majority
4. Raise a Question of Privilege	Asks urgent question regarding to rights	Yes	No	No	No	Rules by Chair
5. Call for orders of the day	Requires that the meeting follow the agenda	Yes	No	No	No	One member
6. Lay on the table	Puts the motion aside for later consideration	No	Yes	No	No	Majority
7. Previous question	Ends debate and moves directly to the vote	No	Yes	No	No	Two-thirds
8. Limit or extend limits of debate	Changes the debate limits	No	Yes	No	Yes	Two-thirds
9. Postpone to a certain time	Puts off the motion to a specific time	No	Yes	Yes	Yes	Majority ³
10. Commit or refer	Refers the motion to a committee	No	Yes	Yes	Yes	Majority
11. Amend an amendment (secondary amendment)	Proposes a change to an amendments	No	Yes	Yes ⁴	No	Majority
12. Amend a motion or resolution (primary amendment)	Proposes a change to a main motion	No	Yes	Yes ⁴	Yes	Majority
13. Postpone indefinitely	Kills the motion	No	Yes	Yes	No	Majority
14. Main motion	Brings business before the assembly	No	Yes	Yes	Yes	Majority

1 Is debatable when another meeting is scheduled for the same or next day, or if the motion is made while no question is pending

2 Unless no question is pending

3 Majority, unless it makes question a special order

4 If the motion it is being applied to is debatable



Discussion Protocols Board of Governors Meetings

Philosophical Statement:

"We take serious our representational responsibilities and will try to inform ourselves on the subject matter before us by contact with constituents, stakeholders, WSBA staff and committees when possible and appropriate. In all deliberations and actions we will be courageous and keep in mind the need to represent and lead our membership and safeguard the public. In our actions, we will be mindful of both the call to action and the constraints placed upon the WSBA by GR 12 and other standards."

Governor's Commitments:

1. Tackle the problems presented; don't make up new ones.
2. Keep perspective on long-term goals.
3. Actively listen to understand the issues and perspective of others before making the final decision or lobbying for an absolute.
4. Respect the speaker, the input and the Board's decision.
5. Collect your thoughts and speak to the point – sparingly!
6. Foster interpersonal relationships between Board members outside Board events.
7. Listen and be courteous to speakers.
8. Speak only if you can shed light on the subject, don't be repetitive.
9. Consider, respect and trust committee work but exercise the Board's obligation to establish policy and insure that the committee work is consistent with that policy and the Board's responsibility to the WSBA's mission.
10. Seek the best decision through quality discussion and ample time (listen, don't make assumptions, avoid sidebars, speak frankly, allow time before and during meetings to discuss important matters).
11. Don't repeat points already made.
12. Everyone should have a chance to weigh in on discussion topics before persons are given a second opportunity.
13. No governor should commit the board to actions, opinions, or projects without consultation with the whole Board.
14. Use caution with e-mail: it can be a useful tool for debating, but e-mail is not confidential and does not easily involve all interests.
15. Maintain the strict confidentiality of executive session discussions and matters.



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 spirit 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.



BOARD OF GOVERNORS

Anthony David Gipe
President

phone: 206.386.4721
e-mail: adgipeWSBA@gmail.com

November 2014

BEST PRACTICES AND EXPECTATIONS

❖ Attributes of the Board

- Competence
- Respect
- Trust
- Commitment
- Humor

❖ Accountability by Individual Governors

- Assume Good Intent
- Participation/Preparation
- Communication
- Relevancy and Reporting

❖ Team of Professionals

- Foster an atmosphere of teamwork
 - Between Board Members
 - The Board with the Officers
 - The Board and Officers with the Staff
 - The Board, Officers, and Staff with the Volunteers

- We all have common loyalty to the success of WSBA

❖ Work Hard and Have Fun Doing It

Working Together to Champion Justice

999 Third Avenue, Suite 3000 / Seattle, WA 98104 / fax: 206.340.8856

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BOARD OF GOVERNORS MEETING Late Materials January 12-13, 2024 WSBA Conference Center, Seattle, WA Zoom and Teleconference	
Description	Page Number
Proposed Bylaw Amendments to the Elder Law Section Bylaws	290
Member Wellness Task Force Charter	301

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
FROM: Sage Graves Slugić, Chair of the Elder Law Section to the WSBA
DATE: December 15, 2023
RE: Bylaw Amendments

The Elder Law Section requests approval of bylaw amendments as proposed in the attached document.

As stated above, the Elder Law Section is seeking to amend its bylaws. The initial purpose of the amendments was to remove date-specific deadlines in the executive committee nomination and election process. The inclusion of those dates, which did not align with the WSBA timeline, required additional steps on behalf of the elder law section (such as to request an exception to the bylaws to give more time for the nominations process).

This issue was brought to the attention of the Elder Law Section through the former Chair of the Section, who noted the additional (and unnecessary) work required in the elections process due to the specific language of our bylaws. The former Chair suggested that the Elder Law Section revise its bylaws to mirror the language of other Sections, which do not contain time-specific deadlines.

The Section executive committee voted unanimously in favor of the proposed bylaws amendments at the Nov. 21 executive committee meeting.

Regarding the risk, fiscal, and equity analyses, there are no anticipated adverse effects.

WSBA RISK ANALYSIS: *This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

The Section's Bylaw changes

- Clarify meeting notice requirements;
- Clarify membership requirements, including changes required for consistency with court rules and WSBA Bylaws;
- Clarify role of nominating committee;
- Require prior notice to all section members if section bylaw changes are considered at the annual meeting.

These changes appear to comply with the WSBA Bylaws, as required. These changes eliminate confusion and do not appear to create legal risk for the WSBA.

WSBA FISCAL ANALYSIS: *This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

The fiscal impact to WSBA resulting from the proposed changes to the bylaws is limited to the amount of staff time used to incorporate the changes to WSBA records and outreach to communicate the changes. The staff time that would be allocated to this work is included in the overall duties of existing WSBA staff and would not require additional staff or allocation of resources from other internal sources.

WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.

There do not appear to be any major equity-related concerns about the proposed amendments to the Elder Law Section's bylaws.

We note that the newly proposed bylaw language includes a process for recruitment of executive committee members: "The nominating committee shall seek interested individuals to fill open positions on the executive committee, with a balance of nature of practice or employment, geography, and other bases of diversity." We encourage the Elder Law Section to apply an equity lens when interpreting "bases of diversity" and consider which members have been historically underrepresented or marginalized in section leadership.

Attachments

Elder Law Section Proposed Amended Bylaws- Clean.doc
Elder Law Section Proposed Amended Bylaws- Redline.doc

WASHINGTON STATE BAR ASSOCIATION

ELDER LAW SECTION

Bylaws

As last amended and approved by the
Washington State Bar Association Board of Governors on _____.

1 ESTABLISHMENT OF SECTION AND IDENTIFICATION

- 1.1 The name of this section is the Elder Law Section (the “Section”).
- 1.2 The Section is established under the Bylaws of the Washington State Bar Association (the “Bar”).

2 PURPOSE AND GENERAL CONSIDERATIONS

- 2.1 The purpose of the Section shall be to:
 - a. Improve understanding by members of the Bar of the legal needs that are faced by elderly citizens in the State of Washington, which are often different from and in addition to those faced by the population at large;
 - b. Provide a cooperative structure through which members of the Bar who are interested in Elder Law issues can work together to better understand the issues in the field and effective problem solving approaches;
 - c. Assist the elderly citizens of Washington State, and those who represent the elderly, to better understand how their legal needs can be met;
 - d. Strengthen the ability by members of the Bar to more effectively identify the legal needs of the elderly. Provide information to and facilitate coordination with those agencies of government that provide services to the elderly in the State of Washington;
 - e. Act as a liaison between the Bar, its Board of Governors, and other organizations dedicated to serving the needs of the elderly;
 - f. Provide a cooperative structure through which research and publications in the field of Elder Law can serve the needs of all members of the Section and Bar.
- 2.2 These bylaws are subject to the applicable Washington State statutes, court rules and the Bylaws of the Bar.
- 2.3 The Principal Office of the Section shall be maintained in the offices of the Bar.
- 2.4 The fiscal year of the Section shall coincide with that of the Bar.

3 ARTICLE 3. MEMBERSHIP

- 3.1 Any of the following people may become a voting member of the Section by paying annual Section dues:
 - a. an Active member of the Bar,
 - b. a Judicial member of the Bar,
 - c. a Pro Bono member of the Bar under WSBA Bylaw Article III.B.4 and APR 3(g)),
 - d. a House Counsel member of the Bar under APR 8(f),

- e. a professor at any Washington law school (whether licensed in Washington or not), or
- f. a lawyer who is a full-time lawyer in any branch of the military who is stationed in Washington, but not licensed in Washington.
- g. As authorized by the executive committee of this Section, law students who have an interest in Elder Law may become non-voting members (“subscribers”) of the Section upon request and payment of annual dues.

3.2 Dues shall be paid annually in advance, in an amount to be established by the executive committee and approved by the Board of Governors. Any person who has failed to pay the annual dues shall cease to be a member of the Section. Changes in dues shall be effective for the fiscal year then immediately following such determination.

3.3 The annual Section dues shall be applied to activities of the Section according to the bylaws of the Section, as authorized by the executive committee and consistent with the Section’s budget and the Bar’s fiscal policies and procedures.

4 MEETINGS OF THE MEMBERSHIP

4.1 The annual meeting of the Section shall be held at a location determined by the executive committee.

4.2 Special meetings may be held at the time and place as designated by the Chair or a majority of the executive committee.

4.3 In accordance with the Bar Bylaws, notice of the membership meetings shall be sent to all members of the Section. No membership meeting shall be official without prior notice. The notice shall state the business to be transacted at the meeting.

4.4 A majority vote of the members present in person at any annual or special meeting of the Section shall be required to approve any business brought before such meeting.

5 THE EXECUTIVE COMMITTEE

5.1 Powers and Duties: The executive committee shall be vested with the powers and duties necessary for the administration of the affairs of the Section including, without limitation, the power and duty to act on behalf of the Section in connection with the activities listed in the purpose. The executive committee shall have the authority to approve the adoption of the budget in consultation with the Bar, expenditures consistent with the budget, and all communications from the executive committee, and shall perform duties assigned to it by the Board of Governors. The executive committee shall have the authority to establish and discontinue committees and subcommittees of the Section and shall have the authority to amend these bylaws, as provided herein.

5.2 Membership: The members of the executive committee and the length of their terms shall be:

- a. Chair (one year);
- b. Chair-elect (one year);
- c. Immediate Past Chair (one year);
- d. Secretary (one year);
- e. Treasurer (one year);
- f. Two Legislative Committee Co-Chairs (each serving two-year staggered terms);
- g. Communications Committee Chair (one year);
- h. Two CLE Committee Co-Chairs (each serving two-year staggered terms);
- i. One to Four At-Large Members (one year);

- j. Any other committee chairs appointed by the executive committee, provided however that such committee chairs shall, unless otherwise elected to one of the above positions, be non-voting members of the executive committee.
- 5.3 Any of the committee positions can be co-chaired. In the event there are co-chairs, each co-chair shall have a vote.
- 5.4 The Chair-elect, Secretary, Treasurer, Legislative Committee Chair, Communications Committee Chair, CLE Committee Chair and one to four (1-4) At-Large executive committee members shall be elected each year, utilizing the procedure set forth herein.
- 5.5 The term of all positions for the executive committee shall begin October 1, if elected or immediately on appointment if appointed to fill a vacancy
- 5.6 A majority of the executive committee present in person, by telephone or by videoconference shall constitute a quorum. Action of the executive committee shall be determined by a majority vote after a quorum has been established. Executive committee members may vote by email in accordance with the Bar's Bylaws.
- 5.7 Any executive committee member may be removed by a two-thirds majority vote of all members of the executive committee. Grounds for removal include, but are not limited to, regular absence from executive committee meetings and events, failure to perform duties, unprofessional or discourteous conduct or whenever, in the executive committee's judgment, the executive committee member is not acting in the best interest of the Section membership.

6 OFFICERS

- 6.1 The officers of the Section shall be the Chair, Chair-elect, Immediate Past Chair, Secretary and Treasurer.
- 6.2 The Chair shall be the principal executive officer of the Section and, subject to the executive committee's control, shall supervise the affairs of the Section. The Chair shall preside at all meetings of the Section and the executive committee.
- 6.3 On expiration of the Chair's term, the Chair-elect shall automatically become the Chair. The Chair-elect shall perform such duties as shall be assigned by the Chair or by the executive committee. The Chair-elect shall perform all of the duties of the Chair in the absence or inability to act of the Chair.
- 6.4 The Secretary shall maintain minutes and records of all meetings of the Section and executive committee and provide approved minutes to the Bar for publication and record retention, and shall perform other duties as assigned by the Chair or executive committee.
- 6.5 The Treasurer shall maintain financial records of all income and expenditures for the Section, work with the Bar to ensure that the Section complies with Bar fiscal policies and procedures, work with the Bar to prepare the Section's annual budget, review the Section's monthly financial statements for accuracy and comparison to budget, and perform other duties as assigned by the Chair. Additionally, the Treasurer shall have the authority to approve expenditures of the Section for Section business and consistent with the budget in an amount not exceeding \$350.00 per expenditure. Any expenditure of Section funds as authorized by the Treasurer here under shall be immediately reported to the Chair and Chair-elect.

7 ELECTIONS AND APPOINTMENTS

- 7.1 Annual elections shall be for the Chair-elect, Secretary, Treasurer, Legislative Committee Co-Chairs, CLE Committee Co-Chairs, Communication Chair, At-Large executive committee members, and any other Committee Chairs established by the executive committee.
- 7.2 The Chair shall act as the Chair of the nominating committee and shall appoint a nominating committee consisting of no less than three (3) Section members, at least one (1) of whom

should not be a current member of the executive committee. The nominating committee shall seek interested individuals to fill open positions on the executive committee, with a balance of nature of practice or employment, geography, and other bases of diversity. All applicants will apply through an electronic application process administered by the Bar.

- 7.3 The nominating committee shall make nominations for Chair-elect, Secretary, Treasurer, Legislative Committee Co-Chairs, Communications Committee Chair, CLE Committee Co-Chairs, any other Committee Chairs established by the executive committee, and one to four At-Large executive committee members. The executive committee will approve a list of nominees for each open position.
- 7.4 All individuals nominated for positions by the nominating committee shall complete the electronic application process.
- 7.5 All individuals who complete the electronic application process administered by the Bar who are not selected by the nominating committee will be given the opportunity to self-nominate to be included on the final list of approved nominees.
- 7.6 The Bar will administer the elections by electronic means and certify the results, unless the Section develops its own equivalent electronic election process. In the event of a tie, the winner will be determined by drawing from a standard deck of cards. The candidate with the highest value card in bridge will be the winner.
- 7.7 If there is a vacancy on the executive committee between elections, the voting members of the executive committee, by majority vote, shall appoint a section member to fill the vacancy until the next annual election, when an individual will be elected to serve the remainder of the vacated term.

8 AMENDMENTS

- 8.1 These bylaws may be amended by the following means: (1) At any annual meeting of the Section by a majority vote of the members of the Section present, in which case prior notice of the proposed changes shall be given to all members before the meeting ; or (2) At any regular or special meeting of the executive committee of the Section called for the purpose of amending the bylaws upon at least ten (10) days email notice to the members thereof, by a majority vote of the voting executive committee members once a quorum is established. No amendment of these bylaws will be effective until approved by the Board of Governors of the Bar.

Amended July 27, 2017.

Approved as amended by the Bar Board of Governors on _____, 2023, subsequent to approval by members of the executive committee of Section in attendance at the Section's executive committee meeting held on _____, 2023.

WASHINGTON STATE BAR ASSOCIATION

ELDER LAW SECTION

Bylaws

As last amended and approved by the
Washington State Bar Association Board of Governors on _____.

1 ESTABLISHMENT OF SECTION AND IDENTIFICATION

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 - b. Provide a cooperative structure through which members of the Bar who are interested in Elder Law issues can work together to better understand the issues in the field and effective problem solving approaches;
 - c. Assist the elderly citizens of Washington State, and those who represent the elderly, to better understand how their legal needs can be met;
 - d. Strengthen the ability by members of the Bar to more effectively identify the legal needs of the elderly. Provide information to and facilitate coordination with those agencies of government that provide services to the elderly in the State of Washington;
 - e. Act as a liaison between the Bar, its Board of Governors, and other organizations dedicated to serving the needs of the elderly;
 - f. Provide a cooperative structure through which research and publications in the field of Elder Law can serve the needs of all members of the Section and Bar.
- 2.2 These bylaws are subject to the applicable Washington State statutes, court rules and the Bylaws of the Bar.
- 2.3 The Principal Office of the Section shall be maintained in the offices of the Bar.
- 2.4 The fiscal year of the Section shall coincide with that of the Bar.

3 ARTICLE 3. MEMBERSHIP

- 3.1 Any of the following people may become a voting member of the Section by paying annual Section dues:
 - a. an Active member of the Bar.
 - b. a Judicial member of the Bar.
 - c. an Emeritus Pro Bono member of the Bar under WSBA Bylaw Article III.B.4 and APR 3(g)APR 3(e).

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- d. a House Counsel member of the Bar under APR 8(f),
- e. a professor at any Washington law school (whether licensed in Washington or not), or
- f. a lawyer who is a full-time lawyer in any branch of the military who is stationed in Washington, but not licensed in Washington lawyer in good standing pursuant to applicable WSBA requirements.
- g. As authorized by the executive committee of this Section, law students who have an interest in Elder Law may become non-voting members ("subscribers") of the Section upon request and payment of annual dues.

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- ~~3.1 Active member in good standing of the Bar may be enrolled as a voting member of the Section upon request and payment of annual Section dues.~~
- ~~3.2 As authorized by the executive committee of this Section, other professionals and law students who have an interest in Elder Law may become non-voting members ("subscribers") of the section.~~
- 3.3.2 Dues shall be paid annually in advance, in an amount to be established by the executive committee and approved by the Board of Governors. Any person who has failed to pay the annual dues shall cease to be a member of the Section. Changes in dues shall be effective for the fiscal year then immediately following such determination.
- 3.4.3.3 The annual Section dues shall be applied to activities of the Section according to the bylaws of the Section, as authorized by the executive committee and consistent with the Section's budget and the Bar's fiscal policies and procedures.

4 MEETINGS OF THE MEMBERSHIP

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- 4.1 The annual meeting of the Section shall be held at a location determined by the executive committee.
- ~~4.2 Special meetings may be held at the time and place as designated by the Chair or a majority of the executive committee. Notice of the annual meeting shall be mailed or emailed to all members of the Section at least thirty (30) days prior to the meeting.~~
- 4.2.4.3 In accordance with the Bar Bylaws, notice of the membership meetings shall be sent to all members of the Section. No membership meeting shall be official without prior notice. The notice shall state the business to be transacted at the meeting.
- ~~4.3 Special meetings of the membership of the Section may be called, upon at least ten (10) days prior written or email notice to the members by the Chair or Chair-elect, at such time and place as such person may determine. The notice shall state the business to be transacted at the special meeting.~~
- 4.4 A majority vote of the members present in person at any annual or special meeting of the Section shall be required to approve any business brought before such meeting.

5 THE EXECUTIVE COMMITTEE

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- 5.1 Powers and Duties: The executive committee shall be vested with the powers and duties necessary for the administration of the affairs of the Section including, without limitation, the power and duty to act on behalf of the Section in connection with the activities listed in the purpose. The executive committee shall have the authority to approve the adoption of the budget in consultation with the Bar, expenditures consistent with the budget, and all communications from the executive committee, and shall perform duties assigned to it by the Board of Governors. The executive committee shall have the authority to establish and discontinue committees and subcommittees of the Section, and shall have the authority to amend these bylaws, ~~as provided within Articles 6.6 and 10 hereof~~ as provided herein.

5.2 Membership: The members of the executive committee and the length of their terms shall be:

- a. Chair (one year);
- b. Chair-elect (one year);
- c. Immediate Past Chair (one year);
- d. Secretary (one year);
- e. Treasurer (one year);
- ~~f. Two Legislative Committee Co-Chairs (each serving two-year staggered terms);~~
- ~~f.~~
- g. Communications Committee Chair (one year);
- h. Two CLE Committee Co-Chairs (each serving two-year staggered terms);
- i. One to ~~Three-Four~~ At-Large Members (one year);
- j. Any other committee chairs appointed by the executive committee, provided however that such committee chairs shall, unless otherwise elected to one of the above positions, be non-voting members of the executive committee.

5.3 Any of the committee positions can be co-chaired. In the event there are co-chairs, each co-chair shall have a vote.

5.4 The Chair-elect, Secretary, Treasurer, Legislative Committee Chair, Communications Committee Chair, CLE Committee Chair and one to ~~three-four~~ (1-43) At-Large executive committee members shall be elected each year, utilizing the procedure set forth in ~~Article 8.0 hereof~~ herein.

~~5.4.5.5~~ The term of all positions for the executive committee shall begin October 1, if elected or immediately on appointment if appointed to fill a vacancy-

~~5.5.6~~ A majority of the executive committee present in person, by telephone or by videoconference shall constitute a quorum. Action of the executive committee shall be determined by a majority vote after a quorum has been established. Executive committee members may vote by email in accordance with the Bar's Bylaws.

~~5.6~~ ~~Special meetings of the executive committee may be called to amend these Bylaws upon ten (10) days written or email notice of such meeting mailed or emailed to the members thereof, said notice to specify the purpose of such special meeting and the proposed amendment, as set forth in Article 10 hereof. All other meetings shall be as set by the Chair of the Section.~~

5.7 Any executive committee member may be removed by a two-thirds majority vote of all members of the executive committee. Grounds for removal include, but are not limited to, regular absence from executive committee meetings and events, failure to perform duties, unprofessional or discourteous conduct or whenever, in the executive committee's judgment, the executive committee member is not acting in the best interest of the Section membership.

~~5.7~~

~~5.8~~ ~~At Large Member. An At Large executive committee member shall serve in an advisory capacity to the Section and shall assist the executive committee as follows:~~

- ~~a. To promote the practice of Elder Law and in supporting the efforts of Section members to achieve the highest standards of competence, professionalism and ethics in their practices; and~~
- ~~b. To assist the efforts of the executive committee as it works with the Legislature to enact and improve laws affecting the practice of elder law and our unique constituency and to assist the Judiciary in the just administration of those laws.~~

6 OFFICERS

6.1 The officers of the Section shall be the Chair, Chair-elect, Immediate Past Chair, Secretary and Treasurer.

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- 6.2 The Chair shall be the principal executive officer of the Section and, subject to the executive committee's control, shall supervise the affairs of the Section. The Chair shall preside at all meetings of the Section and the executive committee.
- 6.3 On expiration of the Chair's term, the Chair-elect shall automatically become the Chair. The Chair-elect shall perform such duties as shall be assigned ~~to him or her~~ by the Chair or by the executive committee. The Chair-elect shall perform all of the duties of the Chair in the absence or inability to act of the Chair.
- ~~6.4 The Immediate Past Chair shall act as the Chair of the nominating committee.~~
- ~~6.5.4~~ The Secretary shall maintain minutes and records of all meetings of the Section and executive committee, and provide approved minutes to the Bar for publication and record retention, and shall perform other duties as assigned by the Chair or executive committee.
- ~~6.6.5~~ The Treasurer shall maintain financial records of all income and expenditures for the Section, work with the Bar to ensure that the Section complies with Bar fiscal policies and procedures, work with the Bar to prepare the Section's annual budget, review the Section's monthly financial statements for accuracy and comparison to budget, and perform other duties as assigned by the Chair. Additionally, the Treasurer shall have the authority to approve expenditures of the Section for Section business and consistent with the budget in an amount not exceeding \$350.00 per expenditure. Any expenditure of Section funds as authorized by the Treasurer here under shall be immediately reported to the Chair and Chair-elect.

7 ELECTIONS AND APPOINTMENTS

- ~~7.1~~ Annual elections shall be for the Chair-elect, Secretary, Treasurer, Legislative Committee Co-Chairs, CLE Committee Co-Chairs, Communication Chair, At-Large executive committee members, and any other Committee Chairs established by the executive committee.
- ~~7.2~~ The ~~Immediate Past~~ Chair shall act as the Chair of the nominating committee and shall appoint a nominating committee consisting of no less than three (3) Section members, at least one (1) of whom should not be a current member of the executive committee. ~~The nominating committee shall seek interested individuals to fill open positions on the executive committee, with a balance of nature of practice or employment, geography, and other bases of diversity. All applicants will apply through an electronic application process administered by the Bar.~~
- ~~7.3~~ ~~The nominating committee shall make nominations for not later than July 1 for the purpose of nominating interested qualified persons for the positions of Chair--elect, Secretary, Treasurer, Legislative Committee Co-Chairs, Communications Committee Chair, CLE Committee Co-Chairs, any other Committee Chairs established by the executive committee, and one to three four~~ At-Large executive committee members. ~~All applicants will apply through an electronic application process administered by the Bar. The executive committee will approve a list of nominees for each open position.~~
- ~~7.4~~ ~~All individuals nominated for positions by the nominating committee shall complete the electronic application process.~~
- ~~7.5~~ ~~All individuals who complete the electronic application process administered by the Bar who are not selected by the nominating committee will be given the opportunity to self-nominate to be included on the final list of approved nominees.~~
- ~~7.1-~~
- ~~7.2~~ ~~The nominating committee may nominate more than one candidate for each position. Notice containing the names of nominees selected by the nominating committee shall be emailed to members of the Section not later than February 1 of each year. The notice shall include names of persons nominated, the positions to which they have been nominated, and a statement that members of the Section may nominate persons to serve in any of these elected officer positions~~

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by written nomination to the Chair of the nominating committee received not later than February 15.

~~7.3 To be accepted, nominations from members must include the name of the person nominated, the position for which he or she is nominated, and shall contain the written endorsement (by signature or letter) of three members of the Section.~~

~~7.6 The executive committee will approve a list of nominees for each open position. Nominations and elections for open executive committee positions will be held between March and May each year. The Bar will administer the elections by electronic means and certify the results, unless the Section develops its own equivalent electronic election process. In the event of a tie, the winner will be determined by the flip of a coin. drawing from a standard deck of cards. The candidate with the highest value card in bridge will be the winner.~~

~~7.4.7 If there is a vacancy on the executive committee between elections, the voting members of the executive committee, by majority vote, shall appoint a section member to fill the vacancy until the next annual election, when an individual will be elected to serve the remainder of the vacated term.~~

~~7.5 Vacancy of any position on the executive committee shall be filled by a majority vote of all members of the executive committee. When a member is appointed to fill a vacancy in an unexpired term, the member will do so until the next annual election when an individual will be elected to serve the remainder of the vacated term.~~

~~7.6 The executive committee shall determine the number and type of Section committees and sub-committees and shall appoint Chairs for all committees and sub-committees.~~

8 AMENDMENTS

8.1 These bylaws may be amended by the following means: (1) At any annual meeting of the Section by a majority vote of the members of the Section present, in which case prior notice of the proposed changes shall be given to all members before the meeting; or (2) At any regular or special meeting of the executive committee of the Section called for the purpose of amending the bylaws upon at least ten (10) days email notice to the members thereof, by a majority vote of the voting executive committee members once a quorum is established. No amendment of these bylaws will be effective until approved by the Board of Governors of the Bar.

Amended July 27, 2017.

Approved as amended by the Bar Board of Governors on _____, 2023, subsequent to approval by members of the executive committee of Section in attendance at the Section's executive committee meeting held on _____, 2023.

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WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors

FROM: Francis Adewale, Co-Chair of the Member Engagement Council
Matthew Dresden, Co-Chair of the Member Engagement Council
Dan Crystal, Program Manager Member Wellness Program
Kevin Plachy, Advancement Department Director

CC: Terra Nevitt, WSBA Executive Director

DATE: December 14, 2023

RE: Approve a WSBA Well-Being Task Force Charter

ACTION: Approve the WSBA Well-Being Task Force Charter

Recommendation

Establish a Well-Being Task Force to (1) study well-being among WSBA members and the broader legal community in Washington and (2) make recommendations to enhance well-being for those same individuals and thereby improve the provision of legal services.

Background

In November 2023, at the recommendation of the Member Engagement Council (MEC), the WSBA Board of Governors (BOG) voted to adopt member wellness as an organizational priority. Creating this task force (which was also part of the MEC's recommendation) will be the first step in acting on that priority.

The Task Force's Approach

The Task Force will conduct its own research, while also drawing on the considerable and influential existing body of work compiled by national and state legal organizations. Most prominently, in 2017 the National Task Force on Lawyer Well-Being¹ (now the Institute for Well-Being in Law) published *The Path to Lawyer Wellbeing: Practical Recommendations for Positive Change*, which included 44 well-being priorities to address in the legal profession. Since then, 26 states have formed committees, and eight states have convened well-being summits or workgroups. Some states have already concluded their work and issued their own reports.

Alignment with WSBA's Organizational Priorities and Strategic Goals

WSBA has adopted Member Wellness as an organizational priority; creating a Well-Being Task Force aligns squarely with this priority.

Creating a Well-Being Task Force also aligns with WSBA's strategic goals, most notably goals 1, 2, and 4.

¹ The National Task Force evolved into the [Institute for Well-Being in Law](#) in 2020.

Goal 1: To provide relevant and valuable resources to help all of its members achieve professional excellence and success, in service to their clients and public, and to champion justice.

By surveying members about their experiences with well-being, the Task Force will receive direct feedback and subsequently recommend ideas to improve member fulfillment and engagement with WSBA, which may include the improvement or expansion of member services programs. Such programs would be both relevant and valuable resources to WSBA members.

Goal 2: To uphold and elevate the standard of honor, respect and integrity among WSBA members in order to improve public confidence in the legal profession.

Legal professionals who effectively manage their well-being will improve public confidence in the legal profession through their increased ability to provide diligent and competent legal services.

Goal 4: To promote diversity, equity and inclusion in the legal system and profession.

We are seeking Task Force members from diverse backgrounds, including ethnicity, gender, and geographic location; a diverse Task Force is more likely to produce results that will promote diversity, equity, and inclusion. Additionally, recommended topics of focus for the task force include analyzing the correspondence between member well-being and systemic oppression, historical marginalization, and experiences of othering, discrimination, or bias.

Objectives

The Task Force's primary objective will be to create a report recommending tangible steps WSBA can take to enhance well-being among WSBA members and the broader legal community in Washington. This objective will be achieved by accomplishing two subsidiary objectives:

1. *Research well-being across the various sectors of the legal profession in Washington and the US.* This objective will be achieved by forming multiple workgroups to examine areas of interest. Potential workgroup topics include: (i) how law firms prioritize the well-being of legal professionals; (ii) exploring the well-being of the judiciary; (iii) understanding the primary stressors faced by law students; (iv) understanding the criteria that malpractice carriers use to evaluate coverage with respect to mental health issues; (v) reviewing how Lawyer Assistance Programs provide mental health services; and (vi) examining regulatory practices to assess appropriate and compassionate treatment. As relevant, workgroups will draw on the research and methodology contained in *The Path to Lawyer Wellbeing* and other state reports.
2. *Investigate well-being among WSBA members.* This objective will be primarily achieved by developing and administering a membership survey focused upon well-being. The Task Force may also solicit member feedback through listening sessions, focus groups, and other forms of interaction.

WSBA Risk Analysis (Prepared by Office of the General Counsel)

Overview

Creating a Well-being Task Force is permitted by GR 12.2(a)(4)-foster and maintain high standards of competence, professionalism, and ethics among its members and is not prohibited by GR 12.2(c). The proposed charter does not authorize the Task Force to take positions on political or social issues and the work of the Task Force is closely related to the practice of law and the administration of justice. The Task Force work appears to be germane to the purposes of the integrated bar-regulation of the legal profession and improvement of the quality of legal services provided to the people of the State of Washington. If the Task Force recommends actions that are not germane to the purposes of the integrated bar, the legal risk would increase.

Potential Issues for Discussion

1. Respect Regulatory Boundaries.

This is a Task Force created by the BOG. The Board's role in regulatory matters—which are administered under the authority of the Supreme Court—is limited. The Board should carefully review the proposal to make certain this boundary is respected. In some other states, these Task Forces are co-chaired by a state supreme court justice. This proposal has a non-voting seat for a justice of the Washington Supreme Court. The Board may wish to discuss the optimal role of the Court in this Task Force or seek input from the Court prior to acting on this proposal.

2. Member Input on Challenges Experienced.

Task Force meetings will be public, and meeting may generate statements made by individuals describing their experiences and struggles. It is possible that these statements could be used in litigation or in disciplinary or admission matters. The Board may wish to discuss the ways in which this risk can be mitigated.

Fiscal Analysis (Prepared by Director of Finance)

The fiscal impact for the formation of this Task Force will be limited. Our current staff will liaison to the Task Force, so no staff additions will be necessary. Direct costs to support the work of the Task Force are not expected to exceed \$2,000.00 annually and would largely include costs to meet in person occasionally.

Equity Analysis (Prepared by Equity and Justice Team)

Structural and systemic oppression, historical and ongoing marginalization as well as othering, discrimination or bias can negatively impact a WSBA member's mental health or well-being. Creating a member wellness task force has the potential to address those impacts and promote equity and inclusion. We suggest that you include language in the charter that the task force will use an equity lens which includes 1) identifying and centering people and communities most impacted decisions and/or 2) meeting people and communities according to their specific needs to produce fair and equal outcomes for all. We also suggest the following edits to the charter to advance inclusion in the task force's formation:

- We suggest that you replace “diversity and equity stressors” in the first task force objective with stressors associated with structural and systemic oppression, historical and ongoing marginalization and experiences of othering, discrimination, or bias because diversity in and of itself is not necessarily a stressor and equity is not usually a cause of stress, inequity is.

- One of the tasks outlined in the charter includes “demonstrating an empathic stance towards the hardships of lawyers and law students in various sectors of the profession. Listening sessions to hold space for these struggles will inject purpose into the work being done.” We suggest expanding this work to all WSBA members including LLLTs and LPOs as well as participants in the Rule 6 Program.
- The charter describes a first-year objective of doing a membership-wide study. We suggest considering expanding the scope of the survey to others who engage with legal community like client communities, court personnel, and community-based organizations who work with WSBA members because addressing the well-being of WSBA members may need to include addressing systemic issues in the legal system. Further, in the charter, it provides that the survey may include several areas of inquiry including “incidence of mental health problems.” We encourage you to refrain from using the word “incidence” as mental health may not be a one-time event. We also suggest replacing “mental health problems” with “mental health conditions or illness” to avoid connoting fault or blame. See the [National Alliance on Mental Illness](#).
- The proposed composition of the task force provides that the WSBA members must be active. We encourage you to consider including members with statuses other than active. There may be members who are not active because the profession did not promote wellness and may have valuable insight. Further, we suggest that all members of the task force be allowed to vote to create equal power.

Action Requested

We have enclosed the proposed charter for the WSBA Well-being Task Force in the materials. We thank the Board of Governors for its consideration of our recommendation and ask that the Board approve the formation of a WSBA Well-Being Task Force and the proposed charter.

Respectfully submitted,

Francis Adewale, Co-Chair of the WSBA Member Engagement Council
Matthew Dresden, Co-Chair of the WSBA Member Engagement Council
Dan Crystal, Member Wellness Program Manager
Kevin Plachy, WSBA Advancement Department Director

WASHINGTON STATE BAR ASSOCIATION

Well-Being Task Force DRAFT CHARTER

Background

The Task Force seeks to (1) study well-being among WSBA members and the broader legal community in Washington and (2) make recommendations to enhance well-being for those same individuals and thereby improve the provision of legal services.

The Task Force will draw on the considerable and influential existing body of work compiled by national and state legal organizations, most prominently [The Path to Lawyer Well-Being: Practical Recommendations for Positive Change](#), authored by the National Task Force on Lawyer Well-Being, a coalition of organizations including the National Organization of Bar Counsel (NOBC), the Association of Professional Responsibility Lawyers (APRL) and the [American Bar Association's Commission on Lawyer Assistance Programs](#) (COLAP). Following publication of the report in 2017, both the ABA and the Conference of Chief Justices passed resolutions urging all states to review and consider the report's 44 recommendations. Subsequently, 26 states have formed well-being committees and another eight states have held well-being conventions or "summits."

In November 2023, at the recommendation of the Member Engagement Council (MEC), the WSBA Board of Governors (BOG) voted to adopt member wellness as an organizational priority. Creating a Well-Being Task Force (which was also part of the MEC's recommendation) is the first step in acting on that priority.

Task Force Objectives

The Task Force's primary objective will be to create a report synthesizing the Task Force's research and recommending tangible steps WSBA can take to enhance well-being among WSBA members and the broader legal community in Washington. This objective will be achieved by accomplishing two subsidiary objectives:

1. Create Workgroups to Research Well-Being Across the Various Sectors of the Legal Profession in Washington and the U.S.

By the end of its second meeting, the Task Force will establish multiple workgroups to research well-being across various sectors of the legal profession. The workgroups will be comprised of Task Force members and additional non-voting members if desired, such as WSBA employees and members of relevant associations (e.g., Superior Court Judges Association, District and Municipal Court Judges Association, and Appellate Judges Association). The workgroup members will be appointed by the Chair of the Task Force, with consent of a majority of the task force members.

Each workgroup will focus on one or more sectors of the legal profession, with the goal of bringing recommendations to the Task Force of how to raise awareness and/or prioritize well-being within those sectors. Examples of sectors could include types of practice (e.g., private practice, in-house, judiciary, public/government practice), law schools/law clerk programs, member wellness programs, professional

liability insurance carriers, and professional regulatory systems,¹ Topics of workgroup focus could include substance use, structural and systemic oppression, student loan challenges, marginalization and experiences of othering, discrimination or bias, balancing work and family life, the impact of remote work, and other concerns. The foregoing examples of sectors and topics are not exhaustive, and the term “sectors of the profession” should be interpreted broadly.

Workgroups will be tasked with:

- recruiting relevant contributors, both within the profession, and outside of the profession, to participate in each workgroup’s research;
- conducting outreach to and receiving feedback from sectors of the profession relevant to the workgroup;
- reviewing well-being recommendations nationwide and determining which appear most relevant to legal practice in Washington;
- understanding the state of research regarding mental health; and
- providing a final report to the full Task Force, containing its findings and recommendations.

2. Create a Workgroup to Investigate Well-Being Among WSBA Members

The Task Force will also form a workgroup to investigate well-being among WSBA members. This workgroup’s primary goal will be to develop and deploy a member survey by no later than the end of the Task Force’s first year. Areas of inquiry for the survey may include the relative well-being of members, the identification of challenges in legal practice, the occurrence of mental health conditions or illness, and suggestions for the Task Force. The workgroup may also solicit member feedback through listening sessions, focus groups, and other forms of interaction. The workgroup will provide a final report to the full Task Force, containing its findings and recommendations.

Timeline

The Task Force will have a duration of two years from the date of its first meeting, and will meet monthly or at other intervals determined to be appropriate by the Chair. The Task Force will provide quarterly reports to the Member Engagement Council, an interim written report to the Board after its first year of operation, and a final report to the Board at conclusion of its two-year duration. The Task Force may also report to the Member Engagement Council or the Board on an interlocutory basis if urgent issues arise.

Composition

The Task Force shall consist of nine voting members and two non-voting judicial members, as follows:

- Chair (voting)
- 1 Current or Former BOG Member (voting)
- 4 WSBA Members (voting)

¹ In adopting this Charter, the Board of Governors recognizes that Washington State’s professional regulatory systems for legal practitioners are created by and answerable to the Washington Supreme Court exclusively. To the extent the Task Force has ideas or recommendations that would implicate regulatory processes, procedures, policies, or rules, the Task Force should work collaboratively with the pertinent stakeholder(s) and direct any recommendations to the appropriate regulatory staff or board, the Disciplinary Advisory Round Table, and/or the Supreme Court.

- 1 Member of the State Supreme Court (non-voting)
- 1 Adjudicative Officer in Washington State (non-voting)
- 1 Law School Representative (student or employee; voting)
- 2 Public Members (voting)

Further membership criteria is detailed in the appendix below.

Nominations and Appointment

Except for the State Supreme Court member, who will be determined by the Supreme Court, the WSBA President will appoint Task Force members in accordance with WSBA Bylaws Art. IX.B.2 taking into account the recommendation of the Co-Chairs of the Member Engagement Council. The President shall appoint the Task Force Chair taking into account the recommendation of the Co-Chairs of the Member Engagement Council. The WSBA Executive Director will designate the WSBA staff liaison(s).

Terms

Task Force members will serve for the two-year duration of the Task Force. The WSBA President will appoint any replacement members (if necessary) taking into account the recommendation of the Co-Chairs of the Member Engagement Council.

Final Report

At the end of its duration, the Well-Being Task Force will issue a final report to the Board of Governors. The report will (1) evaluate the scope and efficacy of the Task Force's achievements, and (2) provide feasible recommendations to improve well-being within the legal profession in Washington State.

APPENDIX

The following non-exclusive criteria shall be prioritized for membership on the Task Force:

Practice Types and Venues

The Task Force seeks participation from attorneys from various practice types and venues. Solo attorney participation will be important to prioritize the pressure they face in running their business, marketing, and having support staff to help manage their client base. Attorneys in mid-size or large firm settings face very different wellness challenges in keeping up their billable hour requirements and responding to management pressures upon their performance. Civil legal aid lawyers and public defenders face challenges of secondary trauma from working with clients who experience poverty and other forms of oppression. Government attorneys face challenges with unique bureaucratic responsibilities, and in house counsels face the demands of the companies they support.

Years of Bar Licensure

The Task Force seeks participation from attorneys at all stages of their careers. Early career attorneys face major pressures as they adapt to a profession that they were typically not trained for in law school. Mid-career attorneys often struggle with transitioning to a more hospitable work environment or to use a skill set more to their liking. Late career attorneys handle the question of when to retire and to manage, in some cases, changes in mental capacity.

Experience or Interest in Well-Being

The Task Force seeks participation from legal professionals with an interest in enhancing the well-being of the profession. Those who have original insights into what they think legal professionals need to feel more engaged and at ease will be prioritized. Those with volunteer experiences or connection to mental health venues will also be an asset.

Mental Health Professionals

The Task Force seeks participation from experienced mental health professionals who are not lawyers but have familiarity with the legal profession. Their expertise will inform the Task Force's recommendations and decision making.

Diversity, Equity, and Inclusion

The Task Force seeks participation from people from marginalized communities (e.g., people of color, people from the LGBTQ2S+ community, people with disabilities). Having a diverse group of members is vital to promote diversity, equity and inclusion goals, particularly given that these communities disproportionately experience mental health challenges and other wellness-related issues due to historical and ongoing marginalization, discrimination, access to healthcare, and other reasons.

Geography

The Task Force seeks participation from legal professionals and others throughout Washington to ensure consideration of wellness issues in all parts of the state, with particular attention to the different issues in rural and urban areas. To obtain geographic diversity, at least two Task Force members must reside east of the Cascades and at least one other member must reside outside of King, Pierce, and Snohomish Counties.

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
Budget and Audit Committee

From: Tiffany Lynch, Director of Finance

Subject: FY 2023 Fourth Quarter Financial Update

Date: December 27, 2023

GENERAL FUND

The September 30, 2023 financials marks the end of the fourth quarter and completion of fiscal year 2023. As expected, the General Fund outperformed against budget resulting from higher revenue and lower expenses. General Fund net income is \$1,136,22. Below is a narrative which highlights major variances from budget categories for the final quarter of the fiscal year.

REVENUE

Total revenue came in ahead of budget by 3% (+\$627,116) which includes the following areas of note:

- a. *Interest Income* remained over budget and ended the year over by 2,948%; +\$766,371 of additional revenue over the initial budget of \$26,000. During FY23 we shifted our investment approach from holding funds primarily in money market accounts to investing in short-term fixed income instruments that earned much higher interest rates which resulted in significantly more interest income than budgeted.
- b. *Bar Exam Fees* ended the year under budget by 9%; -\$112,071 less revenue than the initial budget of \$1,253,000. After the completion of the July 2023 exam, it was confirmed that we had fewer exam applicants than budgeted and used that information to reduce the FY24 budget figures.
- c. *Recovery of Discipline Costs* remained under budget and ended the year at 49%; -\$48,728 less revenue than the initial budget of \$100,000. Recovery costs are difficult to predict as the amount and timing of collections is dependent upon individual action largely outside the control of WSBA.
- d. *Mandatory CLE* revenue has remained over budget and ended the year over by 20%; +\$225,850 additional revenue over the initial budget of \$1,125,250. We had expected that revenue would exceed budget by approximately \$200,000 by year-end based on collection trends throughout the year for all fee types (program fees, late fees, etc.).
- e. *Licensing Fees* finished the year under budget by 1%; -\$182,201 less than the initial budget of \$17,053,467. Most of the fees were collected in January and pro-rated monthly, while late fees and newly licensed attorney fees were collected after February 1st. The budget includes estimates for license renewals, new licenses, status changes, and late fees. At the end of Q3 we projected to come in under budget by approximately \$150,000 at year-end.

EXPENSES

Total expenses finished the year under budget by 5% (-\$1,070,306), which includes the following areas of note:

- a. *Direct Expenses* are under budget by 13% (-\$351,904).
 - i. *Software depreciation (-\$98,957)* expenses went unspent for software development projects to replace the existing discipline and MCLE software systems originally scheduled for completion in FY23 but were delayed with anticipated completion now scheduled for FY24.
 - ii. *Conference/Institute Expenses for Access to Justice Conference (+\$61,262)* expenses were higher than budgeted due to unanticipated cost of attrition penalties for hotel room blocks reserved for the conference. The room blocks were based on prior years' conference attendance (which historically sold out every year), factoring in a projected increase in attendance. The FY23 conference had two "firsts"- it was hybrid and held in Tacoma. While the room blocks were planned with best efforts, the conference 'firsts' resulted in fewer hotel reservations because many attendees chose to commute or share a vacation rental with other attendees to save on costs. The conference had record attendance and earned higher revenue than originally anticipated. Without the attrition penalties, the conference would have come in on budget.
 - iii. *Staff Conferences & Training (-\$57,898)* in savings from fewer trainings attended than budgeted for WSBA staff across the organization. For some conferences there were more cost-effective virtual options available and one conference that was expected to occur in FY23 but was moved into FY24 which resulted in additional savings.
 - iv. *Board/council/taskforce expenses (~\$54,000)* in savings from lower than budgeted meeting costs. The FY23 budget was developed during FY22, when WSBA entities were still defining plans to transition from fully remote to limited in-person activities. While in-person events were held in FY23, hybrid attendance to events continued and resulted in lower spending than anticipated.
 - v. *Surveys, Consulting Services, and Diversity Events & Projects (~\$51,000)* expenses remained under budget in FY23 because of timeline extensions for projects funded through these line items (membership survey, staff diversity training, development of DEI plan) and savings have been rolled forward into the FY24 budget.
 - vi. *BOG Meetings expense (+\$38,469)* came in over budget due to higher-than-expected costs for the September meeting in held in Spokane.
 - vii. *Printing, Copying, and Mailing for Bar News magazine (-\$32,000)* in savings due to a conservative budget approach. Over the past few years, costs have significantly increased so the budget for FY23 anticipated additional increases.
 - viii. *Communications and Bar Outreach (-\$27,065)* expenses for these line items were related to fewer APEX in the Community events than planned and lower costs for the Listening Tour, where we were cost conscious had many stops in locations within the Puget Sound region which reduced travel expenses.
- b. *Indirect Expenses* are under budget by 4% (-\$718,402).
 - i. Salaries, Taxes, & Benefits had a combined savings of -\$314,911 with expenses at 98% of budget. The largest amount of savings is attributed to lower salaries expense from open unfilled positions, unpaid leaves of absence for existing employees, and net salary savings when hiring new staff into positions vacated by more experienced staff. Savings in salary also leads to lower costs for related payroll taxes, healthcare, and retirement

- contributions.
- ii. Other Indirect Expenses had a combined savings of -\$403,491. Legal fees had significant savings which is common for this line item because we tend to budget conservatively to be prepared for expenses if needed. Additionally, at the end of the fiscal year we unexpectedly received a refund of fees paid for a prior year claim which was determined to be covered under insurance. Rent expense includes base rent plus operating expenses, property taxes, and other assessments. The actual FY23 operating expenses were lower than budget which resulted in the bulk of rent savings. Depreciation expense for computer hardware and software also came in under budget due to both delayed implementation and change in plans that resulted in lower capital expenditures.

CONTINUING LEGAL EDUCATION (CLE)

The CLE fund includes CLE Seminars, CLE Products, and Deskbook cost centers which collectively budgeted a surplus of \$217,235 for FY 2023. Year-end results reflect an actual surplus of \$135,114. Revenue is under budget by 10.6% (-\$201,411) due to lower seminar registrations and deskbook sales (deskbooks previously produced by the WSBA now held by LexisNexis for sale). Royalties from LexisNexis came in over budget which reflects stronger sales for newer publications. Expenses are under budget by 7% (-\$119,290) with savings in direct expenses from eliminating printing and mailing of seminar brochures and limiting costs for seminar facilities. Additional savings resulted from other indirect expenses for reasons previously described in the General Fund, while salaries and benefits met budget.

CLIENT PROTECTION FUND (CPF)

The Client Protection Fund (CPF) budgeted a surplus of \$45,788 for FY 2023. Actual results as of September 30, 2023, reflect a surplus of \$449,897. Interest income was not budgeted but brought in +\$245,788 in additional revenue resulting from a change in investment activity in FY23, similar to the General Fund. Expenses ended the year under budget by 24% (-\$163,574), mainly due to lower direct expenses for Gifts to Injured Clients which can vary each year depending on the number and size of claims submitted and approved for payment.

SECTIONS FUND

The Sections Operations cost center represents the collective total of financial activity for all 29 sections. Sections budgeted a loss of (\$254,951) for FY 2023. Actual results as of September 30, 2023 reflect a surplus of \$167,754. Revenue was over budget by 7% (+\$43,185), mainly from higher than budgeted interest income. At the end of each fiscal year, sections receive interest on their fund balances based on WSBA's overall rate of return on investments for that year. As noted in the General Fund, WSBA had a significant amount of investment income in FY23 which positively impacts sections. Expenses were under budget by 42% (-\$379,520) which is due to lower direct expenses for individual section activities, programming, and membership benefits.

WASHINGTON STATE
BAR ASSOCIATION

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
FROM: Hunter Abell, President
Frances Adewale, Member Engagement Council Co-Chair
Matthew Dresden, Member Engagement Council Co-Chair
Kevin Plachy, Director of Advancement
Dan Crystal, Member Wellness Program Manager
DATE: January 5, 2025
RE: Chair for Proposed Member Well-Being Task Force

ACTION: Appoint Justin Bingham as Chair of the proposed Member Well-Being Task Force (if approved).

The meeting materials contain a proposal to create a Member Well-Being Task Force (p.301). Article IX.B.2b of the WSBA Bylaws state that '[t]he Chair(s) of any other Bar entity shall be appointed by the President at the time of the creation of the entity, with the BOG having the authority to accept or reject that selection and will serve for the duration establish by the BOG or until replaced.'

To recruit for the position, WSBA staff disseminated two eblasts, on December 20, 2023 and January 3, 2024 to over 23,000 members. WSBA received 18 applications by the January 5 deadline. Member Engagement Council Co-Chairs Francis Adewale, and Matthew Dresden as well as WSBA Director of Advancement Kevin Plachy and Member Wellness Program Manager Dan Crystal met to review and coconsider all applications. Upon review, the group nominated Justin Bingham for appointment as Chair of the proposed Member Well-Being Task Force if approved.

Attachment:

Justin Bingham Applicant Materials



OFFICE OF THE CITY PROSECUTING ATTORNEY

909 W. MALLON
SPOKANE, WASHINGTON 99201
(509) 835-5988 TELEPHONE
(509) 835-5927 FACSIMILE

JUSTIN H. BINGHAM
CITY PROSECUTOR

ANDREW L. WARLAUMONT
CHIEF ASSISTANT

ASSISTANT PROSECUTORS:
DAVID A. KLING
JONI M. MORSE
CANDACE L. MAGNIN
ANNA K. HOSTETLER
SEAN F. O'QUINN
RYAN J. DALESSI
TODD DIXON
CONOR W. BRANDT
JEFFREY D. SAWYER
ZACHARY R. LEIGHTON

January 4, 2024

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

RE: Well-Being Task Force

Dear President Abell,

I am writing today to submit my application for chair of the soon-to-be formed Well-Being Taskforce. I have been actively engaged in many bar associations throughout my twenty-three year legal career. Over that time, I have led multiple committees, as well as governing councils and boards. My leadership skills, as well as my passion for promoting well-being in our profession, make me a strong candidate for this position.

The practice of law is not easy. Being a lawyer isn't a 9-5 job where you drop the issues you're dealing with when you leave the office each night. The practice of law requires attorneys to assume the burdens of their clients. The emotional issues we deal with can lead to immense stress, second-hand vicarious trauma, and destructive behavior. Many of my colleagues have struggled to manage both their careers and their well-being. This has led to broken relationships, substance abuse, cognitive disorders and burn-out from the profession. Sadly, I have watched promising careers collapse under the stress of everything we are expected to take on as advocates. Some of my colleagues have persevered through their struggles, while others have sadly allowed these stresses to consume them. I think often about my colleagues who have been broken by the practice of law. Were there things I could've done that might've made a difference? I might not be able to change the past, but this taskforce will allow all of us to change the future.

The problems derived from the practice of law are preventable. For far too long, lawyers have not prioritized well-being in the profession. We have provided half-hearted solutions that don't get to the heart of the problem. What our profession needs is substantive change in the way we practice, as well as meaningful resources for individuals who are struggling with the challenges they face.

I'm excited the Washington State Bar Association has decided to change the narrative on lawyer well-being. Creation of a Well-Being Taskforce will provide our association with a roadmap to "flip the script" on how we address well-being. I would be honored to help lead this groundbreaking endeavor.

I have been involved in bar association leadership throughout my career. I understand the intricacies and challenges of working in a volunteer-led organization. Engaging and motivating member-volunteers to do substantive work can be very challenging. My work with the American Bar Association shows I have the skills to communicate, lead and inspire. The WSBA has an opportunity to provide a vital service to our members through the work of this taskforce. I relish the opportunity to use my skills to ensure the Well-Being Taskforce is an overwhelming success.

Lawyer well-being was previously a taboo subject. Thankfully, our profession is moving beyond outdated views and embracing a modern understanding of how our work affects us physically and mentally. The Well-Being Taskforce will provide vitally needed recommendations for addressing the issues members of our profession face on a daily basis. I welcome the challenge of leading the Well-Being Taskforce as it starts its groundbreaking work.

If you have any questions or concerns about my application, please feel free to contact me. Thank you for the opportunity to apply.

Sincerely,

A handwritten signature in blue ink, appearing to read "Justin Bingham".

Justin H. Bingham
Spokane City Prosecutor

Justin H. Bingham
Spokane City Prosecutor

909 W. Mallon Ave.

Spokane, WA 99201

(509) 835-5994

jbingham@spokanecity.org

Employment:

Spokane City Prosecutor's Office, Spokane, WA 2014-present

City Prosecutor

- Lead Prosecuting Attorney for the City of Spokane.
- Manages a diverse staff of attorneys, interns, and legal assistants.
- Sets departmental policy regarding charging decisions and plea negotiations.
- Provides legal opinions to numerous City departments.
- Vice-Chair of the Spokane Regional Law & Justice Council.
- Member of the Spokane County MacArthur Safety & Justice Challenge Core Team.

Spokane City Prosecutor's Office, Spokane, WA 2001-2014

Assistant City Prosecutor

- Prosecuted misdemeanors, gross misdemeanors & civil infractions in Spokane Municipal Court & Spokane County District Court.
- Conducted numerous jury and bench trials.
- Member of multiple specialty court teams, such as Mental Health Court and Domestic Violence Court.
- Supervised numerous Rule 9 legal interns, as well as college interns from Gonzaga University.
- Mentored multiple high school seniors from Lewis & Clark High School who expressed an interest in criminal justice.
- Coordinated numerous office functions & committees.
- City of Spokane Employee of the Month, February 2011.

Law Office of John C. Perry, Spokane, WA 1998-2000

Rule 9 Legal Intern

- Wrote numerous legal briefs & conducted extensive legal research.
- Argued motions in Spokane County Superior Court.
- Prepared responsive pleadings in civil litigation.
- Assisted in office management duties.

Education:

Gonzaga University School of Law, Spokane, WA
Juris Doctorate, 2000

- President's Scholarship
- Linden Cup Oral Argument Quarter Finalist, 1999
- Member, Phi Alpha Delta legal fraternity

University of Tennessee, Knoxville, TN
B.A., Political Science, 1997

- Concentration in U.S. politics & Latin American political systems

Professional Associations:

Washington State Bar Association (Admitted 2000)

- Prosecutor Representative for WSBA Council on Public Defense 2015-2021
- LGBT Committee Trustee 2019-2021

American Bar Association

- Criminal Justice Section Chair 2022-2023
- Pre-Trial Justice Committee Chair 2016-2020
- Criminal Justice Section Membership Committee Chair 2020-2023
- Criminal Justice Section Diversity Chair 2021-2022
- Criminal Justice Section Past Chairs Committee 2023-Present
- ABA Liaison to the National District Attorney's Association

Association of Prosecuting Attorneys

- Board of Directors 2023-Present

Washington State Association of Municipal Attorneys

- Member of CLE Planning Committee

Spokane County Bar Association

Washington Association of Prosecuting Attorneys

WASHINGTON STATE
BAR ASSOCIATION

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
Renata Garcia, Chief Regulatory Counsel
FROM: Hunter Abell, President
DATE: January 5, 2025
RE: Chair for Proposed Member Status workgroup

ACTION: Appoint Governor Kari Petrasek as Chair of the proposed Member Status Workgroup (if approved).

The meeting materials contain a proposal to create a Member Status Workgroup (p.256). Article IX.B.2b of the WSBA Bylaws state that '[t]he Chair(s) of any other Bar entity shall be appointed by the President at the time of the creation of the entity, with the BOG having the authority to accept or reject that selection and will serve for the duration establish by the BOG or until replaced.'

The proposed charter indicates that a Governor should be appointed to serve as Chair. All current Board members were invited to consider the opportunity. Governor Kari Petrasek expressed interest and I am seeking appointment of Governor Petrasek as Chair if the proposed Member Status Workgroup is approved.

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
FROM: Governor Sunitha Anjilvel and Raina Wagner, Co-Chairs of DEI Council
DATE: January 3, 2024
RE: DEI Council's Letter of Support for Bar Licensure Task Force's Proposal and Recommendations

PROPOSED ACTION: The Diversity, Equity and Inclusion (DEI) Council is requesting approval to submit a letter of support of the Washington State Bar Licensure Task Force's proposal and recommendations.

The DEI Council has reviewed the Washington State Bar Licensure Task Force's [proposal on the future of Washington State Bar Admissions – Working Draft](#) and the [Task Force's Subcommittee on the Ethics/Character Fitness Report and Recommendations](#). The DEI Council respectfully requests approval from the Board of Governors to submit to the Task Force their letter of support.

WSBA RISK ANALYSIS: This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.

There are no legal issues with this comment. This is separate from the recommendations themselves which would take time including court rule changes, drafting, Board of Governor approval, publishing for comment and Court approval.

WSBA FISCAL ANALYSIS: This section is to be completed by the Finance Department, with input from the proposing entity or individual.

These comments themselves do not generate a fiscal impact to the WSBA, outside of staff support to draft and bring forward to the Board for action. This is separate from any fiscal impact on WSBA if the recommendations are brought forward to the BOG for adoption. In that case we would be providing a separate fiscal analysis at that time.

WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.

The purpose of the equity analysis is to understand how entities incorporated an equity lens into the action items presented to the Board of Governors. An equity lens is 1) identifying and centering people and communities most impacted decisions and/or 2) meeting people and communities according to their specific needs to produce fair and equal outcomes for all. The Bar Licensure Task Force is the really the entity seeking input. Based on our review of the DEI Council's letter, there do not appear to any concerns about inequitable outcomes.

Attachments

- Proposed Letter of Support for Bar Licensure Task Force Recommendations



January 2, 2024

Dear Washington Bar Licensure Task Force Co-Chairs Justice Montoya-Lewis and Dean Varona,

The DEI Council appreciates the time and effort the members of the Washington Bar Licensure Task Force gave to thoroughly examine the current bar exam, its benefits and its failures, in promoting equitable and inclusive attainment of the role of Attorney in Washington State.

We appreciate the thoughtful alternatives provided in allowing attorney licensure in Washington to more creatively address Diversity, Equity, and Inclusion for the community of legal providers.

The DEI Council members met to review and discuss the WBLTF's Proposal for the Future of WA State Bar Admissions Working Draft. We support the conclusions you have provided and hope that others will, too.

In particular, we appreciate the recommendations provided by the WBLTF's Subcommittee on Ethics/Character Fitness Report and Recommendations. Those recommendations address directly some of the simpler actions to put into place immediately. Changes need not be difficult to implement to be effective.

This is an important step to consider changes that will move our legal community forward in reckoning with the unmet legal needs of Washington residents. We approve of these recommendations and also believe that there is more yet to do. We look forward as a Council to being involved in further future developments that will expand and support desperate residents who need our help, and who also need providers they can recognize as coming from the same communities they do, and who they can believe understand their problems and needs.

We agree that the current bar exam serves as a barrier and that the current licensure process disproportionately hinders historically marginalized communities from joining the legal profession. The Task Force considered many options of structural reforms and has provided solid suggestions that are grounded in realistic evaluations of data.

Thank you again for your work to develop these alternatives. We hope that your recommendations will be adopted.

Sincerely,

WSBA Governor Sunitha Anjilvel
DEI Council Co-Chair

Raina Wagner
DEI Council Co-Chair

WSBA Board of Governors

2024

ANTI- harassment

TRAINING


Presented by:

Clarence Belnavis

cbelnavis@fisherphillips.com



WHY It matters

 Washington State | Office of the Attorney General

AG Ferguson files lawsuit against O'Reilly Auto Parts for discrimination and retaliation against pregnant employees ...

AG Ferguson files lawsuit against O'Reilly Auto Parts for discrimination and retaliation against pregnant employees AG accuses national...


Aug 16, 2023

 NEWStalk 870

White Seattle City Worker Files 'Reverse' Discrimination Lawsuit

The man, who worked for the city since 2013, will have his suit go to trial, accusing the city of discrimination because he is white.

Aug 30, 2023

 The Seattle Times

\$3.4 million fine resolves lawsuit against WA mushroom farm

Ostrom Mushroom Farms, a major producer in the Pacific Northwest, will pay a \$3.4 million fine for gender discrimination and other unfair...

May 17, 2023

 Oregon Public Broadcasting

Clark County ordered to pay \$600,000 over racist slurs, discrimination in the workplace

A federal jury found Tuesday that Clark County owes \$600,000 to three Latino public works employees following years of discrimination at...

Jun 21, 2023



**In your career and tenure on the B.O.G., you will
leave a legacy.**

What will you be remembered for?

Today's Agenda:

1. **Why Do This?** One Reason + Seven Other Reasons

2. **Getting On The Same Page** – Legal Definitions of:

- *Protected Class*
- *Discrimination*
- *Harassment*
- *Retaliation*



3. **Five-Step Plan** For Governors

4. **Pop Quiz**

#1

The Most Important Reason

Sexual harassment harms victims.

- It should not be tolerated by any entity.
- WSBA's mission includes "serv[ing] the public," "ensur[ing] integrity," and "champion[ing] justice."

- 2. Lawsuits are costly, time-consuming, embarrassing, and stressful for all involved**



- 3. Lawsuits hurt the reputation of those involved and the organization**

4. Professionalism leads to higher productivity and higher morale



5. Maintaining high morale means lower turnover



6. You could be named in a lawsuit
7. You could be held liable under WA law
8. You could be held accountable under WSBA policy

Taking appropriate steps before and after a complaint may offer the Bar Association a legal defense



LEGAL DEFINITIONS YOU NEED TO KNOW ABOUT



“protected class”

- Groups protected by law from **discrimination**, including **harassment**
- Characteristics that may not be considered when making employment decisions or you will commit **discrimination**
- If offensive behavior is targeted at an employee because of a protected class, it may become **harassment**

What are the protected classes?

FEDERAL LAW includes...

- **Race**
- **Religion**
- **Color**
- **National origin**
- **Gender/sex (*includes pregnancy*)**
- **Sexual orientation**
- **Age (*if 40 or above*)**
- **Disability (*mental/physical*)**
- **Veteran status**
- **Family leave**

STATE/LOCAL LAW adds others such as...

- **Gender identity**
- **Transgender people**
- **Marital status**
- **Family relationships**
- **Injured workers**
- **Workers' compensation**
- **People taking domestic violence leave**
- **Crime victims**
- **People with expunged juvenile record**

“discrimination”

Making an employment decision because of an employee or applicant’s protected class status

- > Hiring
- > Firing
- > Compensation
- > Assignments
- > Transfers
- > Promotion
- > Demotion
- > Layoff
- > Evaluations
- > Discipline
- > Training
- > Benefits
- > Resources
- > **Other terms and conditions...**

“*harassment*”

- **Offensive, intimidating, or hostile behavior related to any protected characteristic**
- **Unreasonably interferes with work performance (i.e., severe or pervasive)**
- **Objectively offensive behavior (to a reasonable person) that subjectively offends the victim**

Your Policy

WSBA Board of Governors Anti-Harassment Policy and Procedure

“Engaging in any act that discriminates against an employee because of sex...will not be tolerated.”

“No one will suffer retaliation for reporting workplace concerns, including, but not limited to that an employee who believes that the work environment has become a hostile or offensive place to work....”

“This policy applies during normal working hours, at work related or sponsored functions, and while travelling on work related business.”

Harassment can come in many forms...

QUID PRO QUO BEHAVIOR

When someone in a position of Power:

- **Offers a job benefit in exchange for sexual favors**
- **Threatens job detriment if employee refuses**



PHYSICAL BEHAVIOR

Unwarranted physical contact, such as:

- **Touching**
- **Pinching**
- **Patting**
- **Grabbing**
- **Poking**
- **Brushing against**
- **Hugs**
- **Kisses**
- **Neck/shoulder rubs**
- **Blocking movement**
- **Standing too close**
- **Intimidating behavior**

VERBAL BEHAVIOR

- **Derogatory comments**
- **Slurs or nicknames**
- **Name-calling**
- **Jokes or mocking**
- **Profanity**
- **Sexual innuendo**
- **Sexual comments**
- **Repeated requests for dates**
- **Asking about sexual history or experience**
- **Talking about your own sexual history**
- **Whistling, cat-calls**

VISUAL BEHAVIOR

Inappropriate images, such as:

- **Photographs**
- **Posters, pin-ups**
- **Cartoons**
- **Drawings**
- **GIFs, emojis**
- **Texts or emails**
- **Notes or writings**
- **Staring at or directing attention at a person's body**
- **Gestures**
- **Adult toys or props**

“Because of . . .”

Treating someone differently because they don't conform to a **stereotype** may be unlawful harassment.

- “He just needs to ‘man up’ and be tougher.”
- “She needs to be softer and gentler in her management style.”
- All _____ are _____.



Where can harassment occur?

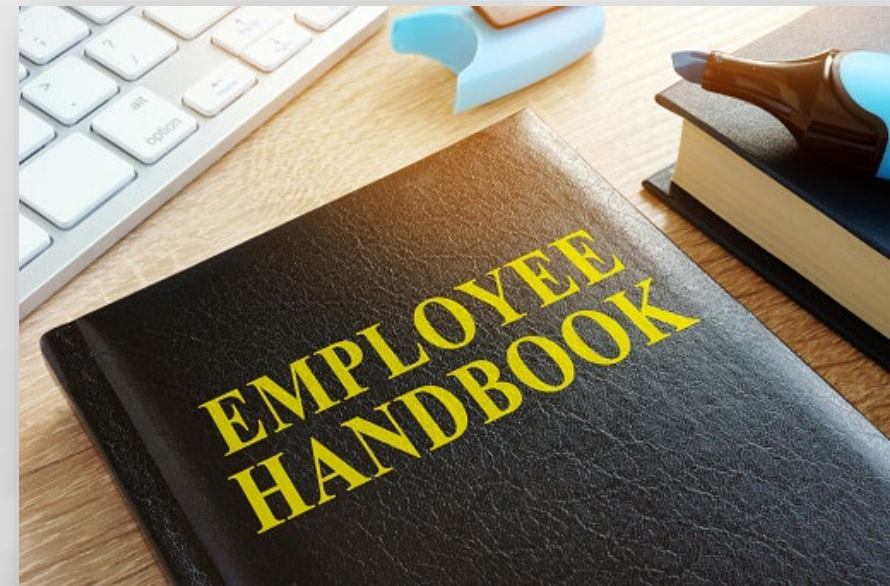
- At the workplace
- Off-premises at employer-sponsored social events
- Off-premises at non-employer-sponsored events (e.g. after-work drinks)
- In emails, voice messages, or text messages
- ANYWHERE



Harassment is not necessarily *unlawful*.

One minor remark or inappropriate joke will not violate the law, but it may violate our expectations for appropriate workplace conduct.

WSBA BOG Policy: “Harassing behavior does not need to be *illegal* harassment in order for corrective action to be considered...”



NO USE EXCUSES

- I didn't know
- I was just joking
- **I didn't mean to harass anyone**
- The employee never complained
- I'm a good person
- I didn't intend for the comment to be sexual or offensive
- The employee laughed
- I thought it was consensual
- I have First Amendment rights to express my views
- I treat everyone the same (Equal Opportunity Harassment)



**WHAT WOULD
YOU DO?**

You overhear two employees on break calling each other culturally insensitive names. You know they are friends, and they are joking. Neither of the employees complains to anyone.

- Is this unlawful harassment?**
- Is it a violation of your policy?**
- What should you do, if anything?**



Same fact pattern, but this happens at a restaurant outside of work

- **Is this unlawful harassment?**
- **Is it a violation of your policy?**
- **What should you do, if anything?**



Retaliation is Prohibited by Law

***No Employee May
Be Subjected to Retaliation
for Making a Good Faith
Complaint of Harassment/
Discrimination, Participating in an
Investigation, Supporting Another Employee's
Complaint, or Other Protected Activities***

Examples of protected activity

- Threatening to file or filing a complaint or charge alleging harassment
- Participating in an interview, investigation, hearing, trial, or other proceeding (as a witness or complaining person)
- Complaining to anyone about alleged harassment
- Requesting a reasonable accommodation for religion or disability
- Pregnancy
- Complaining about wages
- Taking protected leave



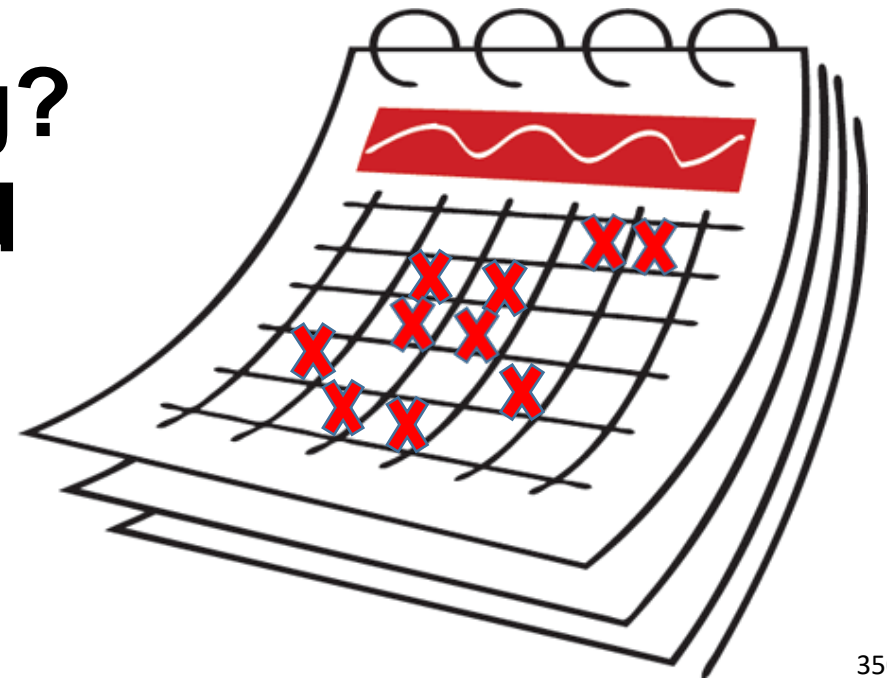
Forms of Retaliation

- An “adverse employment action”
 - “Materially adverse,” or enough to discourage the protected activity
 - BUT- the employer may still take action for legitimate, non-discriminatory reasons
 - Retaliation cannot be a “substantial factor” in the adverse decision
- A “hostile work environment”
 - Severe, pervasive, offensive
- **Bottom line: You must refrain from retaliation, immediately report potential retaliation, and actively monitor for retaliation**

**WHAT WOULD
YOU DO?**

Bob complains that Alf has been using sexually explicit language and stories during team meetings, which Alf leads. HR takes appropriate corrective action with respect to Alf and informs Bob that the issue has been addressed. Alf stops inviting Bob to the team meetings to avoid offending him and because Bob didn't really need to be there anyway.

- What should you do, if anything?**
- What if you review the team and determine that Bob really shouldn't be in the team meetings?**



Your Role: Protecting Employees/Volunteers, the Board, Yourself, and the WSBA



Know the policy



Look for warning signs



You're always a leader



Handle complaints



Report



Step 1: Know Your Policy

- **Demonstrates Your Commitment to Values**
- **Includes examples of harassing conduct**
- **Reporting policy encourages complaints**
- **Makes your decisions easier regarding reporting**
- **Prohibits retaliation**
- **Violation of your policy will subject an employee to disciplinary action, up to and including immediate termination**

Step 2: Look for warning signs

- **Diminished participation in group activities**
- **Expressing strong dislike for certain people**
- **Decrease in work performance**
- **Attendance problems**
- **Stress-related problems (headaches, nausea)**



You are always a leader

- **You are never off-duty, even while not at work (consider texts, social media, after-hours events)**
- **Model good behavior**
 - *Focus on work*
 - *Avoid excessively personal or intimate interactions*
 - *No gossip or bad-mouthing others*
 - *Practice acceptance and inclusion*
 - *Set the right tone*
 - *Interfere openly where appropriate*

Handle Complaints

Employees/volunteers might come to you

- Need to take **immediate** action
- Delays send the wrong signal and can be exploited in subsequent legal proceedings
- Listen carefully and impartially
- Assure them you will take their report seriously and there will be no retaliation

- **Conclude by telling them that you will protect their privacy, but that you must report**
- **There can never be an “off-the-record” discussion, it can’t be “just between the two of us”**
- **A complaint to you is a complaint to the WSBA**
- **Remind them that the WSBA does not tolerate retaliation**



Report

- **Immediately report any potential violation of EEO or anti-retaliation policy to HR**
- **Be discreet! Do not tell anyone else unless instructed to do so**
- **Provide any notes you took or relevant emails/texts (and understand they could be discoverable)**
 - **Take notes! Even just a calendar entry can be important**

Final Questions?



Presented by:

Clarence Belnavis

cbelnavis@fisherphillips.com

WASHINGTON STATE
B A R A S S O C I A T I O N

Financial Reports

(Audited)

Year to Date September 30, 2023

Prepared by
Maggie Yu, Controller

Submitted by
Tiffany Lynch, Director of Finance
January 3, 2024

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
Budget and Audit Committee

From: Terra Nevitt, Executive Director; Tiffany Lynch, Director of Finance; Maggie Yu, Controller

Re: Key Financial Benchmarks for the Preliminary Fiscal Year to Date (YTD) through September 30, 2023
As % of Completion to Annual Budget

	% of Year	Current Year % YTD	Current Year \$ Difference Favorable/(Unfavorable)	Prior Year YTD	Comments
Total Salaries & Benefits	100%	98%	\$321,411	100%	Favorable to budget mainly due to vacant positions.
Other Indirect Expenses*	100%	90%	\$453,568	94%	Favorable to budget due lower than expected expenses primarily in legal fees, rent, and depreciation.
Total Indirect Expenses	100%	96%	\$774,979	98%	Favorable to budget resulting from a combination of reasons described above.

General Fund Revenues	100%	103%	\$627,116	102%	Favorable to budget mainly due to high interest income and MCLE fees.
General Fund Indirect Expenses	100%	96%	\$718,403	98%	Favorable to budget as described for indirect expenses above.
General Fund Direct Expenses	100%	87%	\$351,904	77%	Favorable to budget resulting from delayed timing for project completions, lower costs than expected for in person meetings and other programming and activities.
General Fund Net	100%	202%	\$1,697,421	698%	Favorable to budget for the reasons described above.

CLE Revenue	100%	89%	(\$201,411)	81%	Unfavorable to budget due to fewer registrations for live seminars and lower deskbook sales.
CLE Direct Expenses	100%	81%	\$70,441	53%	Favorable to budget resulting from a reduction in facilities and brochure expenses and increase in deskbook cost of sales.
CLE Indirect Expenses	100%	96%	\$48,848	101%	Favorable to budget due to savings in other indirect expenses described above.
CLE Net	100%	62%	(\$82,121)	60%	Unfavorable to budget primarily due to reduced revenue.

*Workplace benefits, Human Resources, meeting support, rent, taxes, furniture & maintenance, office supplies, depreciation, insurance, equipment, professional fees (legal & audit), internet & telephone, postage, storage, bank fees, Technology

Washington State Bar Association Financial Summary
Compared to Fiscal Year 2023 Budget
For the Period from September 1, 2023 to September 30, 2023

Category	Actual Revenues	Budgeted Revenues	Actual Indirect Expenses	Budgeted Indirect Expenses	Actual Direct Expenses	Budgeted Direct Expenses	Actual Total Expenses	Budgeted Total Expenses	Actual Net Result	Budgeted Net Result
Access to Justice	-	-	231,281	237,082	184,157	122,320	415,438	359,402	(415,438)	(359,402)
Admissions/Bar Exam	1,214,479	1,362,940	877,411	892,773	405,092	414,079	1,282,503	1,306,852	(68,024)	56,088
Advancement FTE	-	-	346,964	354,465	6,276	8,100	353,241	362,565	(353,241)	(362,565)
Bar News	583,778	602,700	323,516	332,507	328,671	363,460	652,187	695,967	(68,409)	(93,267)
Board of Governors	-	-	195,803	191,700	371,900	371,900	586,754	563,600	(586,754)	(563,600)
Character & Fitness Board	-	-	135,801	139,623	2,040	27,000	137,840	166,623	(137,840)	(166,623)
Communications Strategies	4,375	3,500	654,700	674,814	75,526	116,015	730,227	790,829	(725,851)	(787,329)
Communications Strategies FTE	-	-	238,471	243,400	-	-	238,471	243,400	(238,471)	(243,400)
Discipline	70,090	119,000	5,539,918	6,007,729	143,935	206,999	5,683,853	6,214,728	(5,613,762)	(6,095,728)
Diversity	135,000	135,000	200,251	240,734	73,775	129,535	274,026	370,269	(139,026)	(235,269)
Finance	792,371	26,000	1,058,805	1,080,720	3,885	6,500	1,062,690	1,087,220	(270,319)	(1,061,220)
Foundation	-	-	141,961	147,147	4,360	5,650	146,320	152,797	(146,320)	(152,797)
Human Resources	-	-	606,451	424,625	-	-	606,451	424,625	(606,451)	(424,625)
Law Clerk Program	209,566	188,200	132,740	138,099	5,930	8,900	138,670	146,999	70,896	41,201
Legislative	-	-	232,634	242,681	17,024	26,783	249,658	269,464	(249,658)	(269,464)
Legal Lunchbox	34,088	23,000	44,151	51,117	3,537	1,500	47,689	52,617	(13,601)	(29,617)
Licensing and Membership Records	432,161	452,200	618,199	622,311	26,391	23,651	644,591	645,962	(212,430)	(193,762)
Licensing Fees	16,871,265	17,053,467	-	-	-	-	0	-	16,871,265	17,053,467
Limited License Legal Technician	20,316	29,722	81,232	85,248	5,418	15,500	86,650	100,748	(66,333)	(71,026)
Limited Practice Officers	196,804	195,088	96,982	99,305	15,061	21,042	112,043	120,347	84,761	74,741
Mandatory CLE	1,351,100	1,125,250	722,296	714,329	7,193	67,015	729,490	781,344	621,610	343,906
Member Wellness Program	7,750	7,500	212,909	234,719	2,012	2,550	214,921	237,269	(207,171)	(229,769)
Member Services & Engagement	14,400	11,800	291,918	302,978	15,940	39,500	307,858	342,478	(293,458)	(330,678)
Mini CLE	-	-	110,140	114,412	-	-	110,140	114,412	(110,140)	(114,412)
New Member Education	113,823	85,000	91,277	95,269	1,406	1,600	92,683	96,869	21,141	(11,869)
Office of General Counsel	9	963	919,386	1,038,134	6,108	19,400	925,494	1,057,534	(925,485)	(1,056,571)
Office of the Executive Director	-	-	552,858	568,259	111,697	128,775	664,556	697,034	(664,556)	(697,034)
OGC-Disciplinary Board	-	-	212,669	217,139	79,023	103,500	291,692	320,639	(291,692)	(320,639)
Practice of Law Board	-	-	60,990	63,355	2,436	12,000	63,426	75,355	(63,426)	(75,355)
Practice Management Assistance	69,465	50,000	128,339	133,033	81,373	73,650	209,712	206,683	(140,247)	(156,683)
Professional Responsibility Program	-	-	222,775	151,321	2,465	2,250	225,240	153,571	(225,240)	(153,571)
Public Service Programs	130,000	130,000	193,337	219,329	261,866	266,928	455,203	486,257	(325,203)	(356,257)
Publication and Design Services	-	-	115,072	119,175	4,632	4,612	119,704	123,787	(119,704)	(123,787)
Regulatory Services FTE	-	-	521,548	536,908	5,156	23,550	526,704	560,458	(526,704)	(560,458)
Sections Administration	268,147	290,543	281,990	290,746	911	7,850	282,901	298,596	(14,754)	(8,053)
Service Center	-	-	685,568	703,381	8,571	10,300	694,139	713,681	(694,139)	(713,681)
Volunteer Engagement	-	-	96,875	97,639	15,540	17,850	112,415	115,489.27	(112,415)	(115,489)
Technology	-	-	1,907,187	1,996,602	-	-	1,907,187	1,996,602	(1,907,187)	(1,996,602)
Subtotal General Fund	22,518,988	21,891,872	19,084,406	19,802,808	2,298,360	2,650,264	21,382,766	22,453,072	1,136,222	(561,199)
Expenses using reserve funds	-	-	-	-	-	-	-	-	-	-
Total General Fund - Net Result from Operations									1,136,222	(561,199)
Percentage of Budget	103%		96%		87%		95%			
CLE-Seminars and Products	1,550,877	1,653,725	1,038,363	1,079,536	218,306	307,219	1,256,669	1,386,755	294,209	266,970
CLE - Deskbooks	142,437	241,000	214,735	222,410	86,797	68,325	301,532	290,735	(159,095)	(49,735)
Total CLE	1,693,314	1,894,725	1,253,098	1,301,946	305,103	375,544	1,558,200	1,677,490	135,114	217,235
Percentage of Budget	89%		96%		81%		93%			
Total All Sections	692,880	649,695	-	-	525,126	904,646	525,126	904,646	167,754	(254,951)
Client Protection Fund-Restricted	970,535	730,000	174,184	181,912	346,454	502,300	520,638	684,212	449,897	45,788
Totals	25,875,718	25,166,292	20,511,687	21,286,666	3,475,043	4,432,754	23,986,730	25,719,419	1,888,987	(553,127)
Percentage of Budget	103%		96%		78%		93%			

Summary of Fund Balances:	Fund Balances Sept. 30, 2022	2023 Budgeted Fund Balances	Fund Balances Year to date
Restricted Funds:			
Client Protection Fund	4,063,501	4,109,289	4,513,398
Board-Designated Funds (Non-General Fund):			
CLE Fund Balance	1,042,049	1,259,284	1,177,163
Section Funds	1,802,650	1,547,699	1,970,404
Board-Designated Funds (General Fund):			
Operating Reserve Fund	2,000,000	2,000,000	2,000,000
Facilities Reserve Fund	1,000,000	1,000,000	2,700,000
Unrestricted Funds (General Fund):			
Unrestricted General Fund	5,713,268	5,152,068	5,149,490
Total General Fund Balance	8,713,268	8,152,068	9,849,490
Net Change in Total General Fund Balance		(561,199)	1,136,222
Total Fund Balance	15,621,468	15,068,341	17,510,455
Net Change In Fund Balance		(553,127)	1,888,987

Washington State Bar Association
 Analysis of Cash Investments
 As of September 30, 2023

Checking & Savings Accounts

General Fund

Checking

<u>Bank</u>	<u>Account</u>	<u>Amount</u>
Wells Fargo	General	<u>1,057,872</u>

Total

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	1.04%	1,192,837
UBS Financial Money Market	0.24%	1,112,683
Morgan Stanley Money Market	0.41%	3,793,664
Merrill Lynch Money Market	1.26%	832,813
CDs/Treasuries	see list	9,174,312

General Fund Total 17,164,181

Client Protection Fund

Checking

<u>Bank</u>	<u>Amount</u>
Wells Fargo	<u>384,022</u>

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	0.46%	2,090,028
Morgan Stanley Money Market	0.40%	112,142
CDs/Treasuries	see list	2,495,088

Client Protection Fund Total 5,081,279

Grand Total Cash & Investments 22,245,461

**Washington State Bar Association
Analysis of Cash Investments
As of September 30, 2023**

General Fund

<u>Bank</u>	<u>Yield</u>	<u>Term Months</u>	<u>Trade Date</u>	<u>Settle Date</u>	<u>Maturity Date</u>	<u>Amount</u>
<i>From WF</i>						
Flagstar Bank CD	5.15%	6	3/17/2023	3/30/2023	10/2/2023	250,000
Comerica Bank CD	5.10%	6	3/23/2023	3/30/2023	10/2/2023	250,000
American Commercial Bank CD	5.10%	6	3/23/2023	4/5/2023	10/5/2023	250,000
SOFI Bank CD	4.55%	9	1/13/2023	1/23/2023	10/23/2023	250,000
Fairfield County Bank CD	4.65%	9	2/1/2023	2/3/2023	11/3/2023	250,000
FHLB CD	4.75%	9	2/10/2023	2/13/2023	11/7/2023	250,484
Independent Bank CD	4.75%	9	2/22/2023	2/24/2023	11/24/2023	250,000
FHDN CD	5.25%	6	5/30/2023	5/31/2023	11/24/2023	243,793
DFC Note	4.75%	11	2/1/2023	2/2/2023	12/14/2023	252,332
NexBank CD	5.25%	9	3/14/2023	3/22/2023	12/20/2023	250,000
Citizens Bank CD	5.15%	9	3/14/2023	3/22/2023	12/22/2023	250,000
Bank of Hope CD	5.25%	9	3/14/2023	3/24/2023	12/26/2023	250,000
Hancock Whitney Bank CD	5.35%	9	3/17/2023	3/23/2023	12/26/2023	250,000
CrossFirst Bank CD	5.20%	9	3/17/2023	3/24/2023	12/26/2023	250,000
Zions BankCorp CD	5.30%	9	3/28/2023	3/31/2023	12/29/2023	250,000
FHDN CD	4.75%	11	2/10/2023	2/13/2023	1/11/2024	239,533
FFCB CD	4.75%	12	2/1/2023	2/2/2023	1/18/2024	241,148
JP Morgan Chase Bank CD	4.95%	11	2/22/2023	2/28/2023	1/31/2024	250,000
FHLBDN CD	4.75%	12	2/10/2023	2/13/2023	2/2/2024	250,325
TowneBank CD	4.65%	12	2/1/2023	2/8/2023	2/8/2024	250,000
Millyard Bank CD	4.65%	12	2/1/2023	2/9/2023	2/9/2024	250,000
Encore Bank CD	5.35%	9	5/30/2023	6/7/2023	3/7/2024	250,000
Customers Bank CD	5.20%	12	3/28/2023	3/30/2023	3/28/2024	250,000
Truist Bank CD	5.25%	12	5/30/2023	6/2/2023	5/31/2024	250,000
US Treasury Bill	5.25%	11	7/11/2023	7/13/2023	6/13/2024	238,368
Texas Capital Bank	5.25%	12	8/9/2023	8/16/2023	8/15/2024	250,000
ESSA Bank & Trust PA	5.25%	12	8/9/2023	8/22/2023	8/21/2024	250,000
Bank of America	5.30%	12	8/25/2023	8/30/2023	8/29/2024	250,000
					WF Total	6,965,982
<i>From ML</i>						
US Bank, National Assoc. CD	5.25%	6	6/6/2023	6/12/2023	12/7/2023	243,000
US Treasury Bill	5.43%	6	6/6/2023	6/15/2023	12/14/2023	270,000
Bank of China NY	5.30%	6	7/12/2023	7/20/2023	1/22/2024	243,000
TBK bank CD	5.25%	9	6/6/2023	6/12/2023	3/11/2024	240,000
Synchrony bank	5.35%	6	9/12/2023	9/15/2023	3/15/2024	243,000
Banner bank CD	5.25%	12	6/6/2023	6/12/2023	6/11/2024	237,000
PNC bank, national association	5.35%	9	9/14/2023	9/20/2023	6/20/2024	240,000
Bank hapoalim B.M CD	5.20%	18	6/6/2023	6/12/2023	12/9/2024	243,000
					ML Total	1,959,000
<i>From MS</i>						
Wells Fargo CD	5.29%		9/26/2023	9/28/2023	9/9/2024	249,330
					Total	9,174,312

**Washington State Bar Association
Analysis of Cash Investments
As of September 30, 2023**

Client Fund Protection Fund

<u>Bank</u>	<u>Yield</u>	<u>Term Months</u>	<u>Trade Date</u>	<u>Settle Date</u>	<u>Maturity Date</u>	<u>Amount</u>
Centier Bank CD	5.25%	3	6/29/2023	7/7/2023	10/10/2023	250,000
CapStar Bank CD	4.80%	9	3/1/2023	3/3/2023	12/4/2023	250,000
Bank OZK CD	5.10%	6	6/29/2023	7/7/2023	1/8/2024	250,000
Beal Bank CD	5.10%	6	6/29/2023	7/12/2023	1/10/2024	250,000
Midfirst Bank CD	5.15%	6	6/29/2023	7/12/2023	1/12/2024	250,000
US Treasury Note	4.95%	11	3/1/2023	3/2/2023	1/31/2024	245,088
Western Alliance Bank CD	5.00%	12	3/1/2023	3/9/2023	3/8/2024	250,000
DMB community bank	5.30%	12	9/11/2023	9/25/2023	9/24/2024	250,000
Everbank	5.45%	12	9/25/2023	9/29/2023	9/27/2024	250,000
CITibank	5.50%	12	9/25/2023	9/29/2023	9/27/2024	250,000
					CPF Total	2,495,088
					Grand Total	<u><u>11,669,400</u></u>

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2023 to September 30, 2023

100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
LICENSE FEES						
REVENUE:						
LICENSE FEES	17,053,467	1,399,735	16,871,265	182,201	99%	(182,201)
TOTAL REVENUE:	17,053,467	1,399,735	16,871,265	182,201	99%	(182,201)

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2023 to September 30, 2023
100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
ACCESS TO JUSTICE						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
SURVEYS	100	-	131	(31)	131%	(31)
ATJ BOARD RETREAT	2,000	-	2,130	(130)	107%	(130)
LEADERSHIP TRAINING	2,000	-	2,175	(175)	109%	(175)
ATJ BOARD EXPENSE	78,400	15,836	82,008	(3,608)	105%	(3,608)
STAFF TRAVEL/PARKING	4,800	2,974	4,093	707	85%	707
STAFF CONFERENCE & TRAINING	375	1,269	1,644	(1,269)	439%	(1,269)
PUBLIC DEFENSE	4,000	275	1,086	2,914	27%	2,914
CONFERENCE/INSTITUTE EXPENSE	23,145	69,193	84,407	(61,262)	365%	(61,262)
RECEPTION/FORUM EXPENSE	7,500	3,235	6,483	1,017	86%	1,017
TOTAL DIRECT EXPENSES:	122,320	92,784	184,157	(61,837)	151%	(61,837)
INDIRECT EXPENSES:						
SALARY EXPENSE (1.64 FTE)	138,139	10,793	138,970	(831)	101%	(831)
BENEFITS EXPENSE	48,192	4,042	46,815	1,377	97%	1,377
OTHER INDIRECT EXPENSE	50,751	4,531	45,497	5,254	90%	5,254
TOTAL INDIRECT EXPENSES:	237,082	19,367	231,281	5,801	98%	5,801
TOTAL ALL EXPENSES:	359,402	112,150	415,438	(56,037)	116%	(56,037)
NET INCOME (LOSS):	(359,402)	(112,150)	(415,438)	56,037	116%	(56,037)

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2023 to September 30, 2023

100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
ADMISSIONS						
REVENUE:						
EXAM SOFTWARE REVENUE	27,000	21,555	28,270	(1,270)	105%	1,270
BAR EXAM FEES	1,253,000	-	1,140,929	112,071	91%	(112,071)
RULE 9/LEGAL INTERN FEES	12,000	550	13,350	(1,350)	111%	1,350
SPECIAL ADMISSIONS	70,940	4,305	31,930	39,010	45%	(39,010)
TOTAL REVENUE:	1,362,940	26,410	1,214,479	148,461	89%	(148,461)
DIRECT EXPENSES:						
POSTAGE	750	60	629	121	84%	121
STAFF TRAVEL/PARKING	23,000	13,779	27,479	(4,479)	119%	(4,479)
STAFF MEMBERSHIP DUES	600	-	400	200	67%	200
SUPPLIES	2,750	94	882	1,868	32%	1,868
FACILITY, PARKING, FOOD	101,000	6,268	102,379	(1,379)	101%	(1,379)
EXAMINER FEES	36,000	-	28,500	7,500	79%	7,500
UBE EXMINATIONS	123,000	-	117,486	5,514	96%	5,514
BOARD OF BAR EXAMINERS **	21,850	1,382	30,557	(8,707)	140%	(8,707)
BAR EXAM PROCTORS	39,000	(368)	38,709	291	99%	291
DISABILITY ACCOMMODATIONS	27,000	9,000	30,007	(3,007)	111%	(3,007)
CHARACTER & FITNESS INVESTIGATIONS	2,000	-	-	2,000	0%	2,000
LAW SCHOOL VISITS	1,700	396	644	1,056	38%	1,056
DEPRECIATION-SOFTWARE	24,929	2,036	24,447	482	98%	482
STAFF CONFERENCE & TRAINING	10,500	1,329	2,973	7,527	28%	7,527
TOTAL DIRECT EXPENSES:	414,079	33,974	405,092	8,987	98%	8,987
INDIRECT EXPENSES:						
SALARY EXPENSE (6.75 FTE)	512,745	43,022	496,475	16,270	97%	16,270
BENEFITS EXPENSE	171,146	16,680	193,718	(22,572)	113%	(22,572)
OTHER INDIRECT EXPENSE	208,882	18,805	187,219	21,664	90%	21,664
TOTAL INDIRECT EXPENSES:	892,773	78,507	877,411	15,362	98%	15,362
TOTAL ALL EXPENSES:	1,306,852	112,481	1,282,503	24,349	98%	24,349
NET INCOME (LOSS):	56,088	(86,071)	(68,024)	124,112	-121%	(124,112)

**Budget reallocations apply to this line item. For details, see FY23 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

Washington State Bar Association

Statement of Activities
For the Period from September 1, 2023 to September 30, 2023
100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
ADVANCEMENT FTE						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
STAFF CONFERENCE & TRAINING	8,100	2,013	6,276	1,824	77%	1,824
TOTAL DIRECT EXPENSES:	8,100	2,013	6,276	1,824	77%	1,824
INDIRECT EXPENSES:						
SALARY EXPENSE (1.88 FTE)	233,777	18,327	233,552	225	100%	225
BENEFITS EXPENSE	62,511	5,230	61,383	1,128	98%	1,128
OTHER INDIRECT EXPENSE	58,178	5,265	52,029	6,148	89%	6,148
TOTAL INDIRECT EXPENSES:	354,465	28,822	346,964	7,501	98%	7,501
TOTAL ALL EXPENSES:	362,565	30,835	353,241	9,325	97%	9,325
NET INCOME (LOSS):	(362,565)	(30,835)	(353,241)	(9,325)	97%	9,325

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2023 to September 30, 2023

100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
BAR NEWS						
REVENUE:						
ROYALTIES	-	1,496	1,496	(1,496)		1,496
DISPLAY ADVERTISING	400,000	46,556	400,556	(556)	100%	556
SUBSCRIPT/SINGLE ISSUES	200	-	108	92	54%	(92)
CLASSIFIED ADVERTISING	2,500	467	7,220	(4,720)	289%	4,720
JOB TARGET ADVERTISING	200,000	42,187	174,398	25,602	87%	(25,602)
TOTAL REVENUE:	602,700	90,706	583,778	18,922	97%	(18,922)
DIRECT EXPENSES:						
POSTAGE	110,000	6,304	110,154	(154)	100%	(154)
PRINTING, COPYING & MAILING	250,000	24,789	217,533	32,467	87%	32,467
DIGITAL/ONLINE DEVELOPMENT	1,000	-	571	429	57%	429
GRAPHICS/ARTWORK	100	-	-	100	0%	100
EDITORIAL ADVISORY COMMITTEE	-	75	75	(75)		(75)
STAFF CONFERENCE & TRAINING	2,000	-	-	2,000	0%	2,000
STAFF MEMBERSHIP DUES	135	135	135	-	100%	-
SUBSCRIPTIONS	225	-	203	22	90%	22
TOTAL DIRECT EXPENSES:	363,460	31,304	328,671	34,789	90%	34,789
INDIRECT EXPENSES:						
SALARY EXPENSE (2.23 FTE)	209,396	16,124	208,776	620	100%	620
BENEFITS EXPENSE	54,103	4,517	52,857	1,246	98%	1,246
OTHER INDIRECT EXPENSE	69,008	6,216	61,884	7,124	90%	7,124
TOTAL INDIRECT EXPENSES:	332,507	26,857	323,516	8,991	97%	8,991
TOTAL ALL EXPENSES:	695,967	58,161	652,187	43,780	94%	43,780
NET INCOME (LOSS):	(93,267)	32,545	(68,409)	(24,858)	73%	24,858

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2023 to September 30, 2023

100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
BOARD OF GOVERNORS						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
BOG MEETINGS **	190,000	67,829	228,469	(38,469)	120%	(38,469)
BOG COMMITTEES' EXPENSES **	3,000	-	145	2,855	5%	2,855
BOG RETREAT	50,000	-	48,472	1,528	97%	1,528
BOG CONFERENCE ATTENDANCE **	42,000	3,116	27,077	14,923	64%	14,923
BOG TRAVEL & OUTREACH **	14,000	1,109	23,589	(9,589)	168%	(9,589)
LEADERSHIP TRAINING	20,000	-	12,267	7,733	61%	7,733
BOG ELECTIONS	26,900	-	18,400	8,500	68%	8,500
PRESIDENT'S DINNER **	26,000	26,390	26,390	(390)	101%	(390)
CONSULTING SERVICES	-	-	6,143	(6,143)		(6,143)
TOTAL DIRECT EXPENSES:	371,900	98,444	390,952	(19,052)	105%	(19,052)
INDIRECT EXPENSES:						
SALARY EXPENSE (1.40 FTE)	112,271	11,993	122,306	(10,035)	109%	(10,035)
BENEFITS EXPENSE	36,105	2,995	34,722	1,384	96%	1,384
OTHER INDIRECT EXPENSE	43,324	3,895	38,775	4,548	90%	4,548
TOTAL INDIRECT EXPENSES:	191,700	18,883	195,803	(4,103)	102%	(4,103)
TOTAL ALL EXPENSES:	563,600	117,326	586,754	(23,154)	104%	(23,154)
NET INCOME (LOSS):	(563,600)	(117,326)	(586,754)	23,154	104%	(23,154)

***Budget reallocations have been applied to this line item. For details, see FY23 Budget Reallocations memo(s) included in the Board of Governors meeting materials.*

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2023 to September 30, 2023

100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
CHARACTER & FITNESS BOARD						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
CHARACTER & FITNESS BOARD EXP	12,000	-	331	11,669	3%	11,669
COURT REPORTERS	15,000	-	1,709	13,291	11%	13,291
TOTAL DIRECT EXPENSES:	27,000	-	2,039.61	24,960	8%	24,960
INDIRECT EXPENSES:						
SALARY EXPENSE (0.75 FTE)	90,551	7,189	90,124	427	100%	427
BENEFITS EXPENSE	25,863	2,117	24,774	1,089	96%	1,089
OTHER INDIRECT EXPENSE	23,209	2,010	20,903	2,306	90%	2,306
TOTAL INDIRECT EXPENSES:	139,623	11,315	135,801	3,822	97%	3,822
TOTAL ALL EXPENSES:	166,623	11,315	137,840	28,782	83%	28,782
NET INCOME (LOSS):	(166,623)	(11,315)	(137,840)	(28,782)	83%	28,782

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
LAW CLERK PROGRAM						
REVENUE:						
LAW CLERK FEES	185,000	2,000	206,166	(21,166)	111%	21,166
LAW CLERK APPLICATION FEES	3,200	300	3,400	(200)	106%	200
TOTAL REVENUE:	188,200	2,300	209,566	(21,366)	111%	21,366
DIRECT EXPENSES:						
SUBSCRIPTIONS	250	250	250	-	100%	-
CHARACTER & FITNESS INVESTIGATIONS	100	-	-	100	0%	100
LAW CLERK BOARD EXPENSE	8,000	-	5,680	2,320	71%	2,320
LAW CLERK OUTREACH	550	-	-	550	0%	550
TOTAL DIRECT EXPENSES:	8,900	250	5,930	2,970	67%	2,970
INDIRECT EXPENSES:						
SALARY EXPENSE (0.98 FTE)	82,442	6,329	81,561	881	99%	881
BENEFITS EXPENSE	25,330	2,080	24,154	1,176	95%	1,176
OTHER INDIRECT EXPENSE	30,327	2,715	27,025	3,301	89%	3,301
TOTAL INDIRECT EXPENSES:	138,099	11,123	132,740	5,359	96%	5,359
TOTAL ALL EXPENSES:	146,999	11,373	138,670	8,329	94%	8,329
NET INCOME (LOSS):	41,201	(9,073)	70,896	(29,695)	172%	29,695

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
CONTINUING LEGAL EDUCATION (CLE)						
REVENUE:						
SEMINAR REGISTRATIONS	850,000	82,584	725,568	124,432	85%	(124,432)
SEMINAR REVENUE-OTHER	20,000	1,107	38,972	(18,972)	195%	18,972
SEMINAR SPLITS W/ CLE	(133,375)	(141,238)	(141,238)	7,863	106%	(7,863)
SHIPPING & HANDLING	100	18	153	(53)	153%	53
COURSEBOOK SALES	7,000	115	1,115	5,885	16%	(5,885)
MP3 AND VIDEO SALES	910,000	34,636	926,308	(16,308)	102%	16,308
TOTAL REVENUE:	1,653,725	(22,778)	1,550,877	102,848	94%	(113,323)
DIRECT EXPENSES:						
COURSEBOOK PRODUCTION	1,000	-	45	955	5%	955
POSTAGE - FLIERS/CATALOGS	5,000	-	-	5,000	0%	5,000
DEPRECIATION	1,309	280	3,351	(2,042)	256%	(2,042)
ONLINE EXPENSES	53,000	9,673	53,338	(338)	101%	(338)
ACCREDITATION FEES	3,000	126	2,670	330	89%	330
SEMINAR BROCHURES	20,000	-	-	20,000	0%	20,000
FACILITIES	165,200	8,367	120,386	44,814	73%	44,814
DISABILITY ACCOMMODATIONS	4,000	2,542	2,542	1,458	64%	1,458
SPEAKERS & PROGRAM DEVELOP	32,000	3,664	25,852	6,148	81%	6,148
HONORARIA	1,200	-	-	1,200	0%	1,200
CLE SEMINAR COMMITTEE	200	-	-	200	0%	200
STAFF TRAVEL/PARKING	15,000	-	9,080	5,920	61%	5,920
STAFF CONFERENCE & TRAINING	2,370	-	-	2,370	0%	2,370
STAFF MEMBERSHIP DUES	1,700	-	902	798	53%	798
COST OF SALES - COURSEBOOKS	690	7	106	584	15%	584
A/V DEVELOP COSTS (RECORDING)	1,250	-	-	1,250	0%	1,250
POSTAGE & DELIVERY-COURSEBOOKS	-	-	34	(34)	0%	(34)
STAFF TRAVEL/PARKING	300	-	-	300	0%	300
TOTAL DIRECT EXPENSES:	307,219	24,659	218,306	88,913	71%	88,913
INDIRECT EXPENSES:						
SALARY EXPENSE (8.13 FTE)	596,422	48,150	596,530	(108)	100%	(108)
BENEFITS EXPENSE	220,069	18,742	216,375	3,694	98%	3,694
OTHER INDIRECT EXPENSE	263,045	22,735	225,458	37,587	86%	37,587
TOTAL INDIRECT EXPENSES:	1,079,536	89,627	1,038,363	41,173	96%	41,173
TOTAL ALL EXPENSES:	1,386,755	114,287	1,256,669	130,086	91%	130,086
NET INCOME (LOSS):	266,970	(137,065)	294,209	(27,238)	110%	27,238

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100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
COMMUNICATION STRATEGIES FTE						
INDIRECT EXPENSES:						
SALARY EXPENSE (1.00 FTE)	168,213	12,872	167,584	629	100%	629
BENEFITS EXPENSE	44,241	3,656	43,078	1,162	97%	1,162
OTHER INDIRECT EXPENSE	30,946	2,793	27,809	3,137	90%	3,137
TOTAL INDIRECT EXPENSES:	<u>243,400</u>	<u>19,321</u>	<u>238,471</u>	<u>4,929</u>	<u>98%</u>	<u>4,929</u>
NET INCOME (LOSS):	<u>(243,400)</u>	<u>(19,321)</u>	<u>(238,471)</u>	<u>(4,929)</u>	<u>98%</u>	<u>4,929</u>

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
COMMUNICATION STRATEGIES						
REVENUE:						
SPONSORSHIPS	1,000	-	-	1,000	0%	(1,000)
50 YEAR MEMBER TRIBUTE LUNCH	-	-	1,615	(1,615)		1,615
50 YEAR MEMBER PLAQUE	2,500	-	2,760	(260)	110%	260
TOTAL REVENUE:	3,500	-	4,375	(875)	125%	875
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	3,395	198	2,401	994	71%	994
STAFF MEMBERSHIP DUES	1,120	(135)	1,567	(447)	140%	(447)
SUBSCRIPTIONS	4,000	407	2,576	1,424	64%	1,424
APEX DINNER	47,000	17,845	39,146	7,854	83%	7,854
50 YEAR MEMBER TRIBUTE LUNCH	20,000	-	22,084	(2,084)	110%	(2,084)
BAR OUTREACH	18,000	2,082	2,648	15,352	15%	15,352
COMMUNICATIONS OUTREACH	15,000	2,042	3,287	11,713	22%	11,713
STAFF CONFERENCE & TRAINING	7,500	-	1,817	5,683	24%	5,683
TOTAL DIRECT EXPENSES:	116,015	22,439	75,526	40,489	65%	40,489
INDIRECT EXPENSES:						
SALARY EXPENSE (5.20 FTE)	387,612	29,897	385,634	1,978	99%	1,978
BENEFITS EXPENSE	126,285	10,756	124,540	1,745	99%	1,745
OTHER INDIRECT EXPENSE	160,917	14,517	144,526	16,390	90%	16,390
TOTAL INDIRECT EXPENSES:	674,814	55,170	654,700	20,114	97%	20,114
TOTAL ALL EXPENSES:	790,829	77,609	730,227	60,602	92%	60,602
NET INCOME (LOSS):	(787,329)	(77,609)	(725,851)	(61,477)	92%	61,477

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CLIENT PROTECTION FUND						
REVENUE:						
CPF RESTITUTION	40,000	900	9,177.38	30,823	23%	(30,823)
CPF MEMBER ASSESSMENTS	690,000	6,500	715,570	(25,570)	104%	25,570
INTEREST INCOME **	-	23,934	245,788	(245,788)		245,788
TOTAL REVENUE:	730,000	31,334.19	970,535	(240,535)	133%	240,535
DIRECT EXPENSES:						
BANK FEES - WELLS FARGO	2,100	279	2,705	(605)	129%	(605)
GIFTS TO INJURED CLIENTS	500,000	259,461	342,424	157,576	68%	157,576
CPF BOARD EXPENSES **	-	154	1,125	(1,125)		(1,125)
STAFF MEMBERSHIP DUES	200	-	200	-	100%	-
TOTAL DIRECT EXPENSES:	502,300	259,894	346,454	155,846	69%	155,846
INDIRECT EXPENSES:						
SALARY EXPENSE (1.23 FTE)	104,797	8,235	104,441	356	100%	356
BENEFITS EXPENSE	37,207	3,082	35,668	1,540	96%	1,540
OTHER INDIRECT EXPENSE	39,907	3,423	34,075	5,832	85%	5,832
TOTAL INDIRECT EXPENSES:	181,912	14,739	174,184	7,728	96%	7,728
TOTAL ALL EXPENSES:	684,212	274,633	520,638	163,574	76%	163,574
NET INCOME (LOSS):	45,788	(243,299)	449,897	(404,109)	983%	404,109

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
DESKBOOKS						
REVENUE:						
DESKBOOK SALES	150,000	3,382	40,042	109,958	27%	(109,958)
LEXIS/NEXIS ROYALTIES	35,000	11,688	53,429	(18,429)	153%	18,429
SECTION PUBLICATION SALES	6,000	-	2,300	3,701	38%	(3,701)
FASTCASE ROYALTIES	50,000	9,857	46,667	3,333	93%	(3,333)
TOTAL REVENUE:	241,000	24,927	142,437	98,563	59%	(98,563)
DIRECT EXPENSES:						
COST OF SALES - DESKBOOKS	65,000	78,679	83,645	(18,645)	129%	(18,645)
COST OF SALES - SECTION PUBLICATION	1,500	1,385	2,217	(717)	148%	(717)
SPLITS TO SECTIONS	300	134	454	(154)	151%	(154)
DESKBOOK ROYALTIES	300	-	92	208	31%	208
STAFF CONFRENCES & TRAINING	1,000	-	-	1,000	0%	1,000
POSTAGE & DELIVER-DESKBOOKS	-	-	90	(90)		(90)
STAFF MEMBERSHIP DUES	225	-	256	(31)	114%	(31)
SUBSCRIPTIONS	-	4	43	(43)		(43)
TOTAL DIRECT EXPENSES:	68,325	80,203	86,797	(18,472)	127%	(18,472)
INDIRECT EXPENSES:						
SALARY EXPENSE (1.50 FTE)	132,287	10,104	132,633	(346)	100%	(346)
BENEFITS EXPENSE	41,948	3,494	40,584	1,363	97%	1,363
OTHER INDIRECT EXPENSE	48,175	4,170	41,517	6,658	86%	6,658
TOTAL INDIRECT EXPENSES:	222,410	17,768	214,735	7,675	97%	7,675
TOTAL ALL EXPENSES:	290,735	97,971	301,532	(10,796)	104%	(10,796)
NET INCOME (LOSS):	(49,735)	(73,043)	(159,095)	109,360	320%	(109,360)

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DISCIPLINE						
REVENUE:						
AUDIT REVENUE	1,000	106	850	150	85%	(150)
RECOVERY OF DISCIPLINE COSTS	100,000	3,613	51,272	48,728	51%	(48,728)
DISCIPLINE HISTORY SUMMARY	18,000	1,380	17,969	31	100%	(31)
TOTAL REVENUE:	119,000	5,100	70,090	48,910	59%	(48,910)
DIRECT EXPENSES:						
DEPRECIATION-SOFTWARE	45,835	-	-	45,835	0%	45,835
PUBLICATIONS PRODUCTION	200	-	169	31	84%	31
STAFF TRAVEL/PARKING	20,000	504	7,278	12,722	36%	12,722
STAFF MEMBERSHIP DUES	7,610	500	2,595	5,015	34%	5,015
TELEPHONE	2,359	280	3,543	(1,184)	150%	(1,184)
COURT REPORTERS	60,000	7,821	66,964	(6,964)	112%	(6,964)
OUTSIDE COUNSEL/AIC	1,500	-	-	1,500	0%	1,500
LITIGATION EXPENSES	25,000	2,686	29,343	(4,343)	117%	(4,343)
DISABILITY EXPENSES	9,000	2,395	2,734	6,266	30%	6,266
TRANSLATION SERVICES	1,200	-	345	855	29%	855
STAFF CONFERENCE & TRAINING	33,295	5,659	30,962	2,333	93%	2,333
PRACTICE MONITOR EXPENSE	1,000	-	-	1,000	0%	1,000
TOTAL DIRECT EXPENSES:	206,999	19,844	143,935	63,064	70%	63,064
INDIRECT EXPENSES:						
SALARY EXPENSE (37.80 FTE)	3,764,781	256,958	3,422,233	342,548	91%	342,548
BENEFITS EXPENSE	1,073,208	91,542	1,068,399	4,809	100%	4,809
OTHER INDIRECT EXPENSE	1,169,740	105,395	1,049,285	120,455	90%	120,455
TOTAL INDIRECT EXPENSES:	6,007,729	453,896	5,539,918	467,811	92%	467,811
TOTAL ALL EXPENSES:	6,214,728	473,740	5,683,853	530,875	91%	530,875
NET INCOME (LOSS):	(6,095,728)	(468,640)	(5,613,762)	(481,965)	92%	481,965

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DIVERSITY						
REVENUE:						
DONATIONS	135,000	-	135,000	-	100%	-
TOTAL REVENUE:	135,000	-	135,000	-	100%	-
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	2,000	109	907	1,093	45%	1,093
STAFF MEMBERSHIP DUES	360	-	90	270	25%	270
COMMITTEE FOR DIVERSITY	3,800	1,937	2,890	910	76%	910
DIVERSITY EVENTS & PROJECTS **	19,250	900	6,595	12,655	34%	12,655
SURVEYS **	45,000	-	28,600	16,400	64%	16,400
STAFF CONFERENCE & TRAINING **	4,500	18	1,618	2,882	36%	2,882
CONSULTING SERVICES	54,625	19,500	33,075	21,550	61%	21,550
TOTAL DIRECT EXPENSE:	129,535	22,465	73,775	55,760	57%	55,760
INDIRECT EXPENSES:						
SALARY EXPENSE (1.69 FTE)	144,941	10,165	112,299	32,642	77%	32,642
BENEFITS EXPENSE	43,533	3,524	40,951	2,582	94%	2,582
OTHER INDIRECT EXPENSE	52,260	4,721	47,000	5,259	90%	5,259
TOTAL INDIRECT EXPENSES:	240,734	18,410	200,251	40,483	83%	40,483
TOTAL ALL EXPENSES:	370,269	40,874	274,026	96,243	74%	96,243
NET INCOME (LOSS):	(235,269)	(40,874)	(139,026)	(96,243)	59%	96,243

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
FINANCE						
<i>(Previously ADMINISTRATION cost center)</i>						
REVENUE:						
INTEREST INCOME **	26,000	(22,136)	792,371	(766,371)	3048%	766,371
MISCELLANEOUS	-	(225)	-	-		-
TOTAL REVENUE:	26,000	(22,361)	792,371	(766,371)	3048%	766,371
DIRECT EXPENSES:						
CONSULTING SERVICES **	3,000	-	875	2,125	29%	2,125
STAFF TRAVEL/PARKING	3,000	59	2,325	675	78%	675
STAFF CONFERENCE & TRAINING	500	-	-	500	0%	500
STAFF MEMBERSHIP DUES	-	-	685	(685)		(685)
MISCELLANEOUS	-	189	-	-		-
TOTAL DIRECT EXPENSES:	6,500	248	3,885	2,615	60%	2,615
INDIRECT EXPENSES:						
SALARY EXPENSE (6.92 FTE)	661,642	52,696	662,932	(1,289)	100%	(1,289)
BENEFITS EXPENSE	205,235	17,502	203,172	2,063	99%	2,063
OTHER INDIRECT EXPENSE	213,844	19,356	192,702	21,141	90%	21,141
TOTAL INDIRECT EXPENSES:	1,080,720	89,555	1,058,805	21,915	98%	21,915
TOTAL ALL EXPENSES:	1,087,220	89,803	1,062,690	24,530	98%	24,530
NET INCOME (LOSS):	(1,061,220)	(112,164)	(270,319)	(790,901)	25%	790,901

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FOUNDATION						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
CONSULTING SERVICES	3,000	-	3,000	-	100%	-
PRINTING & COPYING	450	-	-	450	0%	450
STAFF TRAVEL/PARKING	700	139	516	184	74%	184
SUPPLIES	150	-	24	126	16%	126
BOARD OF TRUSTEES	750	709	812	(62)	108%	(62)
POSTAGE	300	-	8	292	3%	292
STAFF CONFERENCE & TRAINING	300	-	-	300	0%	300
TOTAL DIRECT EXPENSES:	5,650	848	4,360	1,290	77%	1,290
INDIRECT EXPENSES:						
SALARY EXPENSE (1.05 FTE)	96,359	7,562	95,797	562	99%	562
BENEFITS EXPENSE	18,295	1,450	17,180	1,115	94%	1,115
OTHER INDIRECT EXPENSE	32,493	2,911	28,983	3,509	89%	3,509
TOTAL INDIRECT EXPENSES:	147,147	11,924	141,961	5,187	96%	5,187
TOTAL ALL EXPENSES:	152,797	12,772	146,320	6,477	96%	6,477
NET INCOME (LOSS):	(152,797)	(12,772)	(146,320)	(6,477)	96%	6,477

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HUMAN RESOURCES						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	700	-	67	633	10%	633
STAFF MEMBERSHIP DUES	800	-	458	342	57%	342
SUBSCRIPTIONS	500	365	1,712	(1,212)	342%	(1,212)
STAFF TRAINING- GENERAL **	15,000	2,133	4,199	10,801	28%	10,801
RECRUITING AND ADVERTISING	6,600	-	6,918	(318)	105%	(318)
PAYROLL PROCESSING	50,000	3,892	47,001	2,999	94%	2,999
SALARY SURVEYS	1,500	-	-	1,500	0%	1,500
CONSULTING SERVICES	2,000	-	-	2,000	0%	2,000
TRANSFER TO INDIRECT EXPENSE	(77,100)	(6,390)	(60,354)	(16,746)	78%	(16,746)
TOTAL DIRECT EXPENSES:	-	-	-	-		-
INDIRECT EXPENSES:						
SALARY EXPENSE (4.00 FTE)	380,554	30,041	375,431	5,123	99%	5,123
ALLOWANCE FOR OPEN POSITIONS	(200,000)	-	-	(200,000)	0%	(200,000)
BENEFITS EXPENSE	120,251	10,296	119,785	466	100%	466
OTHER INDIRECT EXPENSE	123,820	11,173	111,235	12,586	90%	12,586
TOTAL INDIRECT EXPENSES:	424,625	51,511	606,451	(181,825)	143%	(181,825)
TOTAL ALL EXPENSES:	424,625	51,511	606,451	(181,825)	143%	(181,825)
NET INCOME (LOSS):	(424,625)	(51,511)	(606,451)	181,825	143%	(181,825)

**Budget reallocations apply to this line item. For details, see FY23 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2023 to September 30, 2023

100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
LEGISLATIVE						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	3,133	-	124	3,009	4%	3,009
STAFF MEMBERSHIP DUES	450	-	-	450	0%	450
JUD RECOMMEND COMMITTEE	2,250	-	-	2,250	0%	2,250
SUBSCRIPTIONS	2,000	-	1,985	16	99%	16
TELEPHONE	-	48	574	(574)		(574)
CONTRACT LOBBYIST	15,000	-	12,500	2,500	83%	2,500
LEGISLATIVE COMMITTEE	1,250	-	-	1,250	0%	1,250
BOG LEGISLATIVE COMMITTEE	300	-	-	300	0%	300
STAFF CONFERENCE & TRAINING	2,400	-	1,842	558	77%	558
TOTAL DIRECT EXPENSES:	26,783	48	17,024	9,759	64%	9,759
INDIRECT EXPENSES:						
SALARY EXPENSE (1.70 FTE)	147,316	11,793	144,081	3,235	98%	3,235
BENEFITS EXPENSE	42,758	3,569	41,553	1,205	97%	1,205
OTHER INDIRECT EXPENSE	52,607	4,721	47,000	5,607	89%	5,607
TOTAL INDIRECT EXPENSES:	242,681	20,083	232,634	10,047	96%	10,047
TOTAL ALL EXPENSES:	269,464	20,131	249,658	19,806	93%	19,806
NET INCOME (LOSS):	(269,464)	(20,131)	(249,658)	(19,806)	93%	19,806

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100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
LICENSING & MEMBERSHIP RECORDS						
REVENUE:						
STATUS CERTIFICATE FEES	27,000	2,150	27,775	(775)	103%	775
INVESTIGATION FEES	21,000	1,500	25,000	(4,000)	119%	4,000
PRO HAC VICE	400,000	41,220	375,560	24,440	94%	(24,440)
MEMBER CONTACT INFORMATION	4,000	-	3,586	414	90%	(414)
PHOTO BAR CARD SALES	200	36	240	(40)	120%	40
TOTAL REVENUE:	452,200	44,906	432,161	20,039	96%	(20,039)
DIRECT EXPENSES:						
DEPRECIATION	1,151	-	-	1,151	0%	1,151
POSTAGE	16,500	-	18,061	(1,561)	109%	(1,561)
LICENSING FORMS	2,000	-	2,401	(401)	120%	(401)
CONSULTING SERVICES **	4,000	-	4,000	-	100%	-
SUPPLIES - BAR CARDS	-	179	1,929	(1,929)		(1,929)
TOTAL DIRECT EXPENSES:	23,651	179	26,391	(2,740)	112%	(2,740)
INDIRECT EXPENSES:						
SALARY EXPENSE (3.83 FTE)	379,520	29,919	389,572	(10,051)	103%	(10,051)
BENEFITS EXPENSE	124,269	10,543	122,485	1,784	99%	1,784
OTHER INDIRECT EXPENSE	118,521	10,661	106,143	12,379	90%	12,379
TOTAL INDIRECT EXPENSES:	622,311	51,123	618,199	4,111	99%	4,111
TOTAL ALL EXPENSES:	645,962	51,302	644,591	1,371	100%	1,371
NET INCOME (LOSS):	(193,762)	(6,396)	(212,430)	18,668	110%	(18,668)

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
LIMITED LICENSE LEGAL TECHNICIAN PROGRAM						
REVENUE:						
SEMINAR REGISTRATIONS	12,000	6,175	6,175	5,825	51%	(5,825)
LLLT LICENSE FEES	16,622	1,194	13,908	2,714	84%	(2,714)
LLLT LATE LICENSE FEES	1,100	-	133	967	12%	(967)
INVESTIGATION FEES	-	-	100	(100)		100
TOTAL REVENUE:	29,722	7,369	20,316	9,406	68%	(9,406)
DIRECT EXPENSES:						
LLLT BOARD	15,000	974	4,882	10,118	33%	10,118
LLLT EDUCATION	500	535	535	(35)	107%	(35)
TOTAL DIRECT EXPENSES:	15,500	1,509	5,418	10,082	35%	10,082
INDIRECT EXPENSES:						
SALARY EXPENSE (0.53 FTE)	51,548	3,892	50,117	1,431	97%	1,431
BENEFITS EXPENSE	17,299	1,399	16,231	1,068	94%	1,068
OTHER INDIRECT EXPENSE	16,401	1,495	14,883	1,518	91%	1,518
TOTAL INDIRECT EXPENSES:	85,248	6,785	81,232	4,016	95%	4,016
TOTAL ALL EXPENSES:	100,748	8,294	86,650	14,099	86%	14,099
NET INCOME (LOSS):	(71,026)	(925)	(66,333)	14,099	93%	4,693

Washington State Bar Association

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100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
LIMITED PRACTICE OFFICERS						
REVENUE:						
INVESTIGATION FEES	500	200	1,000	(500)	200%	500
MEMBER LATE FEES	-	-	4,350	(4,350)		4,350
LPO EXAMINATION FEES	28,300	-	28,100	200	99%	(200)
LPO LICENSE FEES	164,750	13,484	161,134	3,616	98%	(3,616)
LPO LATE LICENSE FEES	988	-	2,220	(1,232)	225%	1,232
LPO LICENSE FEES - REINSTATES	550	-	-	550	0%	(550)
TOTAL REVENUE:	195,088	13,684	196,804	(1,716)	101%	1,716
DIRECT EXPENSES:						
FACILITY, PARKING, FOOD	9,000	-	4,035	4,965	45%	4,965
EXAM WRITING	9,000	-	8,400	600	93%	600
LPO BOARD	1,792	-	2,301	(509)	128%	(509)
LPO OUTREACH	1,000	-	-	1,000	0%	1,000
PRINTING & COPYING	250	-	82	168	33%	168
SUPPLIES	-	135	244	(244)		(244)
TOTAL DIRECT EXPENSES:	21,042	135	15,061	5,981	72%	5,981
INDIRECT EXPENSES:						
SALARY EXPENSE (0.68 FTE)	57,874	4,905	58,981	(1,106)	102%	(1,106)
BENEFITS EXPENSE	20,388	1,659	19,201	1,187	94%	1,187
OTHER INDIRECT EXPENSE	21,043	1,888	18,800	2,243	89%	2,243
TOTAL INDIRECT EXPENSES:	99,305	8,452	96,982	2,323	98%	2,323
TOTAL ALL EXPENSES:	120,347	8,587	112,043	8,304	93%	8,304
NET INCOME (LOSS):	74,741	5,097	84,761	(10,020)	113%	10,020

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100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
MANDATORY CONTINUING LEGAL EDUCATION						
REVENUE:						
ACCREDITED PROGRAM FEES	550,000	47,500	671,300	(121,300)	122%	121,300
FORM 1 LATE FEES	220,000	17,150	252,000	(32,000)	115%	32,000
MEMBER LATE FEES	190,000	(600)	231,800	(41,800)	122%	41,800
ANNUAL ACCREDITED SPONSOR FEES	38,250	250	39,000	(750)	102%	750
ATTENDANCE LATE FEES	98,000	6,250	126,650	(28,650)	129%	28,650
COMITY CERTIFICATES	29,000	200	30,350	(1,350)	105%	1,350
TOTAL REVENUE:	1,125,250	70,750	1,351,100	(225,850)	120%	225,850
DIRECT EXPENSES:						
DEPRECIATION **	59,565	-	6,443	53,122	11%	53,122
STAFF MEMBERSHIP DUES	500	-	500	-	100%	-
MCLE BOARD	2,000	-	-	2,000	0%	2,000
STAFF TRAVEL/PARKING	50	-	-	50	0%	50
STAFF CONFERENCE & TRAINING	4,900	-	250	4,650	5%	4,650
TOTAL DIRECT EXPENSES:	67,015	-	7,193	59,822	11%	59,822
INDIRECT EXPENSES:						
SALARY EXPENSE (4.88 FTE) **	437,860	31,573	463,367	(25,507)	106%	(25,507)
BENEFITS EXPENSE	125,455	10,709	123,411	2,044	98%	2,044
OTHER INDIRECT EXPENSE	151,014	13,612	135,518	15,496	90%	15,496
TOTAL INDIRECT EXPENSES:	714,329	55,894	722,296	(7,967)	101%	(7,967)
TOTAL ALL EXPENSES:	781,344	55,894	729,490	51,855	93%	51,855
NET INCOME (LOSS):	343,906	14,856	621,610	(277,704)	181%	277,704

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
MEMBER SERVICES & ENGAGEMENT TEAM						
REVENUE:						
ROYALTIES	10,800	2,400	14,400	(3,600)	133%	3,600
NMP PRODUCT SALES	65,000	7,752	35,823	29,177	55%	(29,177)
DIGITAL VIDEO SALES	14,000	1,715	25,088	(11,088)	179%	11,088
SPONSORSHIPS	10,000	-	9,000	1,000	90%	(1,000)
SEMINAR REGISTRATIONS	8,000	-	62,221	(54,221)	778%	54,221
TRIAL ADVOCACY PROGRAM	12,000	-	15,779	(3,779)	131%	3,779
TOTAL REVENUE:	119,800	11,867	162,311	(42,511)	135%	42,511
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	1,700	-	1,377	323	81%	323
STAFF CONFERENCE & TRAINING	250	-	164	86	66%	86
SMALL TOWN AND RURAL COMMITTEE	3,700	-	2,659	1,041	72%	1,041
PRINTING & COPYING	1,200	-	2,740	(1,540)	228%	(1,540)
NEW LAWYER OUTREACH	1,000	-	-	1,000	0%	1,000
YLL SECTION PROGRAM	1,500	160	705	795	47%	795
WYLC CLE COMPS	1,000	-	-	1,000	0%	1,000
WYLC OUTREACH EVENTS	1,500	-	250	1,250	17%	1,250
SPEAKERS & PROGRAM DEVELOP	1,500	-	-	1,500	0%	1,500
WYL COMMITTEE	12,000	249	5,094	6,906	42%	6,906
OPEN SECTIONS NIGHT	3,500	-	-	3,500	0%	3,500
TRIAL ADVOCACY EXPENSES	1,500	1,021	1,406	94	94%	94
RECEPTION/FORUM EXPENSE	2,300	108	108	2,192	5%	2,192
WYLC SCHOLARSHIPS/DONATIONS/GRANT	5,000	1,385	1,385	3,615	28%	3,615
STAFF MEMBERSHIP DUES	850	-	300	550	35%	550
LENDING LIBRARY	4,000	785	1,158	2,842	29%	2,842
NMP SPEAKERS & PROGRAM DEVELOPMENT	100	-	-	100	0%	100
TOTAL DIRECT EXPENSES:	42,600	3,708	17,347	25,253	41%	25,253
INDIRECT EXPENSES:						
SALARY EXPENSE (4.64 FTE)	311,600	24,386	309,310	2,290	99%	2,290
BENEFITS EXPENSE	108,835	8,995	103,744	5,091	95%	5,091
OTHER INDIRECT EXPENSE	143,340	12,904	128,468	14,872	90%	14,872
TOTAL INDIRECT EXPENSES:	563,775	46,285	541,521	22,253	96%	22,253
TOTAL ALL EXPENSES:	606,375	49,993	558,868	47,507	92%	47,507
NET INCOME (LOSS):	(486,575)	(38,126)	(396,557)	(90,018)	81%	90,018

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
OFFICE OF THE EXECUTIVE DIRECTOR						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
LEADERSHIP TRAINING	20,000	-	6,328	13,672	32%	13,672
WASHINGTON LEADERSHIP INSTITUTE	80,000	-	79,486	514	99%	514
ED TRAVEL & OUTREACH	5,000	32	1,640	3,360	33%	3,360
BAR LEADERS CONFERENCE	12,000	-	8,497	3,503	71%	3,503
STAFF TRAVEL/PARKING	1,500	198	2,016	(516)	134%	(516)
STAFF CONFERENCE & TRAINING	8,925	178	11,475	(2,550)	129%	(2,550)
STAFF MEMBERSHIP DUES	1,000	200	1,575	(575)	158%	(575)
SURVEY	350	-	681	(331)	195%	(331)
TOTAL DIRECT EXPENSES:	128,775	609	111,697	17,078	87%	17,078
INDIRECT EXPENSES:						
SALARY EXPENSE (2.00 FTE)	402,379	31,535	394,729	7,650	98%	7,650
BENEFITS EXPENSE	103,989	8,693	102,512	1,477	99%	1,477
OTHER INDIRECT EXPENSE	61,891	5,587	55,617	6,274	90%	6,274
TOTAL INDIRECT EXPENSES:	568,259	45,814	552,858	15,401	97%	15,401
TOTAL ALL EXPENSES:	697,034	46,423	664,556	32,478	95%	32,478
NET INCOME (LOSS):	(697,034)	(46,423)	(664,556)	32,478	95%	32,478

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
OFFICE OF GENERAL COUNSEL						
REVENUE:						
RECORDS REQUEST FEES	963	9	9	954	1%	(954)
TOTAL REVENUE:	963	9	9	954	1%	(954)
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	500	-	28	472	6%	472
STAFF MEMBERSHIP DUES	1,150	-	950	200	83%	200
COURT RULES COMMITTEE	1,000	-	-	1,000	0%	1,000
COURT REPORTERS	-	178.92	179	(179)		(179)
CUSTODIANSHIPS	8,150	60	259	7,891	3%	7,891
WILLS	2,000	-	-	2,000	0%	2,000
LITIGATION EXPENSES	200	-	-	200	0%	200
DISABILITY ACCOMMODATIONS **	-	65	488	(488)		(488)
STAFF CONFERENCE & TRAINING	6,400	-	4,204	2,196	66%	2,196
TOTAL DIRECT EXPENSES:	19,400	304	6,108	13,292	31%	13,292
INDIRECT EXPENSES:						
SALARY EXPENSE (6.17 FTE)	656,837	43,661	559,905	96,932	85%	96,932
BENEFITS EXPENSE	188,816	16,019	187,146	1,670	99%	1,670
OTHER INDIRECT EXPENSE	192,481	17,310	172,335	20,146	90%	20,146
TOTAL INDIRECT EXPENSES:	1,038,134	76,990	919,386	118,748	89%	118,748
TOTAL ALL EXPENSES:	1,057,534	77,294	925,494	132,040	88%	132,040
NET INCOME (LOSS):	(1,056,571)	(77,285)	(925,485)	(131,087)	88%	131,087

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
OFFICE OF GENERAL COUNSEL - DISCIPLINARY BOARD						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSE:						
STAFF MEMBERSHIP DUES	100	-	100	-	100%	-
DISCIPLINARY BOARD EXPENSES	4,000	-	-	4,000	0%	4,000
CHIEF HEARING OFFICER	30,000	2,500	30,000	-	100%	-
COURT REPORTERS	-	32	32	(32)		(32)
HEARING OFFICER EXPENSES	17,500	-	891	16,609	5%	16,609
HEARING OFFICER TRAINING	400	-	-	400	0%	400
OUTSIDE COUNSEL **	51,500	4,000	48,000	3,500	93%	3,500
TOTAL DIRECT EXPENSES:	103,500	6,532	79,023	24,477	76%	24,477
INDIRECT EXPENSES:						
SALARY EXPENSE (1.40 FTE)	133,790	10,958	135,115	(1,325)	101%	(1,325)
BENEFITS EXPENSE	40,026	3,328	38,779	1,247	97%	1,247
OTHER INDIRECT EXPENSE	43,324	3,895	38,775	4,548	90%	4,548
TOTAL INDIRECT EXPENSES:	217,139	18,181	212,669	4,470	98%	4,470
TOTAL ALL EXPENSES:	320,639	24,713	291,692	28,947	91%	28,947
NET INCOME (LOSS):	(320,639)	(24,713)	(291,692)	(28,947)	91%	28,947

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
PRACTICE OF LAW BOARD						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
PRACTICE OF LAW BOARD SUBSCRIPTIONS	12,000 -	- 10	2,426 10	9,574 (10)	20%	9,574 (10)
TOTAL DIRECT EXPENSES:	12,000	10	2,436	9,564	20%	9,564
INDIRECT EXPENSES:						
SALARY EXPENSE (0.45 FTE)	35,965	2,806	35,733	232	99%	232
BENEFITS EXPENSE	13,465	1,069	12,331	1,133	92%	1,133
OTHER INDIRECT EXPENSE	13,925	1,298	12,925	1,000	93%	1,000
TOTAL INDIRECT EXPENSES:	63,355	5,174	60,990	2,365	96%	2,365
TOTAL ALL EXPENSES:	75,355	5,184	63,426	11,929	84%	11,929
NET INCOME (LOSS):	(75,355)	(5,184)	(63,426)	(11,929)	84%	11,929

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PUBLIC SERVICE PROGRAMS						
REVENUE:						
DONATIONS & GRANTS	130,000	-	130,000	-	100%	-
TOTAL REVENUE:	130,000	-	130,000	-	100%	-
DIRECT EXPENSES:						
DONATIONS/SPONSORSHIPS/GRANTS	260,828	94,518	259,328	1,500	99%	1,500
STAFF TRAVEL/PARKING	1,500	92	163	1,337	11%	1,337
SURVEYS	100	-	100	-	100%	-
PRO BONO & PUBLIC SERVICE COMMITTEE	1,500	75	1,339	161	89%	161
STAFF CONFERENCE & TRAINING	1,000	30	30	970	3%	970
PRO BONO CERTIFICATES	2,000	40	905	1,095	45%	1,095
TOTAL DIRECT EXPENSES:	266,928	94,754	261,866	5,062	98%	5,062
INDIRECT EXPENSES:						
SALARY EXPENSE (1.62 FTE)	128,588	9,592	109,027	19,561	85%	19,561
BENEFITS EXPENSE	40,609	3,386	39,268	1,342	97%	1,342
OTHER INDIRECT EXPENSE	50,132	4,524	45,042	5,090	90%	5,090
TOTAL INDIRECT EXPENSES:	219,329	17,503	193,337	25,992	88%	25,992
TOTAL ALL EXPENSES:	486,257	112,256	455,203	31,054	94%	31,054
NET INCOME (LOSS):	(356,257)	(112,256)	(325,203)	(31,054)	91%	31,054

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100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
PUBLICATION & DESIGN SERVICES						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
STAFF CONFERENCE & TRAINING	350	-	-	350	0%	350
SUBSCRIPTIONS	162	432	532	(370)	329%	(370)
IMAGE LIBRARY	4,100	-	4,100	-	100%	-
TOTAL DIRECT EXPENSES:	4,612	432	4,632	(20)	100%	(20)
INDIRECT EXPENSES:						
SALARY EXPENSE (0.89 FTE)	72,143	5,599	72,137	5	100%	5
BENEFITS EXPENSE	19,491	1,568	18,259	1,231	94%	1,231
OTHER INDIRECT EXPENSE	27,542	2,479	24,675	2,866	90%	2,866
TOTAL INDIRECT EXPENSES:	119,175	9,646	115,072	4,103	97%	4,103
TOTAL ALL EXPENSES:	123,787	10,078	119,704	4,083	97%	4,083
NET INCOME (LOSS):	(123,787)	(10,078)	(119,704)	(4,083)	97%	4,083

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2023 to September 30, 2023

100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
REGULATORY SERVICES FTE						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
STAFF CONFERENCE & TRAINING	23,550	(1,294)	4,946	18,604	21%	18,604
STAFF TRAVEL/PARKING	-	42	210	(210)		(210)
TOTAL DIRECT EXPENSES:	23,550	(1,252)	5,156	18,394	22%	18,394
INDIRECT EXPENSES:						
SALARY EXPENSE (2.70 FTE)	349,467	24,548	344,317	5,150	99%	5,150
BENEFITS EXPENSE	103,888	8,755	102,423	1,465	99%	1,465
OTHER INDIRECT EXPENSE	83,553	7,514	74,809	8,744	90%	8,744
TOTAL INDIRECT EXPENSES:	536,908	40,818	521,548	15,360	97%	15,360
TOTAL ALL EXPENSES:	560,458	39,566	526,704	33,753	94%	33,753
NET INCOME (LOSS):	(560,458)	(39,565.66)	(526,704)	(33,753)	94%	33,753

Washington State Bar Association

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100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
SERVICE CENTER						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	-	198	2,376	(2,376)		(2,376)
TRANSLATION SERVICES	8,200	466	4,649	3,551	57%	3,551
STAFF CONFERENCE & TRAINING	2,100	-	1,546	554	74%	554
TOTAL DIRECT EXPENSES:	10,300	664	8,571	1,729	83%	1,729
INDIRECT EXPENSES:						
SALARY EXPENSE (5.71 FTE)	383,690	29,982	386,082	(2,392)	101%	(2,392)
BENEFITS EXPENSE	142,992	12,220	140,860	2,132	99%	2,132
OTHER INDIRECT EXPENSE	176,699	15,933	158,626	18,072	90%	18,072
TOTAL INDIRECT EXPENSES:	703,381	58,135	685,568	17,813	97%	17,813
TOTAL ALL EXPENSES:	713,681	58,799	694,139	19,541	97%	19,541
NET INCOME (LOSS):	(713,681)	(58,799)	(694,139)	(19,541)	97%	19,541

Washington State Bar Association

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100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
SECTIONS ADMINISTRATION						
REVENUE:						
REIMBURSEMENTS FROM SECTIONS	290,543	(88,579)	268,147	22,396	92%	(22,396)
TOTAL REVENUE:	290,543	(88,579)	268,147	22,396	92%	(22,396)
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	750	-	14	736	2%	736
SUBSCRIPTIONS	350	-	331	19	95%	19
SECTION/COMMITTEE CHAIR MTGS	1,000	-	456	544	46%	544
DUES STATEMENTS	5,000	-	-	5,000	0%	5,000
STAFF CONFERENCE & TRAINING	500	-	65	435	13%	435
STAFF MEMBERSHIP DUES	250	-	45	205	18%	205
TOTAL DIRECT EXPENSES:	7,850	-	911	6,939	12%	6,939
INDIRECT EXPENSES:						
SALARY EXPENSE (2.58 FTE)	149,581	12,070	150,603	(1,023)	101%	(1,023)
BENEFITS EXPENSE	61,326	5,203	59,711	1,615	97%	1,615
OTHER INDIRECT EXPENSE	79,839	7,199	71,676	8,164	90%	8,164
TOTAL INDIRECT EXPENSES:	290,746	24,472	281,990	8,756	97%	8,756
TOTAL ALL EXPENSES:	298,596	24,472	282,901	15,696	95%	15,696
NET INCOME (LOSS):	(8,053)	(113,051)	(14,754)	6,700	183%	(6,700)

Washington State Bar Association

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100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
SECTIONS OPERATIONS						
REVENUE:						
SECTION DUES	440,225	(141,233)	427,651	12,574	97%	(12,574)
SEMINAR PROFIT SHARE	147,470	152,530	153,664	(6,194)	104%	6,194
INTEREST INCOME	13,120	81,582	81,582	(68,462)	622%	68,462
PUBLICATIONS REVENUE	2,000	134	2,008	(8)	100%	8
OTHER	46,880	1,385	27,975	18,905	60%	(18,905)
TOTAL REVENUE:	649,695	94,398	692,880	(43,185)	107%	43,185
DIRECT EXPENSES:						
DIRECT EXPENSES OF SECTION ACTIVITIES	632,503	12,698	256,979	375,524	41%	375,524
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	272,143	(88,579)	268,147	3,996	99%	3,996
TOTAL DIRECT EXPENSES:	904,646	(75,881)	525,126	379,520	58%	379,520
NET INCOME (LOSS):	(254,951)	170,278	167,754	(422,705)	-66%	422,705

Washington State Bar Association
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100% OF YEAR COMPLETE

	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
TECHNOLOGY						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
CONSULTING SERVICES	110,000	6,342.75	98,906	11,094	90%	11,094
STAFF TRAVEL/PARKING	2,000	72.00	763	1,237	38%	1,237
STAFF MEMBERSHIP DUES	450	-	-	450	0%	450
TELEPHONE	95,000	6,866.73	84,668	10,332	89%	10,332
COMPUTER HARDWARE	65,000	1,546.72	63,427	1,573	98%	1,573
COMPUTER SOFTWARE **	316,525	167,444.89	370,068	(53,543)	117%	(53,543)
HARDWARE SERVICE & WARRANTIES	60,000	2,204.12	49,368	10,632	82%	10,632
SOFTWARE MAINTENANCE & LICENSING	380,000	34,677.93	349,017	30,983	92%	30,983
COMPUTER SUPPLIES	2,000	-	-	2,000	0%	2,000
THIRD PARTY SERVICES	40,000	8,838.18	43,796	(3,796)	109%	(3,796)
STAFF CONFERENCE & TRAINING	10,000	-	184	9,816	2%	9,816
TRANSFER TO INDIRECT EXPENSES	(1,080,975)	(227,993.32)	(1,060,198)	(20,777)	98%	(20,777)
TOTAL DIRECT EXPENSES:	-	-	-	-		0
INDIRECT EXPENSES:						
SALARY EXPENSE (13.00 FTE)	1,434,416	105,727.77	1,384,796	49,620	97%	49,620
BENEFITS EXPENSE	439,894	37,474.34	437,041	2,853	99%	2,853
CAPITAL LABOR & OVERHEAD	(280,000)	(20,798.05)	(275,379)	(4,621)	98%	4,621
OTHER INDIRECT EXPENSE	402,292	36,233.31	360,728	41,563	90%	41,563
TOTAL INDIRECT EXPENSES:	1,996,602	158,637.37	1,907,187	89,415	96%	98,658
TOTAL ALL EXPENSES:	1,996,602	158,637.37	1,907,187	89,415	96%	98,658
NET INCOME (LOSS):	(1,996,602)	(158,637.37)	(1,907,187)	(89,415)	96%	89,415

***Budget reallocations apply to this line item. For details, see FY23 Budget Reallocations memo(s) included in the Board of Governors meeting materials.*

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
VOLUNTEER ENGAGEMENT						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
STAFF MEMBERSHIP DUES	350	-	498	(148)	142%	(148)
STAFF CONFERENCE & TRAINING	2,500	-	2,450	50	98%	50
ABA DELEGATES	15,000	3,389	12,592	2,408	84%	2,408
TOTAL DIRECT EXPENSES:	17,850	3,389	15,540	2,310	87%	2,310
INDIRECT EXPENSES:						
SALARY EXPENSE (0.60 FTE)	59,415	4,640	61,551	(2,136)	104%	(2,136)
BENEFITS EXPENSE	19,657	1,591	18,483	1,175	94%	1,175
OTHER INDIRECT EXPENSE	18,567	1,692	16,842	1,726	91%	1,726
TOTAL INDIRECT EXPENSES:	97,639	7,922	96,875	764	99%	764
TOTAL ALL EXPENSES:	115,489	11,311	112,415	3,074	97%	764
NET INCOME (LOSS):	(115,489)	(11,311)	(112,415)	(3,074)	97%	3,074

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	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
INDIRECT EXPENSES:						
SALARIES	13,113,765	976,054	12,554,357	559,408	96%	559,408
ALLOWANCE FOR OPEN POSITIONS	(200,000)	-	-	(200,000)	0%	(200,000)
TEMPORARY SALARIES	200,627	19,073	255,720	(55,093)	127%	(55,093)
CAPITAL LABOR & OVERHEAD	(280,000)	(20,798)	(275,379)	(4,621)	98%	4,621
INSURANCE REBATE	-	(4,035)	(4,035)	4,035		(4,035)
EMPLOYEE ASSISTANCE PLAN	4,800	-	5,200	(400)	108%	400
EMPLOYEE SERVICE AWARDS	2,038	150	2,345	(307)	115%	(307)
FICA (EMPLOYER PORTION)	806,675	77,392	925,580	(118,904)	115%	(118,904)
L&I INSURANCE	62,000	14,394	58,584	3,417	94%	3,417
WA STATE FAMILY MEDICAL LEAVE (EMPLOYER PORTION)	18,000	2,259	25,359	(7,359)	141%	(7,359)
MEDICAL (EMPLOYER PORTION)	1,701,951	148,100	1,676,604	25,347	99%	25,347
RETIREMENT (EMPLOYER PORTION)	1,356,286	101,329	1,263,903	92,383	93%	92,383
TRANSPORTATION ALLOWANCE	65,045	1,281	34,072	30,973	52%	30,973
UNEMPLOYMENT INSURANCE	65,206	4,447	72,674	(7,468)	111%	(7,468)
TOTAL SALARY & BENEFITS EXPENSE:	16,916,394	1,319,646	16,594,983	321,411	98%	323,383
WORKPLACE BENEFITS	45,980	3,096	40,489	5,491	88%	5,491
HUMAN RESOURCES POOLED EXP	77,100	6,390	60,354	16,746	78%	16,746
MEETING SUPPORT EXPENSES	10,000	1,571	7,288	2,712	73%	2,712
RENT	2,131,247	80,597	2,007,226	124,021	94%	124,021
MOVE / DOWNSIZE EXPENSES **	31,859	7,581	27,769	4,090	87%	4,090
PERSONAL PROP TAXES-WSBA	6,650	442	5,396	1,254	81%	1,254
FURNITURE, MAINT, LH IMP	25,300	5,626	18,147	7,153	72%	7,153
OFFICE SUPPLIES & EQUIPMENT	18,000	4,595	21,672	(3,672)	120%	(3,672)
FURN & OFFICE EQUIP DEPRECIATION **	64,498	9,716	65,022	(524)	101%	(524)
COMPUTER HARDWARE DEPRECIATION	45,354	3,383	41,397	3,957	91%	3,957
COMPUTER SOFTWARE DEPRECIATION **	92,726	3,916	51,471	41,255	56%	41,255
INSURANCE	272,643	23,296	266,861	5,782	98%	5,782
WORK HOME FURNITURE & EQUIP	14,000	-	5,833	8,167	42%	8,167
PROFESSIONAL FEES-AUDIT	50,000	-	30,365	19,635	61%	19,635
PROFESSIONAL FEES-LEGAL **	200,000	(6,933)	43,565	156,435	22%	156,435
ONLINE LEGAL RESEARCH **	50,000	2,069	41,279	8,721	83%	8,721
TELEPHONE & INTERNET	33,600	2,480	23,557	10,043	70%	10,043
POSTAGE - GENERAL	24,000	725	11,442	12,558	48%	12,558
RECORDS STORAGE	30,000	4,381	27,155	2,845	91%	2,845
BANK FEES	51,000	2,817	46,382	4,618	91%	4,618
PRODUCTION MAINTENANCE & SUPPLIES	15,340	(328)	3,837	11,503	25%	11,503
GAIN (LOSS) ASSETS	-	10,000	10,000	(10,000)		(10,000)
COMPUTER POOLED EXPENSES	1,080,975	227,993	1,060,198	20,777	98%	20,777
TOTAL OTHER INDIRECT EXPENSES:	4,370,272	393,413	3,916,704	453,568	90%	453,568
TOTAL INDIRECT EXPENSES:	21,286,666	1,713,060	20,511,687	774,979	96%	774,979

**Budget reallocations have been applied to this line item. For details, see FY23 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

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SUMMARY PAGE	FISCAL 2023 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE
ACCESS TO JUSTICE	(359,402)	(112,150)	(415,438)	56,037
ADMISSIONS/BAR EXAM	56,088	(86,071)	(68,024)	124,112
ADVANCEMENT FTE	(362,565)	(30,835)	(353,241)	(9,325)
BAR NEWS	(93,267)	32,545	(68,409)	(24,858)
BOARD OF GOVERNORS	(563,600)	(117,326)	(586,754)	23,154
CLE - PRODUCTS	686,086	10,432	715,320	(29,235)
CLE - SEMINARS	(419,115)	(147,496)	(421,111)	1,996
CLIENT PROTECTION FUND	45,788	(243,299)	449,897	(404,109)
CHARACTER & FITNESS BOARD	(166,623)	(11,315)	(137,840)	(28,782)
COMMUNICATIONS	(787,329)	(77,609)	(725,851)	(61,477)
COMMUNICATIONS FTE	(243,400)	(19,321)	(238,471)	(4,929)
DESKBOOKS	(49,735)	(73,043)	(159,095)	109,360
DISCIPLINE	(6,095,728)	(468,640)	(5,613,762)	(481,965)
DIVERSITY	(235,269)	(40,874)	(139,026)	(96,243)
FINANCE	(1,061,220)	(112,164)	(270,319)	(790,901)
FOUNDATION	(152,797)	(12,772)	(146,320)	(6,477)
HUMAN RESOURCES	(424,625)	(51,511)	(606,451)	181,825
LAW CLERK PROGRAM	41,201	(9,073)	70,896	(29,695)
LEGISLATIVE	(269,464)	(20,131)	(249,658)	(19,806)
LEGAL LUNCHBOX	(29,617)	1,900	(13,601)	(16,016)
LICENSE FEES	17,053,467	1,399,735	16,871,265	182,201
LICENSING AND MEMBERSHIP	(193,762)	(6,396)	(212,430)	18,668
LIMITED LICENSE LEGAL TECHNICIAN	(71,026)	(925)	(66,333)	(4,693)
LIMITED PRACTICE OFFICERS	74,741	5,097	84,761	(10,020)
MANDATORY CLE ADMINISTRATION	343,906	14,856	621,610	(277,704)
MEMBER WELLNESS PROGRAM	(229,769)	(18,464)	(207,171)	(22,598)
MINI CLE	(114,412)	(9,384)	(110,140)	(4,272)
MEMBER SERVICES & ENGAGEMENT	(330,678)	(25,224)	(293,458)	(37,220)
NEW MEMBER EDUCATION	(11,869)	(1,062)	21,141	(33,009)
OFFICE OF GENERAL COUNSEL	(1,056,571)	(77,285)	(925,485)	(131,087)
OFFICE OF THE EXECUTIVE DIRECTOR	(697,034)	(46,423)	(664,556)	(32,478)
OGC-DISCIPLINARY BOARD	(320,639)	(24,713)	(291,692)	(28,947)
PRACTICE OF LAW BOARD	(75,355)	(5,184)	(63,426)	(11,929)
PRACTICE MANAGEMENT ASSISTANCE	(156,683)	(18,369)	(140,247)	(16,436)
PROFESSIONAL RESPONSIBILITY PROGRAM	(153,571)	(18,430)	(225,240)	71,669
PUBLIC SERVICE PROGRAMS	(356,257)	(112,256)	(325,203)	(31,054)
PUBLICATION & DESIGN SERVICES	(123,787)	(10,078)	(119,704)	(4,083)
REGULATORY SERVICES FTE	(560,458)	(39,566)	(526,704)	(33,753)
SECTIONS ADMINISTRATION	(8,053)	(113,051)	(14,754)	6,700
SECTIONS OPERATIONS	(254,951)	170,278	167,754	(422,705)
SERVICE CENTER	(713,681)	(58,799)	(694,139)	(19,541)
TECHNOLOGY	(1,996,602)	(158,637)	(1,907,187)	(89,415)
VOLUNTEER EDUCATION	(115,489)	(11,311)	(112,415)	(3,074)
INDIRECT EXPENSES	21,286,666	1,713,060	20,511,687	774,979
TOTAL OF ALL	(20,733,539)	(958,713)	(22,400,675)	1,667,136
NET INCOME (LOSS)	(553,127)	(754,347)	1,888,987	(2,442,114)