

WASHINGTON STATE BAR ASSOCIATION

Small Town and Rural Committee

Small Town and Rural Committee Meeting | Virtual Only

Wednesday, January 17, 2024, | 12:10 p.m. – 1:10 p.m.

Via [Zoom](#) | Meeting ID: 815 7000 4025 | Passcode: 684632 | Call-in: 888-788-0099

AGENDA

1. Introductions and Approval of November Meeting Minutes (Gov. Kari Petrasek)
2. WSBA Updates (Gov. Petrasek and Julianne Unite)
3. July Legal Lunchbox (Julianne Unite)
4. Subcommittee Report Updates, if any (Subcommittee chairs Laurie Powers, Gov. Petrasek, Betsy Penoyar)
5. Project Team Updates
 - a. Summit Project Team (Laurie Powers)
6. Job Fair at Gonzaga (Laurie Powers)
7. Rural Day of Service (Kathryn Burke, Kari Petrasek)
8. Internship Program CLE's (Kari Petrasek, Erin Fullner, Laurie Powers)
9. Loan Repayment Assistance (Kari Petrasek)
Please look at: [LRAP – Ohio Access to Justice Foundation \(ohiojusticefoundation.org\)](https://ohiojusticefoundation.org)
10. Announcements
11. Next Steps/Conclusion
12. Next Meeting: February 21, 2024
13. Adjournment
14. Optional: [WSBACommunity](#) Training
 - a. [User Instructions](#) (PDF)

WASHINGTON STATE BAR ASSOCIATION

Small Town and Rural Committee Charter

Effective: July 16, 2021
as approved by the
WSBA Board of
Governors

Purpose

The WSBA Small Town and Rural (STAR) Committee is committed to strengthen and support the practice of law in the rural communities throughout Washington state. Members of the STAR Committee will work to ensure that the practice of law in rural communities is present, growing, and thriving.

Practitioners in rural communities are few and far between. Additionally, many of these practitioners are nearing retirement without a clear plan of succession for their clients, leaving a void of access to legal representation and counsel. The STAR Committee will guide policy & program development, serves as ambassadors between the WSBA and these communities, explore and advocate for creative and innovative solutions, and regularly assess the legal landscape in rural communities to determine if WSBA policy, advocacy and program development require further resource for sustainability and improvements.

The STAR Committee aligns with the authorized activities outlined in General Rule 12. More specifically, GR 12.1 (a) articulates the Washington Supreme Court’s regulatory objective to provide, in part, “meaningful access to justice. . .” while GR 12.1(d) strives for “affordable and accessible legal services.” In addition, the STAR Committee aligns with the authorized activities outlined in GR 12.2, in particular by providing “services to members and the public,” and “fostering collegiality among its members and goodwill between the legal profession and the public.”

Further, the STAR Committee furthers the WSBA mission to serve the public and the members of the Bar by providing focused attention on the unique needs of residents and members in rural areas both by improving access to legal practitioners in rural communities and outreach and development of a pipeline of younger rural residents to pursue a legal career and serve their communities.

Definition of “Rural”

For the purpose of the STAR Committee and reflective of Washington’s unique geographic and socio-geographic landscape, the definition of “rural” is as follows:

Based on the definitions produced by the U.S. Department of Agriculture Economic Research Service (ERS) and an overview of Washington county population, we focused on counties with populations of less than 50,000 and more than 2,500. These areas are considered ‘urban non-metro areas not part of larger labor markets’ by ERS. As part of the working definition, and for ease, we have termed these counties as ‘rural.’ Based upon WA county population data, we’ve pursued a hypothesis that counties with 30,000 or more as rural, but likely more

adjacent to a labor market and perhaps have a varying set of circumstances that may differ from counties that are less than 30,000.

Composition

Members of the STAR Committee should have demonstrated experience and/or interest in a thriving legal practice in Washington's rural communities. The STAR Committee will consist of 13 members and are outlined as:

- Chair (voting member)
- 2 Current or Former WSBA Board of Governors Members (voting members)
- 1 Active WSBA Member At Large (voting member)
- 4 Active WSBA Members from rural communities - see above for definition of "rural" (voting members)
- 1 Active WSBA Young Lawyer Member, as defined in WSBA Bylaws (voting member)
- 3 Law School Representatives (voting members, must be currently employed with a WA Law School which is not currently represented on the Committee.)
- 1 Active WSBA Lawyer Member currently employed with a Qualified Legal Service Provider (QLSP)(voting member).

WSBA Staff Liaison: Member Services and Engagement Manager or staff member in the Advancement Department, non-voting

Board of Governor Liaison: as assigned annually, non-voting.

Terms

- Chair: two-year term
- Members: three-year term

Initial Committee Terms

The first appointments to the STAR Committee should effectuate a staggered rotation of STAR Committee members. Therefore, the following terms are in place for the first appointment cycle only. All subsequent terms should adhere to the term limits stated above. STAR Committee member serving an initial term less than three years, should be considered an incomplete term. Therefore, the member is eligible to serve two subsequent complete three-year terms in WSBA Bylaws.

- 2 Active WSBA Members
1 member with two-year term, 1 member with three-year term.
- 4 Active WSBA Members from rural communities (see above for definition)
1 member with one-year term, 1 member with two years term, 2 members with three-years term.
- 3 Law School Representatives (voting, must be currently employed with a WA Law School)
- *1 member with one-year term, 1 member with two-years term, 1 member with three-years term.*

The following positions will begin as a standard term as set forth in this charter.

- Chair
- 1 Active WSBA Young Lawyer Member

- 1 Active WSBA Lawyer Member currently employed with a Qualified Legal Service Provider (QLSP).

Scope of Work

The scope of the STAR Committee’s work will focus on what the WSBA is uniquely positioned to do in supporting a sustaining and thriving environment for the practice of law in Washington’s rural communities. The STAR Committee will work with all relevant and interested stakeholders to collaborate where needed. The provision of direct legal services and civil legal aid to the public is outside the scope of the STAR Committee.

Measures of Success

- Increased awareness of the issues and possible solutions to address any gap in practicing members in rural communities.
- A sustainable pipeline of legal practitioners in rural communities.
- Increased numbers of legal practitioners in rural communities.
- The establishment of funding for programs and initiatives for the practice of law in rural communities.

STAR Committee Roles

1. Community Education and Outreach

Coordinated efforts to educate members and potential members about the unique needs, opportunities and benefits of a rural practice. This can include, but should not be limited to, comprehensive information on WSBA’s website, features in WSBA publications, presentations at high schools, law schools and community colleges. Meetings and events, such as a summit or symposium, to highlight the issue, convene interested stakeholders to share their concerns and strategize on possible solutions.

2. Pipeline and Placement Program(s)

Develop WSBA programming, or WSBA supported/partnered programming designed to build a pipeline of practitioners in rural areas as well as an incentive program to encourage members to explore a rural practice on a time-limited or multi-year timeframe. This role should explore a possible collaboration or strategic overlap with WSBA existing and future mentorship program(s). In particular, this role will require extensive strategic planning and identification of external stakeholder support and additional funding sources. Coordinate with law schools and other stakeholders regarding economic incentives to practice in rural areas.

3. Job Opportunities and Clearinghouse

Utilize existing and future WSBA resources to support and highlight job opportunities in rural communities. This role should include making it easier, and perhaps more cost-effective, to add job postings to WSBA’s service. Develop a clearing house to assist retiring members with succession planning and the buying/selling of a practice.

Committee Evaluation

The STAR Committee should conduct an assessment within five years from the date of Board of Governors' approval by 1) conducting a survey of rural practitioners to provide stakeholder feedback regarding the impact of this Committee to effectuate change in these areas, 2) assessing the scope of work to reflect impact and progress in this area and align with trends in the greater legal community, and 3) earnestly examining if the Committee is necessary to continue the scope of work.

WASHINGTON STATE BAR ASSOCIATION

Small Town and Rural Committee

Small Town and Rural Committee Meeting Minutes

Wednesday, November 18, 2023 | 12:13 p.m. – 1:15 p.m.

Virtual meeting via Zoom

Committee Members Present: Allison Foreman, Elizabeth Penoyar, Erin Lloyd, Jesse Lamp, Governor Kari Petrasek, Kathryn Burke, Laurie Powers, Rusty McGuire, Zachary Bryant

Committee Members Absent: Erin Fullner, WSBA President Hunter Abell, Sarah Cuellar, Sunitha Anjilvel

WSBA Staff Present: Julianne Unite – Member Services and Engagement Manager, Chelle Gegax – Member Services and Engagement Administrative Assistant, WSBA Advancement Director – Kevin Plachy, Curtiss Melvin - WSBA Member Engagement Specialist

WSBA Board of Governors Liaisons: Matthew Dresden

Public Attendees Present: Chris Fox, Shelley Brandt, Jacqueline Jeske, Sophia Byrd McSherry

Introductions, October Meeting Recap, and Approval of October Meeting Minutes (Gov. Kari Petrasek)

Governor Kari Petrasek called the meeting to order at 12:13 p.m. Kari asked those in attendance for the first time to provide a brief introduction before moving on to the approval of the October meeting minutes. On motion by Committee Member Rusty McGuire, seconded by Committee Member Kathryn (Katie) Burke, by unanimous vote (10-0-0) the committee approved the September meeting minutes.

WSBA Updates (Gov. Petrasek and Julianne Unite)

Kari mentioned the WSBA Board of Governors met last week at the University of Washington. WSBA President Hunter Abell said he wanted to focus on practice areas and focused on criminal law and law enforcement. The BOG met with Seattle Chief of Police, as well as the Redmond, and King County Sheriff's departments on how they can work hand in hand with each other. Kari provided an Update from Practice of Law Board and recommendation to Supremes regarding licensing entities offering legal services in Washington. Kari held a discussion about the Criminal Law Section and areas of concern with how things were being done and keep them in mind for presentations. The Executive Director annual performance evaluation was reviewed and discussed. WSBA Advancement Director, Kevin Plachy, commented that the BOG adopted four organizational goals, with rural practice was one of them. Julianne commented that the BOG meeting was recorded and will be posted online.

WSBA Member Services and Engagement Manager, Julianne Unite, provided a presentation to the committee on the launch of a new communication tool available to WSBA Volunteers and Committees; WSBA Community. [WSBA Community](#). The WSBA Community Pilot Project is seeking committees to participate in the testing and launch of this new tool. Julianne added that there will be training for participants on how to use and participants would get a login like their myWSBA login. This tool would assist in Document sharing, discussions, etc. Its purpose is to determine if we want to use it across the organization eventually. Kari said it would be good and useful and would be interested in participating in it. Kari participates in something similar with the ABA and there is some user-friendly feedback. Sophia

Byrd McSherry commented in the chat that she had concerns that it is only available to committee members, but not participants. STAR Committee Member Zachary (Zac) Bryant echoed those concerns but is generally supportive. Julianne said for purposes of this pilot, it will be limited to participants/volunteer leaders. Later, it may be expanded to all WSBA members and public. All things subject to open meetings are still going to be conducted and will remain the same. Kevin echoed Julianne's comments. Sophia said Council on Public Defense said that there are people who routinely work with entities, and they need access too. Zac likes the idea of the tool. Erin added that it is important for decisions and discussions to happen in the meeting. That said, there are discussions that already occur via email that aren't open to everyone. Kevin commented that we are at a point where the committee would need to decide if they'd like to participate in the pilot program. Kevin proposed the committee vote to determine involvement. On motion by STAR Committee Member Zachary Bryant, seconded by STAR Committee Member Kathryn (Katie) Burke, by unanimous vote (10-0-0) the committee voted to participate in the WSBA Community pilot launch program.

Career Center Updates (Julianne Unite)

Julianne provided an update on the Rural Practice discount featured on the WSBA Career Center. This discount will expire this year, completing the end of a one-year term. Details pertaining to the Rural Practice Discount can be found in the meeting materials on page 14. Currently, statistics are not available on how many postings resulted in actual hires, however Julianne suggested that a potential project team could discuss how those could be obtained. Julianne also provided an update on the Product Community Intel, that the career center is developing to launch in 2024. This tool will compare community-based factors such as wages, cost of living, and more pertaining to the location of the posting and help assist in estimating relocation jobs. It is intended for those looking for new careers or changes, with consideration of relocation. This new tool could be helpful to those considering a position in a rural area, as it will show the difference between current location and potential location. Julianne proposed that this might be helpful when considering continuing the career center discount. Kari commented that this would be beneficial in showing that cost of living is lower, and you can afford where you are living with the salary amounts offered. Zac asked if there was a direct cost to the committee to extend the discount? Julianne responded that the WSBA STAR Committee is not incurring any expense from this posting. Zac suggested to continue using the posting, possibly with different messaging moving forward. Kari suggested to send messaging to attorneys in geographic areas that qualify. Kari also commented that there are minimal job opportunities posted from Eastern, WA., despite knowing that there are many openings. Kari suggested that targeted communications could benefit those that are looking to hire in those areas. STAR Committee Member, Laurie Powers, commented that Eastern Washington employers do not always think of the WSBA as their first resource. Kevin suggested connecting with the WSBA Communications Department to update the language and advertise to rural areas specifically. Julianne commented that this has been shared in Bar News and Take Note, but not monthly and could possibly increase those advertisements. On motion by Laurie, seconded by STAR Committee Member, Erin Lloyd, by unanimous vote (10-0-0), the committee voted to extend the Rural Practice Discount by one year.

Subcommittee Report Updates, if any (Subcommittee chairs Laurie Powers, Gov. Petrusek, Betsy Penoyar)

No updates from Kari. No updates from STAR Committee Member Elizabeth (Betsy) Penoyar.

Laurie provided an update on the Rural Panel to be held on November 15th. Laurie advised of participants and panelists confirmed for the event. Julianne commented that there are roughly 12 RSVP's, consisting of mostly law students. This event will be held via Zoom. Laurie commented that the RSVP was extended via Gonzaga communications, and Julianne commented that it was extended through WSBA channels also. The RSVP form will remain open until date of the event. Kari asked if Laurie's subcommittee would be arranging job interviews in March, as was done last year. Laurie commented yes, but currently taking one project at a time. Kari wanted to confirm now as there is not a December meeting. The flyer for the panel can be found on page 16 of the meeting materials.

Project Team Updates

Summit Project Team (Laurie Powers)

Laurie provided an update on the June Summit. Space has been confirmed and law students will be able to attend at no cost. Laurie will continue discussions with the committee to finalize invitations for speakers upon conclusion of the Rural Panel on November 15, 2023. Laurie will provide potential speakers, CLE topic ideas and more details at the January meeting. Kevin commented that registration can be posted on the WSBA CLE store and help with finalizing accreditation.

Rural Practice Unit (Kathryn Burke, Kari Petrasek)

Katie commented that in chats with WSBA President Hunter Abell, that this idea has shifted more to a Rural Day of Service. Katie has a list of potential topics for the day of service and would like feedback from the committee on what days would be best. It is suggested to hold a CLE for volunteers on how to assist with the specific topic for that day, and then move forward with the service portion. This project is still in the inception phase at this time and more discussion is to come.

Phased Approaches

Kari advised that the committee needs to review the phased approaches established in May 2022. Kari commented that portions of phase 1 could be included into phase 2. If the committee were to roll out stipends for internships, WSBA could potentially offer a CLE topic. Laurie commented that there is extensive training for the Gonzaga externship program that they would be happy to share with the committee, and STAR Committee Member, Merf Ehman, may also have additional resources. Katie asked if the committee wanted to pick a date/time of year to have this training, since funds are available. Kari suggested that February or March would be a good time to pair with interviews. Erin suggestion topic ideas: what would it take for you to bring on an intern, position development, second program, how to make the most of your summer intern. There could be different purposes, one to generate opportunities and one that is more practical in structuring program and providing feedback. Laurie commented that law schools are incredibly busy during February. Kari suggested possibly end of January or beginning of March. Katie suggested the end of January, giving employers the most amount of time to consider it. Kari will send a group email to Laurie, Erin, and Kevin to begin planning the externship program.

Proposed Meeting Schedule for FY24 (Kari Petrasek)

Kari advised that the STAR Committee will not be meeting in December, and meetings will resume in January. Kari asked if the same meeting schedule (3rd Wednesday of each month) would continue to

work for committee members? Majority of members commented that continuing the currently schedule would work, with minimal conflicts. Julianne will send outlook invites to committee members.

Announcements

None.

Next Steps/Conclusion

None.

Next Meeting: January 17, 2024, 12:10 pm

Adjournment

Meeting adjourned at 1:17 pm

DRAFT



WSBACommunity

An online community engagement and collaboration tool* for WSBA volunteers and staff liaisons.

What Is WSBACommunity?

WSBACommunity is designed to support WSBA volunteer work by providing “communities” for volunteer groups such as boards, committees, and section executive committees. Each “community” is accessible online (also mobile friendly) and will provide document storage, event and meeting scheduling, conversation, and collaboration—all in one centralized location. This is a time-limited pilot project. Not all volunteers groups will be able to use the tool during the pilot.

What Problem Are We Trying to Solve?

Currently, volunteer work is heavily manual, decentralized and conducted through disparate and inconsistent use of tools. The burden is usually on the volunteer to self-manage communications and tools. Additionally, volunteer groups are meeting less often in person, which may lead to a lack of engagement, decreased discourse, and feelings of disconnection and ineffectiveness.

What Do We Hope to Accomplish?

The overall goal of the pilot project is to determine if WSBACommunity is a viable and valuable tool for WSBA volunteers and staff. Additionally, we hope to improve the overall volunteer experience, foster community amongst volunteers and effectively centralize communication and collaboration in one easy-to-use online location. Future/continued use of the tool will be determined based on a number of factors including staff and pilot-user input.

If the pilot is successful, WSBACommunity may be expanded to all groups and, possibly, all WSBA members for engagement with the entire WSBA membership.

* This tool is powered by Higher Logic, LLC.

What Is the Scope of this Pilot Project?

The pilot project allows for 10-12 groups to participate. Pilot project participants should be willing to shift over to and conduct their work primarily through the tool for an approx. 9-month time period (see Functionality below). Additionally, staff liaisons working with each group must attend a training to learn the functionality of the tool, establish each community based on a specific set of requirements, and populate the tool with predetermined content.

What Is the Overall Project Timeline?

Total: June 15, 2023 – June 15, 2024

Internal Integration Implementation: June 15 – September 30 (approx.)

Launch Pilot/Go Live: October 1, 2023 (new fiscal year)

MidPoint Survey: January 2024

Pilot Evaluation: May-June 2024

(Subject to change)

How Does the Tool Work?

After signing-in through myWSBA, users will have access to the groups of which they are a member. Each user will agree to a code of conduct and disclaimer describing the purpose and appropriate use of the *WSBACommunity*.

Once in the group “community,” the participants will have access to the following features:

- Community Home
- Discussion
- Library
- Events and Members

These features are explained in more detail below. Communication sent through the community can be sent to the participant’s email (if desired) and messages can be adjusted to daily digest (if desired). Volunteers can reply to the message from their inbox without having to log-in to Higher Logic.

Features:

Single Sign-On: a member can access the WSBA Community using their mywsba.org log-in credentials. A member will have access to the communities to which they belong.

Member Profile: information about the member including: name, employer, email address, address, position, and term dates will be pre-populated in the member profile. A member may add* and edit the profile information; such changes will not impact the member record in WSBA's database or the WSBA Legal Directory. Information in the Member Profile will be visible to other users of *WSBACommunity* unless hidden by the member. Additionally, members may send messages to other members or staff liaison(s).

**Members may add additional information not listed above, including a photo—all of which is optional.*

Notifications: by default, members will receive notifications via email address regarding any activity in their group community. A member may alter/customize these notifications at any time. Members can respond to messages within the community via email.

WSBACommunity Home: a centralized location to view all site activity (if publicly available), news and information for volunteers, other meetings and events that may be of interest, and quick access to volunteer resources such as the WSBA Bylaws, Expense Report Form, professional development resources and the WSBA Policy Index.

Community Home: this is the “homepage” for the entity community and acts as the main feed for activity within that community and activities or information that may be “pushed” into the community by the staff liaison or administrator. The community home will feature the latest discussion posts, quick links to commonly used files, and a quick view of the current members.

Discussion: allows for conversation amongst community members and can be set to be visible to only those authenticated or visible to all. The discussion feature will retain all messages (unless customized differently) and discussions can be categorized based on topic.

Library: allows for the storage of documents relevant to the community. These can be organized by folders. The ability to view, download, delete and/or upload documents can be customized per community.

Events: create, view, RSVP and add an event or meeting to your preferred calendar. Events and meetings can be restricted to only those in the community or visible and available to others outside of the community.

Important Information to Note

Each participant/participating group will be asked to complete at least three surveys throughout the pilot process. Information gathered in these surveys will be vital to determining the future of *WSBACommunity* beyond the pilot.

Information and documents stored on *WSBACommunity* are considered WSBA records and as such are subject to WSBA's Record Retention Policy and may be subject to a [Public Records Request](#). This is no different than current volunteer work conducted through WSBA email, website, etc.

GR 12.4 applies to the WSBA and to different subgroups operated by the Bar including the Board of Governors, committees, task forces, commissions, boards, offices, councils, divisions, sections, and departments.

Under GR 12.4, there is a presumption of public access to Bar records (i.e., Bar records must be disclosed upon request unless they are specifically exempt from disclosure).

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

Users should assume that all written communication on *WSBACommunity* may be considered a “Bar record” and be potentially subject to public disclosure. Keep this in mind when setting up your profile, sharing files, and engaging on the site—do not include any personal or confidential information in the platform that you want to keep private or must keep confidential.

Staff Liaisons will have access to their respective group(s). Site Administrators (1 primary, 1 back-up) will have access to all information contained in *WSBACommunity*.

July Legal Lunchbox™ CLE Collaboration with STAR Committee Overview and Timeline

**Seminar date/time/location: Tuesday, July 30, 2024, 11:55am-1:30pm Pacific,
online only (login remotely)**

WSBA Contact: CLE Education Programs Lead Rachel Matz (she/her)
rachelm@wsba.org / 206.733.5984

What is *Legal Lunchbox*™?

The *Legal Lunchbox*™ series of webcasts is a member benefit that provides easily accessible, free continuing legal education (CLE) programming to Washington State Bar Association members in subject areas aligned with the WSBA mission, such as diversity, mentorship, member wellness, public service and access to justice, ethics, and 21st-century skills.

The *Legal Lunchbox*™ series is delivered via live webcast (online only) the last Tuesday of each month from noon to 1:30 p.m. (opening remarks at 11:55am), with the exception of two predetermined months per year when we offer an on-demand product for free for the entire month. Each program is 1.5 hours long and provides 1.5 CLE credits.

Typically, 1,500 to 2,000 attendees from all different practice areas log in each month to take advantage of this valuable member benefit. If attended consistently, the *Legal Lunchbox*™ series satisfies an attorney's entire CLE requirements for a three-year period (45 credits in three categories). Around 8 weeks after the live program airs, an on-demand version of the program is available for a fee.¹

What does collaboration with WSBA CLE look like?

WSBA CLE frequently collaborates with other entities within WSBA to both provide relevant, important content to our members and to cross-promote the work of those entities. For example, WSBA CLE frequently collaborates with the WSBA Equity & Justice team to create new DEI-themed CLE seminars.

As a WSBA entity partnering with WSBA CLE, **we need volunteers from your entity to serve as program chairs.** The program chair(s) then assist WSBA CLE in the following ways:

1. **Choosing a topic for the CLE.** What issues that are relevant to your entity's work would you like the general membership to know about? What would be most timely and educational? For example, the WSBA Pro Bono and Public Service Committee recently collaborated with us on a CLE on Special Immigrant Juvenile Classification.
2. **Recruiting faculty.** As practitioners close to the topic of the CLE, you can help us by using your professional and personal network to personally reach out to

potential faculty members. Rachel Matz, your WSBA CLE contact for this collaboration, can prepare template invitation language (if desired).

3. **Developing the agenda and content.** Once faculty have been recruited, Rachel will schedule a meeting with the chair(s) and faculty to discuss the educational content of the CLE. Once we agree what the CLE should cover, Rachel will advise on logistics such as due dates and course materials.
4. **Delivering opening remarks and moderating the CLE.** On the day of the seminar, the chairs will introduce the faculty and topic, and will help moderate the Q&A, curating which questions to address and reading the questions aloud to faculty (and providing comments, if appropriate). The chairs can take time during the opening remarks to introduce their entity and the work that they do.

If there are multiple chairs, each of the chairs can decide which of the above roles they'd like to fill.

What is the timeline for this CLE?

6 months out (Jan.): Identify potential themes for the CLE. This may involve sending surveys to members to get feedback, looking at what topics have recently been covered (we try not to repeat *Legal Lunchbox*[™] topics within 3 years), and/or meeting as a group to discuss what they feel would be the most beneficial and relevant to the general membership and is also connected to the entity's work and mission.

5-6 months out (Jan.-Feb.): Recruit faculty via email and/or phone invitations.

4-5 months out (Feb.-Mar.): Once faculty are confirmed, the chairs, faculty, and Rachel will meet as a group to discuss the direction of the content.

3-4 months out (Mar.-Apr.): Faculty begins to work on presentation materials, consulting with chairs for help with content. Rachel will assist with logistical questions and will send faculty reminders about due dates.

6 weeks out (mid-June): Agenda is finalized, including faculty, a title and description for marketing, and which chair(s) will be participating as moderators/opening remarks.

4 weeks out (late June/early July): Faculty's final course materials are due. Rachel will collect.

2-3 weeks out (mid-July): Faculty and chairs appearing on camera conduct a tech test with Rachel.

Seminar date (July 30): Login 10-15 minutes prior to start time. Enjoy!

ⁱ Select on-demand products are available for free to members that volunteer with QLSPs. More information: <https://www.wsba.org/connect-serve/pro-bono-public-service/volunteer-with-a-qlsp>



LEGAL HELP

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LRAP

Loan Repayment Assistance Program

The Foundation's Loan Repayment Assistance Program (LRAP) strengthens and expands civil legal aid by supporting the recruitment and retention of exceptional attorneys by alleviating the burden of student loan payments. The Foundation provides student loan repayment assistance to attorneys employed by the following grantee organizations:

- Advocates for Basic Legal Equality, Inc.

- Community Legal Aid Services, Inc.
- Ohio Justice Bus, LLC
- Legal Aid of Western Ohio, Inc.
- The Legal Aid Society of Cleveland
- The Legal Aid Society of Columbus (Ohio State Legal Services Association)
- Legal Aid Society of Greater Cincinnati
- Legal Aid Society of Southwest Ohio, LLC
- Ohio Legal Help
- Ohio Poverty Law Center, LLC (Ohio State Legal Services Association)
- Southeastern Ohio Legal Services (Ohio State Legal Services Association)
- Pro Seniors, Inc.

Since 2007, the
Foundation has helped
eliminate debt for 70
attorneys totaling:

\$0

The LRAP program has been so amazing and has helped me remain in legal services.



ABLE Participant



Contact

Ohio Access to
Justice
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88 E. Broad St.,
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