

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

Board of Governors Meeting

Late Materials

July 24, 2020
Webcast and Teleconference

BOARD OF GOVERNORS MEETING Late Materials July 24, 2020 Webcast and Teleconference	
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TO: WSBA Board of Governors
FROM: Interim Executive Director Terra Nevitt
DATE: July 20, 2020
RE: Executive Director's Report

COVID19 Response

The WSBA Coronavirus Internal Task Force has continued working to deliver resources and programs to support WSBA members and the public during these unprecedented times. In addition to the activities outlined below, check our WSBA's COVID19 Resource Page at <https://www.wsba.org/for-legal-professionals/member-support/covid-19>.

- Developed and delivered 14 free, on-demand CLEs on COVID19 related topics. As of June 15 those CLEs have been downloaded 15,628 times through the WSBA Store.
- Developed six live webinars as part of the *Practicing During a Pandemic* series. The live programs attracted 8,552 attendees.
- Michael Cherry, Deputy Chair of the External Coronavirus Task Force recruited the Regional Director of the Small Business Administration in Washington to provide a free webinar to WSBA members about the second round of funds that were made available through the CARE Act for PPP loans. WSBA staff coordinated with the speaker and had the webinar ready for the members to view in less than a week!
- Published approximately six pages of COVID19 related content in the June 2020 issue of Bar News.
- Published five COVID19 related articles on NWSidebar, the WSBA Blog since April 27, including:
 - *Can You Practice in a New Area of Law During COVID-19? (May 22)*
 - *Addressing Data Security and Privacy – Especially While Working Remotely (May 11)*
 - *Unemployment, Civil Legal Aid, and the COVID-19 Crisis (May 8)*
 - *Online Dispute Resolution in the Time of Coronavirus (May 6)*
 - *Coronavirus and Cannabis: How the Essentialness of Marijuana Varies State By State (May 4)*
- Disseminated a weekly update of resources, updates, and educational opportunities to approximately 10,000 members through the WSBA's numerous administered list serves.
- In collaboration with the external Coronavirus Response Task Force, developed Reopening Safely: A Guide for Washington State Law Offices which is available [here](#). Also disseminated the reopening guide to members through the various list serves, social media and Take Note.
- The WSBA CLE Summer Sale is underway and in order to better support members throughout the COVID pandemic, the discount has been increased to 50% off our on-demand seminars and the sale has been extended an extra week. It is running from July 7th to July 31st.
- In collaboration with WSBA staff the Access to Justice Board is: 1) developing a COVID legal health check-up document so the public can issue-spot if they have a legal issue and find resources to help; b) convening partners to address the lack of easy to understand information about accessing local courts during COVID; and 3) working with the Legal Foundation of WA to work with the media to get the word on COVID related problems and how civil legal aid can help.

Update on Free Ethics CLEs

Our CLE team delivered two of the free ethics credits approved by the Board of Governors earlier this year. The two credits were focused in technology privacy and wellness. We had 3,080 people register for the live webinar which delivered July 21st. We will convert it to an on-demand seminar within eight weeks and offer it for free to members until we develop a new program in the same topic areas next year.

Update on July Bar Exam

The Admissions staff is hard at work responding to the changing landscape for the “summer” bar exam. To recap what’s happened this spring and summer:

- on April 17, the Board voted to recommended against offering diploma privilege and for WSBA employees to work to hold to bar exam in the safest manner reasonably possible;
- on May 13, 2020, the Court issued a [letter](#) directing WSBA to administer the bar exam in both July and September in the Seattle/Tacoma/Everett area and the Spokane area in multiple separate test sites.
- on May 15, 2020, the Court issued an [order](#) temporarily reducing the Uniform Bar Exam (UBE) minimum passing score from 270 to 266 for the July and September 2020 exams only. The order also temporarily expanded the terms of the Rule 9 license, which permits limited graduate practice.
- June 12, 2020, the Court issued an [order](#) granting current applicants registered for the July or September 2020 exams in Washington that have received a JD from an ABA accredited law school the option of receiving diploma privilege to practice in Washington instead of taking the UBE. Diploma privilege is also an option for applicants currently registered to take the LLLT examination in July 2020. Applicants must meet all other requirements for admission and licensing but have the option to be admitted without taking the UBE.

As a result, 571 Bar exam applicants and all seven LLLT applicants opted for diploma privilege. Between that and applicants withdrawing or transferring to later exams, the number of applicants taking the July Bar exam has decreased dramatically with fewer than 60 applicants taking the exam on the west side of the state, and 21 or fewer taking it on the east side. Because the numbers were so small and the Greater Tacoma Convention Center is so large, the administration plan we developed utilizes the GTCC as the only west side exam site, but divides applicants into multiple rooms, so there will be fewer than 30 applicants in any testing room, with staggered entrance times. On the east side, the exam will be administered only in Gonzaga Law School, with a maximum of five applicants per exam room.

We have received approval from state and local health departments for the exam administration plans. We have also verified that the Court continues to direct the administration of the exam and agrees with the plans that were developed. We will administer the exam for LPOs on July 27, and the Bar exam on July 28 and 29.

We have been advised that, in light of observed current trends with Covid19 infection rates, we should plan to administer the September exams in rooms with fewer applicants than we are using for the July exam. We will revise our existing Tacoma plan with this in mind, and may request that University of Washington Law School assist with providing rooms, depending on final numbers for the September Bar exam. As it stands right now, there are fewer than 40 applicants who have actively chosen the west side September exam, but eight who have not answered the question, and three applicants who have elected to take the September exam in Spokane.

Update on Executive Leadership Team Positions

As you know we have two positions on the Executive Leadership Team that are in transition following the recent departure of Human Resources Director Felix Neals and the upcoming retirement of Chief Regulatory Counsel Jean

McElroy. I am pleased to let you know that we have identified a human resources firm to support WSBA in the interim, while we assess our ongoing needs and recruit for a Human Resources Director. With regard to our other opening, we have posted the Chief Regulatory Counsel position for internal recruitment.

Reallocations of Unspent Funds Due to COVID-19

As you know, while WSBA has incurred some unanticipated costs due to COVID19, the larger impact on the budget has been savings due to fewer events and related travel. The Access to Justice Board has approximately \$8,000 in unspent funds that have requested to reallocate to COVID19-related projects including translating a pandemic-specific legal check-up document into multiple languages, convening partners to create an online resource for members of the public to find up-to-date court information, and hiring a law student to manage these and other COVID19-related projects. This reallocation can be approved by the Executive Director under the Fiscal Policy which permits the reallocation of budgeted expenditures where there is a change of intent, up to \$10,000 per item. Additionally, the Diversity Committee has approved returning \$16,500 of unspent funds gifted by the Washington State Bar Foundation with a suggestion that the Foundation use the money to support MBA scholarships targeted to underrepresented law students and recent law graduates. For more details, please see the attached memo.

50 Year Member Luncheon

We are postponing this year's luncheon to honor those who have reached the milestone of 50 years of WSBA membership in 2020. We anticipate COVID-19 safety limitations on large gatherings continuing through October, when the event was to occur; and even if allowable under state/county guidance, we do not feel comfortable proceeding when our guests of honor are in a vulnerable demographic due to age. We contemplated ways to honor this year's 50-year class virtually and agreed that, because the charm and appeal of honoring these members comes from a face-to-face reunion and awards presentation, the best course of action is to honor this year's 50-year class at next year's luncheon alongside the 2021 class (a double date!). Fingers crossed such gatherings will be safe by then! We are in the process of notifying 50 year honorees of our change in plans.

Proposal RE Unused FY20 Funds: Access to Justice & Diversity

Litigation Update (attached)

Media Contacts Report (attached)

WSBA Demographics Report (attached)

Correspondence and Other Informational Items (attached)

WASHINGTON STATE BAR ASSOCIATION

MEMO

To: Terra Nevitt
From: Diana Singleton
Date: July 8, 2020
Re: Proposal re: Unused FY 20 Funds

Due to the COVID pandemic, there are a number of events and meetings that were cancelled. While we have budget savings from the cancelled events, there are a number of needs that have surfaced as a result of the pandemic. As such, I am writing to propose regarding the unused FY 20 Funds for the following two different cost centers: Diversity and Access to Justice.

Diversity Cost Center

UNSPENT FUNDS: Due to COVID, we have cancelled the Beyond the Dialogue events, ARC reception and the Diversity Committee's in-person meetings, and most Minority Bar Associations (MBAs) cancelled their events (where we send Diversity Committee members and WSBA staff to). As a result, there is approximately \$16,500 in unspent funds.

COVID-RELATED NEEDS: Many MBAs provide scholarships to support law students and recent law graduates from underrepresented communities. Because of the pandemic, many MBAs were forced to cancel their yearly fundraising events which raise support for these scholarships. We have heard from MBA leaders that they are struggling to raise enough money for their scholarships. Given the disparate impact COVID has had on communities of color, it is likely that law students and law graduates need financial assistance even more now.

PROPOSAL: We propose that you return \$16,500 to the WA State Bar Foundation and request that they in turn, use it to fund MBA scholarships to law students and recent graduates from underrepresented communities. If approved, the Equity and Justice Team could set up a simple grant-like program where MBAs could apply for a grant to support an existing or new scholarships targeted to underrepresented law students and recent law graduates. If an MBA meets the criteria (e.g., scholarship goes to an underrepresented student or recent law graduate), the funding would be distributed evenly among the MBAs. We propose that we offer this opportunity as soon as possible and disburse the funding to the MBAs by September 30, 2020. They will then disburse their scholarship through their own selection process during the 2020-2021 school year.

We shared this idea with the Diversity Committee and they voted in favor of supporting this program and use of funds.

Access to Justice Cost Center

UNSPENT FUNDS: Due to COVID, we have cancelled the ATJ Board's regional visits to Wenatchee and Port Angeles, and the Board's in-person meetings and in-person retreat. Also, the Equal Justice Conference was cancelled. As a result, there is approximately \$8,000 in unspent funds.

COVID-RELATED NEEDS: The ATJ Board created a COVID Response Workgroup to evaluate the needs caused by the pandemic and the Board's role in addressing those needs. The Workgroup met several times over the last month, spoke with a number of Alliance partners and submitted the attached proposal to the ATJ Board on June 12th. The Board voted in favor of all of the motions outlined in the memo.

PROPOSAL: We propose to use the savings for the needs outlined in the memo which include translations of education and outreach materials and hiring a law student to assist with project needs.



Memorandum

To: Access to Justice Board
From: ATJ Board Covid-19 Response Workgroup: Espy Borboa, Michelle Lucas, Mirya Munoz-Roach
Date: June 5, 2020
RE: ATJ Board Covid-19 Response Proposed Projects

The ATJ Board Covid-19 Response Workgroup proposes that the ATJ Board take on the following projects in response to the growing civil legal needs during the current pandemic.

Develop a media outreach strategy to support Alliance providers in communicating with the public about the availability of legal aid and how to access services.

The Workgroup has identified the need to ensure that the public is aware of legal aid resources in their communities. As we know, the pandemic has significantly increased the need for civil legal services. Many people and families who may not have qualified for legal aid a few months ago are now part of our client population, and many others are experiencing new or increased issues. The Workgroup proposes that the Board support Alliance organizations in spreading the word about their services.

The Workgroup consulted with Will-Livesley O'Neill to discuss how best to amplify this message. He recommended coordinating a targeted effort to highlight legal aid programs in local TV news with a focus on key legal aid issues that are on the rise (i.e., landlord/tenant, unemployment, etc.). Will has offered to create a series of customizable TV news pitch resources that local providers can use and to work with the Board to organize providers who are able to participate. Will has provided additional detail about how this project would come together in the attachments.

Motion: The Workgroup moves that the ATJ Board, in partnership with Will-Livesley O'Neill, develop the local TV news outreach strategy to communicate about the availability of legal aid resources within local communities. (Fiscal impact: none. The project can be completed with existing resources)

Will also advised that social media is a valuable tool to spread the word within key client communities. He recommended that the Board utilize its social media presence (Facebook) to create specific messages around legal aid resources and to coordinate an effort with other Alliance providers to share that message.

Motion: The Workgroup moves that the Board devote time and resources to developing a targeted social media messaging strategy about how to access civil legal aid and to focus on sharing the message with specific populations that have been disproportionately impacted by the pandemic. (Fiscal impact: none. The project can be completed with existing resources)

Identifying Legal Needs during the Pandemic

The Workgroup identified that as the need for legal aid services increases, individuals and families affected might not readily identify that they have a legal need. The Practice of Law Board already has a project underway to develop a legal checkup form designed to help people identify if they have a legal need (see attached example). The Workgroup proposes to create an abridged version of the legal checkup document that is specific to issues relating to the pandemic that can be shared widely with Alliance providers and community partners.

Motion: The Workgroup moves that the Board approve that the Workgroup will work to create the pandemic specific legal checkup and develop a strategy for sharing the form with Alliance providers and community partners. (Fiscal impact: TBD. The project can largely be completed with existing resources. However, the Workgroup would like to explore translating the document into other languages, which will have an associated cost.)

Collect and Share Information Regarding how Courts are Addressing Covid-19

Courts across the state are addressing issues with the pandemic in a variety of different ways, such as how they will ensure safety when people are required to attend court or whether to remain closed. The Workgroup has identified that finding court specific information is confusing and difficult. A group at Foster Garvey, including attorneys and law school students, has already begun some efforts to organize court information (see the attached examples) and they are interested in doing more. They have also had conversations with folks at Microsoft about creating a platform to make this information public facing. After discussing the project with our contact at Foster Garvey, the Workgroup has identified a need to provide space to coordinate these efforts.

Motion: The Workgroup moves to the Board serve as a convener to bring together key players from Foster Garvey, Microsoft, NJP and the BJA to develop a plan to create an online resource where members of the public can easily find court information as it changes throughout the pandemic. (Fiscal impact: TBD. More conversations are needed with the above stakeholders)

regarding how the project will come together. The Workgroup identified that possible funding needs could include translation services).

Additional Fiscal Impacts for the Above

Given the urgency to implement the above projects efficiently, the Workgroup also recommends that the Board bring on a student extern to help coordinate the various activities. The WSBA budget already has an allocation for an extern to join the staff team this fiscal year.

Motion: The Workgroup moves that the Board approve hiring a student extern to coordinate these activities using existing WSBA funds that have been set aside for an extern.

The Workgroup, in consultation with staff, also recommends that any identified costs be paid for through the existing FY 20 WSBA budget. Currently, the ATJ Board has approximately \$8,000 of unspent WSBA funds due to the cancellation of various events and travel, which can be spent up through the end of September.

Motion: The Workgroup moves that the Board authorize use of any unspent WSBA FY 20 funds as costs for the above projects are identified through September.

Legal Aid on the Local News

In May, Quinn Dalan, the executive director of Yakima County Volunteer Attorney Services, [appeared on a local TV news station](#) for a Q&A on rights and legal help for renters during the COVID-19 pandemic. In the minute-and-a-half segment, Dalan answered a reporter's questions about the statewide eviction moratorium, what tenants should do if they can't pay rent, and how her program can help people facing illegal evictions or other forms of housing insecurity.

Segments like this inform a wide audience about how to protect themselves legally during the pandemic and how to connect with front-line services. Juliana Repp, with the Unemployment Law Project in Spokane, gave a phone interview to a local TV station in April, about how her program is a resource for unemployed people. That brief appearance also led to an increase in calls to her office from people who had never heard of the Unemployment Law Project or didn't know that legal aid could help them.

Based on these successful examples, and the shared goal of the ATJ Board and Equal Justice Coalition to both inform more client-eligible people of the availability of civil legal aid and amplify the key role that legal aid programs play in the response to COVID-19, we propose the following plan to increase appearances by legal aid providers on local news stations.

1. The ATJ Board would ask Alliance members if they wanted to volunteer to appear on a local news station describing their services.
2. Interested volunteers would get in touch with the EJC.
3. The EJC would work with volunteers to craft an "expert avail" pitch, based on the [Voices for Civil Justice templates](#).
 - a. Voices currently features templates for providers focused on domestic violence, housing, and unemployment, which would be adapted to provide information on Alliance programs.
 - b. As Alliance members who work in more areas (immigration, other public benefits, youth and children, etc.) volunteer, new pitch templates would be developed.
4. A "roster" of available providers would be created, and the EJC would send pitches for each member to local news stations in their region.
5. When pitches are accepted by news outlets, the EJC would work with volunteers (if they want) on talking points and messaging.



Legal Health Checkup

How's your legal health? Just like a proactive trip to the doctor, monitoring for symptoms of legal problems in your everyday life can cure minor and serious problems that harm your wellbeing. The first step is diagnosis—recognizing when you actually have a legal issue. The second step is treatment—connecting with a variety of legal resources. This checkup can help you do both, and we promise: It's less painful than a shot in the arm!

Check the box if your answer is yes.

INCOME /DEBTS

- Do you have trouble paying your bills each month?
- Do you or your family have enough food?
- Do you need help getting or keeping public benefits such as disability benefits, unemployment insurance, child benefits, or veteran benefits?
- Do you need help doing your taxes or do you owe taxes that you can't pay?
- Do you have trouble affording your health insurance, services or medicines?
- Are you unable to open a bank account?
- Is anyone chasing you for money, including ongoing phone calls by a debt collector?
- Do you have payments due or unpaid accounts for things like phone service, electricity, car loans, or cash converters?
- Is money being taken from your wages or bank account without your permission?
- Are you in default of a student loan?

IDENTITY THEFT

- Are you the victim of identity theft (someone using your social security number or other information)?
- Is there something on your credit report that you do not recognize?

HOUSING

- Are you without shelter or about to be without shelter?
- Is your rented space unsafe?
- Is your landlord harassing you or retaliating against you?
- Have you received notices from your landlord that you don't understand?
- Are you unable to pay your mortgage?
- Are you unable to pay your property taxes?
- Are you unable to pay your HOA dues?
- Are you in foreclosure?
- Do you have a dispute with a contractor?

EDUCATION

- Does your child need more help in school to be successful?
- Is transportation ever a problem for you or your child to participate in school activities?
- Are you or your child being treated unfairly at school?
- Are you or your child a victim of hate or discrimination at school?
- Are you or your child frequently missing school?
- Do you or your child have language, cultural, or immigration issues at school?
- Are you able to provide all of the documents needed to enroll your children in school?

EMPLOYMENT

- Do you have a disability that is affecting your job?
- Are you concerned about disclosing your health conditions to your employer?
- Have you been injured at work or is your workplace unsafe?
- Are you being harassed or discriminated against?
- Do you have trouble getting the time off that you need?
- Does your employer owe you money?
- Did you receive all your sick leave and vacation time when you left your last job?
- Were you unfairly fired?
- Are you having trouble at work because you are a victim or domestic violence, sexual assault, or stalking?
- Have you been denied unemployment?

CRIME AND FINES

- Do you have any unpaid fines that you cannot pay?
- Are you due in court or have you missed a court date?
- Do you have a criminal record that is causing problems such as preventing employment?

More questions on other side

FAMILY CHANGES

- Are you going through a divorce or separation?
- Do you have any problems with child support, seeing your children, or custody?
- Do you have concerns about Child Protective Services (CPS) being involved with your family?
- Do you have any concerns for your safety or for your children's safety?
- Do you have or want court protection for you or your children?
- Do you have a protection order against you?
- Do you need help planning for your children's needs if you are detained or deported?

PREPARING FOR THE FUTURE

- Do you need a will or other plan for your children and property if you were to die?
- Has a loved one died and you need to make decisions and handle their affairs?
- Do you need a legal document for someone to make healthcare decisions for you if you can't?

TRANSPORTATION

- Do you have car payments you can't afford?
- Is your vehicle broken or unsafe?
- Are you having problems with a car you recently bought?
- Do you have problems with a car repair shop?
- Is your license suspended?
- Has your vehicle been towed, booted or impounded?
- Do you have tickets you can't pay?

HEALTH CARE

- Are you unable to see a doctor when you need one?
- Are you unable to get the health services and supports that your doctor suggests?
- Are you unable to get the dental services you need?
- Is a healthcare provider not following your wishes for care?
- Do you or your children need assistance to get involved in fitness or recreation programs?
- Did your insurance company deny you care or your claim?

IMMIGRATION

- Do you want to know your rights if the government raids your home, school or work?
- Do you want to know your immigration options if you have been charged with/convicted of a crime?
- Were you brought to the United States as a child?
- Has anyone ever filed a visa petition for you before?
- Are you afraid to return to your home country?
- Do you have a prior order of removal or deportation?
- Have you ever been denied a visa?
- Did one of your parents become a United States citizen while you were a minor?
- Are you married to a United States citizen or permanent resident?
- Did you receive bad advice or paid for services you never received from an immigration consultant, notario, or attorney?
- Have you not been paid for work or underpaid because of your status?
- Do you need a petition to adjust your status?
- Are you sponsoring someone else or planning to?

***Did you mark one or more check boxes? You may need legal help!
Follow this link: www.linkcomingsoon.org***

NOT LIVE

Last Updated: May 26, 2020

Methodology: All information provided here originated from the Clark County Superior Court. District Court orders were not utilized.

County:	Clark	Information
County court orders:	Link to any superior court orders re: COVID-19 operations	Webpage with links to all orders - provides brief description. General Orders
Court website with COVID-19 updates:	Link to any court website with COVID-19 updates	COVID-19 Family Law Information Civil Legal Aid During Covid-19 Crisis
Designated court contact:	Who should NJP advocates call or email with questions?	Contact Information Superior Court Administration: 564.397.2150 Superior Court Clerk's Office: 564.397.2292 Baine Wilson, Chief Deputy Clerk 564.397.2292 Ext. 4242
E-filing:	Briefly describe how advocates can e-file with this court.	Electronic Filing - Superior Court Opening a new case and paying the filing fee: Prior to E-Filing a new case you will need to Email the following documents to newfiledcase@clark.wa.gov : <ul style="list-style-type: none">• Case Information Cover Sheet• Copy of Petition or Complaint• Confidential Information Form (required for all Family Law, Firearms or DV matters) Once the E-file staff have added the case they will contact you to collect payment and provide a case number. You will then upload all of the pleadings, complete with case number, to the FTP site as you have always done. As a reminder, if you purchase a case number for e-filing, all initial pleadings must be submitted by e-file and not via mail or in person.
Telephonic Appearances:	How and under what circumstances are telephonic appearances allowed at this court?	<u>Circumstances under which telephonic appearances will occur:</u> Clark County Superior Court Revised Emergency Order (General Order 20-06) . Beginning May 4, 2020 criminal, civil or family law bench trials may be held as determined by department via telephone, video, or other remote means, or in person with strict observance of social distancing and other public health measures. General Order 20-06 § G (current as of May 5, 2020) Family Law

Through June 1, 2020 all family law motions (emergent and non-emergent matters) will be scheduled as special sets. To request a special set hearing contact the appropriate judicial officer/department. General Order 20-06 § J (current as of May 5, 2020).

Until further notice all hearings shall be conducted via telephone, or other remote means, or in person with strict observance of social distancing and other health measures, at the direction of the assigned judicial officers. General Order 20-06 § J (current as of May 5, 2020).

Civil Law

Beginning May 4, 2020 all Friday morning civil motion dockets are moving forward as scheduled via telephone, video or other remote means, or in person with strict observance of social distancing and other health measures. Agreed orders SHALL be submitted ex parte. General Order 20-06 § L (current as of May 5, 2020)

Unlawful Detainer

Orders to show cause will be considered by the assigned department. General Order 20-06 § N (current as of May 5, 2020)

How telephonic appearances will occur

****cannot find specific instructions re telephonic appearances aside from detailed process specific for family law cases (see "Domestic Motions")****

DVPO and other PO Hearings:

How are court operations and procedures in these matters impacted by COVID-19?

Emergency Civil Protection Order Rule (General Order 20-10)

Beginning May 4, 2020: all Tuesday, Domestic Violence Protection Order dockets and Thursday, non-DVPO dockets are moving forward by remote means (no in-person hearings). These will be scheduled via telephone or video, at the direction of the assigned judicial officer. General Order 20-10 ¶ 2

All petitions received by 11 am will be reviewed the same day by judicial officer ex parte. Petitions received after 11 am will be reviewed ex parte the next court business day. General Order 20-10 ¶ 3

Review of hearing of all temporary orders entered will be held by telephone or video at the direction of the assigned judicial officer on a date set by the Superior Court. General Order 20-10 ¶ 3

Granted orders available at the Clerk's Office after 3:30 pm on day they are reviewed or make other arrangements with the Clerk's Office to obtain orders. General Order 20-10 ¶ 4

Temporary DVPO/Notice of Hearing

If a temporary DVPO/Notice of hearing is in effect, and the court signed a Reissuance Order keeping the Temporary DVPO in effect with a new court date after May 4, the petitioner must serve Respondent with Petition for DVPO, Temporary DVPO, and Reissuance Order. General Order 20-10 § A

Petition to Renew an Order of Protection

If a Petition to Renew and Order of Protection was filled and court signed a Temporary Extension of the DVPO with a new court date after May 4, 2020, the Petitioner must serve the Respondent with the Temporary Extension in addition to the Petition to Renew the DVPO. General Order 20-10 § B

A Petition to Modify or to obtain Order Terminating/Modifying DVPO or Notice of Hearing

If a Petition to Modify or obtain the Order Terminating/Modifying the DVPO or Notice of Hearing, the moving party must serve the Notice of Hearing to the other party in addition to the Petition to Modify/Terminate the DVPO. General Order 20-10 § C

Non DVPO cases shall be dealt with similarly with a court date after May 4. (current as of May 4, 2020). General Order 20-10 ¶ 2

Domestic Motions: How are court operations and procedures in these matters impacted by COVID-19?

[Timelines for Motions for Revisions of a Commissioner's Order \(General Order 20-04\)](#)

The party seeking revision of a Commissioner's order shall schedule the motion for hearing on the assigned Family Law Judge's Motion Docket. The motion shall be scheduled and heard by the assigned Judge within 24 days of entry of the Commissioner's order. If the assigned Judge does not have a Motion Docket within 24 days of entry of the Commissioner's order, the motion shall be heard on the first available Motion Docket thereafter, unless otherwise ordered by the Judge or Commissioner. General Order 20-04 ¶ b

Failure to hear the motion within 24 days or the first available Motion Docket thereafter shall result in dismissal of the motion. General Order 20-04 ¶ b

[Commissioner Family Law Docket Process](#): All Family Law Dockets are CANCELLED for May of 2020. You may cite or recite your case for an open docket in June 2020.

You may also ask the assigned Commissioner to:

1. Make a ruling on the pleadings, or

2. Conduct a telephonic hearing. Agreement to hold a telephonic hearing or to make a ruling on the pleadings shall be placed at the discretion of each individual judicial officer.

If you have multiple cases, please submit your request for telephonic hearings or ruling on pleadings in an individual email per case. (one email per case). There is a limited number of telephonic hearings available. Generally, priority will be on hearing emergent or pressing matters, and oral arguments will be limited.

All docs will be reviewed in Liberty only. It is not necessary to email documents unless specifically requested.

Effective June 1, 2020:

Commissioner Family Law motion dockets (Show Cause, Modification, Pro Se) will resume effective June 1, 2020 at their regularly scheduled days and times, for a limited number of hearings.

- Matters must be timely filed and served to be considered
- Courtesy copies to the bench should not be submitted unless specifically requested
- Oral arguments, to the extent allowed, will be limited.

Entry of Orders:

- Agreed orders should be signed and submitted ex parte to the assigned commissioner. Emailed orders will be accepted if all signatures are included.
- If orders are not agreed, the drafting attorney/litigat shall submit his/her proposed order to the other side.
 1. The other attorney/litigant shall use the proposed orders and submit a redline copy or a brief statement of the disputed provisions back to the originating party
 2. The drafting attorney/litigant shall then forward the documents to the assigned JA for review and entry
- Please only send ONE email with proposed orders.

(See contact information for commissioners below)

Remote hearing Guidelines:

- Do not speak or identify yourself when you enter the hearing but be prepared to indicate your presence when your matter is called by the Commissioner
- Keep your microphone (phone/computer) muted until it's time for you to speak

- If possible, avoid using the speaker phone feature on your phone. If you are using a computer, consider using a headset with a microphone. In either case, please speak slowly and clearly, and to the extent possible, eliminate any background noises in your environment.
- Do not put your call on hold. Many phone systems have “hold music” that plays when Hold is activated. Connections disrupting a hearing with hold music or other interferences will be terminated, and your matter will be stricken.

[Clark County Superior Court Revised Emergency Order \(General Order 20-06\)](#). Beginning March 18, 2020 all family law dockets, including the Commissioner show cause dockets, modification dockets, self-represented (pro se) dockets, self-represented finalization dockets, child support dockets and the ARY/CHINS dockets are CANCELLED through June 1, 2020. Additionally, the Judge’s Wednesday and Friday morning dockets are cancelled through June 1, 2020. General Order 20-06 § J

Through June 1, 2020 all family law motions (emergent and non-emergent matters) will be scheduled as special sets. To request a special set hearing contact the appropriate judicial officer/department. General Order 20-06 § J

Family law cases, except for Self-Represented Finalizations, if a hearing would have previously been on commissioner’s docket, contact the appropriate judicial assistant.

For Commissioner Ellis contact Gizella Darfler:
gizella.darfler@clarck.wa.gov

For Commissioner Liebman OR Commissioner Schienberg contact Rebecca Wittenborn: rebecca.wittenborn@clark.wa.gov

For Commissioner Swingen contact Whitney Freese:
Whitney.freese@clark.wa.gov

Self-represented Finalizations may be submitted to the assigned Commissioner, with a Declaration in Support of Entry, in writing to Court Administration. General Order 20-06 § J

Judge’s family law trials SHALL go forward at the discretion of the assigned department via telephone, video, or other remote means, or in person with strict observance of social distancing and other public health measures. General Order 20-06 § J (current as of May 5, 2020)

<p>Child Support:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>COVID-19 Family Law Information All family law orders must be followed. This includes: parenting plans, restraining orders, child support orders, and any other temporary or final order signed by a judicial officer.</p> <p><u>Child Support</u> You must continue to pay your child support obligation. If you are unable to pay your child support obligation for any reason, you may discuss your options with the WA State Division of Child Support at (800) 442-5437. The contact information for the Vancouver Field Office is:</p> <ul style="list-style-type: none"> - Primary Phone: (360) 696-6100; - Alternate Phone: (800) 345-9984 - Email: vancouver-dcs@dshs.wa.gov <p>You may NOT withhold parenting time from a parent for failing to pay support.</p>
<p>Civil Motions:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>Clark County Superior Court Revised Emergency Order (General Order 20-06). Beginning May 4, 2020 all Friday morning civil motion dockets are moving forward as scheduled via telephone, video or other remote means, or in person with strict observance of social distancing and other health measures. Agreed orders SHALL be submitted ex parte General Order 20-06 § L (current as of May 5, 2020)</p> <p>Beginning March 23, 2020 all Civil Protection matters are governed by rules and procedures outlined in separate General Order 20-10 Emergency Civil Protection Rule (see “DVPO and other PO Hearings”). General Order 20-06 § Q (current as of May 5, 2020).</p>
<p>Ex Parte:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>Emergency Ex Parte Order (General Order 20-11) Beginning March 24, all attorneys and self-represented litigants must submit ex parte orders to the Clark’s County Clerk’s Office by 11am to be reviewed by a judicial officer the same day.</p> <p>Beginning March 23, 2020 all ex parte orders received in the Superior Court Clerk’s Office by 11 am will be reviewed the same day by the assigned ex parte judicial officer. Ex parte orders received after 11 am will be reviewed by the assigned ex parte judicial officer the next court day.</p> <p>Granted orders will be available at the Clark County Clerk’s Office after 3:30 PM on the day they are reviewed by the judicial officer or make other arrangements with the Clerk’s Office to obtain orders.</p>

		<p>All show cause or emergency orders shall be addressed by the assigned department per General Order 20-06 Clark County Superior Court Revised Emergency Order. (current as of March 23, 2020)</p> <p>Clark County Superior Court Revised Emergency Order (General Order 20-06). Beginning May 23, 2020, Ex Parte will remain open for agreed and emergency orders. Ex parte process is governed by rules and procedures outlined in separate General Order 20-11 Emergency Ex Parte Rule. c(Current as of May 5, 2020 (see above)).</p>
Unlawful Detainer Actions:	How are court operations and procedures in these matters impacted by COVID-19?	<p>Clark County Superior Court Revised Emergency Order (General Order 20-06). Beginning March 18, 2020 Unlawful Detainer docket is cancelled until June 4, 2020. Orders to show cause will be considered by the assigned department. General Order 20-06 § N (current as of May 5, 2020).</p>
Other:	Flag any additional information that NJP advocates should know about conducting business with this court.	<p>Emergency Civil Protection Order Rule (General Order 20-10) Requests for a special set hearing will be considered for any emergent or emergency matters regarding child safety and welfare, medical issues or any use of a weapon that would require a Protection Order. To request a special set for telephonic or video hearing, contact the Commissioner's Judicial Assistant at rebecca.wittenborn@clark.wa.gov. General Order 20-10 ¶ 5 (current as of May 4, 2020)</p> <p>Emergency Docket Rule (General Order 20-07) The Clark County Clerk is authorized to accept citations for special sets approved by individual judicial departments. General Order 20-07 § b (current as of May 4, 2020)</p>

Last Updated: May 26, 2020

Methodology: All information provided here originated from the King County Superior Court. District Court orders were not utilized.

County:	King County	Information
County court orders:	Link to any superior court orders re: COVID-19 operations	King County Superior Court Covid-19 operations and orders.
Court website with COVID-19 updates:	Link to any court website with COVID-19 updates	The Clerk's Office Covid-19 updates This site also provides a sign up method for Covid-19 text alerts. King County Superior Court Covid-19 operations and orders.
Designated court contact:	Who should NJP advocates call or email with questions?	Paul Sherfey Phone: 206-477-1400 Secondary Phone: 206-296-9200 Fax: 206-296-0986
E-filing:	Briefly describe how advocates can e-file with this court.	The Superior Court Clerk's eFiling application is comprised of four distinct and separate electronic processes: <ol style="list-style-type: none">1. Filing of a document(s) into an existing case or to start a new case2. Electronic service of documents3. Compile and submission of working copies to the Court4. Submission of documents to Ex Parte via the Clerk (see link above for more info on each process) Fee documents are subject to the standard fee schedule plus an eCommerce transaction fee (\$2.49 for credit cards and \$1.00 for internet checks) per submission. Information on these processes can be found at the above website, along with waivers.
Telephonic Appearances:	How and under what circumstances are telephonic appearances allowed at this court?	<u>Circumstances under which telephonic appearances will occur:</u> All hearings are telephonic or video, including civil matters, family law matters, and ex parte hearings as listed directly below: Civil Matters If the court grants oral argument, it will be conducted by telephone, video or other electronic means. The judge may also determine a hearing requires in-person attendance. (See below). Emergency Order #17 § 1 Family Law

		<p>Pretrial conferences may be set by UFC Judges after April 24 - they will be conducted telephonically or video conference. Emergency Order #17 § 5</p> <p>All ex parte hearings are telephonic.</p> <p style="text-align: center;"><u>How telephonic appearances will occur</u></p> <p>Telephonic Instructions All parties appearing by phone must call: (206) 263-8114 and enter the appropriate Conference ID.</p> <p>For Noted Matters Scheduled at the MRJC in KENT Civil Motions and Probate/Guardianship - Conference ID: 368794#</p> <p>Motions for Final Decrees, Restraining Orders or Other Temporary Orders: Please email to obtain telephonic instructions. Instructions for Telephonic Ex Parte</p>
<p>DVPO and other PO Hearings:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>Domestic Violence Protection Orders All DVPO matters are considered Emergency and will be conducted by phone. Effective March 20, 2020 there will be no in-person DVPO hearings. You must contact family law staff at least three hours before your hearing to ensure we have your contact information.</p> <ul style="list-style-type: none"> ● In Seattle: Email FamilyLawStaffSeattle@KingCounty.gov or call (206) 477-1523. ● In Kent: Email FamilyLawStaffMRJC@KingCounty.gov or call (206) 477-2750. <p>Failure to email the coordinators may result in the hearing being held in your absence.</p> <p>In your email, or voicemail please include the following information:</p> <ul style="list-style-type: none"> ● Case number ● Date of Hearing ● Indicate if you are the moving party or responding party ● Your telephone number so that we can contact you on the day of the hearing. <p>Emergency Restraining Orders/Protection Orders. A process has been set up for electronic submission for consideration by a judicial officer; who will either sign the order if the judicial officer does not have any questions or call the petitioner/parties for a telephonic hearing.</p> <p>Protection Orders are submitted via the Clerk's office</p>

		<p>(Process here: https://www.kingcounty.gov/courts/clerk/PO.aspx).</p> <p>All other restraining orders are submitted via email to the Ex Parte Department. Parties may be directed to submit working papers as needed.</p>
<p>Domestic Motions:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>Family Law During the COVID-19 Crisis</p> <p>Only Hearing Emergency Matters, defined as:</p> <ul style="list-style-type: none"> - Domestic Violence Protection Order hearings - Motions for temporary restraining orders where personal safety is at risk - Motions for temporary orders or adequate cause where child safety is at risk or there is risk of child abduction - Motions for temporary orders, child support adjustment, or child support trials by affidavit where a person’s basic financial survival is at issue (i.e., ability to maintain housing, basic necessities, and critical health care) or post-secondary (college) support is at issue and there are deadlines that cannot be moved. - Return on Warrant hearings - Writ of Habeas Corpus and returns where there is a risk of abduction or an imminent risk of harm to the child - Weapons Surrender Compliance Calendar - Emergency motions on parenting issues where the health or safety of a child or adult is at risk due to COVID-19. <p>NOT HEARING any non-emergency matters, including:</p> <ul style="list-style-type: none"> - Trial unless the trial court finds that an exception should be made based on the emergency criteria - status/non-compliance hearings (these are being conducted by paper review) - Pretrial conferences - Discovery motions - Default motions - Any other non-emergency motions... <p>Confirm a Family Law Hearing</p> <p>All hearings are being conducted telephonically. You must email your contact information to the family law coordinators.</p> <ul style="list-style-type: none"> - Seattle cases: FamilyLawStaffSeattle@KingCounty.gov - Kent Cases: FamilyLawStaffMRJC@KingCounty.gov <p>Failure to email the coordinators may result in the hearing being held in your absence. In your email please include the following information:</p> <ul style="list-style-type: none"> - Case number - Date of hearing - Indicate if you are the moving party or responding party - Your telephone number so that we can contact you on the day of the hearing.

		<p>Emergency Order #17 The Chief Unified Family Court Judge may, by Order, expand the scope of UFC motions to include limited non-emergency motions. Order 17 § 4</p> <p>Pretrial Conferences may be set by UFC Judges after April 24, 2020 which shall be conducted telephonically or videoconference. Order 17 § 5</p> <p>Motions re temporary child relocation may be noted to the assigned UFC judge. Order 17 § 6</p> <p>All Dependency matters previously continued until April 24, 2020 are now continued until June 5, 3030 provided that the Lead Dependency Judge may, by Order, expand the scope of dependency matters. Order 17 § 7</p>
<p>Child Support:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>All non-emergency family matters were not being heard as of 4/24/2020. Possibly extended until July 6, 2020.</p>
<p>Civil Motions:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>The Civil Department is currently hearing all civil motions. LCR 7 is suspended and time is enlarged. The moving party shall serve and file all motion documents no later than nine court days before the date the party wishes the motion to be considered; opposing documents will be filed and served no later than 4:30 pm four court days before the motion is to be considered; and any optional strict reply will be filed and served no later than 4:30 pm. Two court days before the hearing.</p> <p>Summary Judgments are presumed to be heard without oral argument unless:</p> <ul style="list-style-type: none"> - The assigned judge requests oral argument; or - The parties request and the judge grants; - Request to be made in moving papers <p>All oral arguments will be telephonic.</p> <p>Continuances on all motions, summary judgment, or nine court day motions related to COVID-19 related issues, will be considered in the same manners as a CR56(f) Motion (a declaration or certification of reason).</p> <p>Emergency Administrative Order No. 6-2020 (May 4, 2020) Civil matters subject to mandatory e-filing shall be submitted electronically, EXCEPT that the on-line setting of in-court hearings</p>

		<p>remains suspended until June 30,, 2020. Matters of a time sensitive or emergent basis may be heard if authorized by the court. Motions and Proposed Orders to request an in-court hearing shall be filed through the e-filing portal and the submitting party should then notify the clerk that the Motion has been filed so it can be expedited for Judicial review all Civil Jury Trials are suspended until at least September 30, 2020. Order No. 6-2020 § 13.</p> <p>Emergency Order #17 re Civil, Family Law and Dependency Matters.</p> <p>All civil jury trials shall be continued to a date on or after July 5, 2020</p> <p>Parties may request oral argument and the assigned judge shall decide whether to allow. If the court grants oral argument, it will be conducted by telephone, video or other electronic means. If the assigned judge determines that a hearing requires in person attendance, the court may hold such a hearing only after determining that the hearing can be conducted in a safe manner with appropriate social distancing. If the court concludes that it cannot do so, the court will continue the hearing. Order 17 § 1</p>
<p>Ex Parte:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>Ex Parte Instructions</p> <p>All hearings in the Ex Parte Department shall be telephonic. Parties are not required to confirm; however, the court will only hear matters where parties have submitted timely working papers and call into the conference line as directed. See for detailed instruction.</p> <p>All parties are encouraged to utilize Electronic Working Copies. Proposed Orders should be presented in WORD if possible. Review GR 30 with respect to the use of electronic signatures. In limited circumstances, parties may email their working papers to the Ex Parte Department.</p> <p>What Ex Parte the Court is Hearing</p> <p>Additional information regarding clerk’s electronic services, ex parte via the clerk, adoptions, probates, guardianships/trusts, guardianship and probate delinquency calendar, agreed finalizations & other agreed family law matters, instructions for pro se litigants, receiverships/foreclosure/minor settlements/ex parte motions, emergency protection orders, emergency restraining and temporary family law orders</p> <p>Contact Information:</p>

		<p>Ex Parte and Probate Department: (206) 477-2517</p> <p>Due to the volume of inquiries, parties are strongly encouraged to contact us via email:</p> <ul style="list-style-type: none"> • General email inquiries: SCExParte@kingcounty.gov • Inquires related to telephonic appearance: SCExPartePhone@kingcounty.gov • Submissions of Pleadings (only as permitted): SCExParteOrders@kingcounty.gov • Guardian Ad Litem compensation requests: SCGAL@kingcounty.gov • Ex Parte & Probate Department Operations Supervisor: Nadia.Simpson@kingcounty.gov
<p>Unlawful Detainer Actions:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p><u>Unlawful Detainer Action Suspension</u></p> <p>Effective March 18, 2020, the King County Sheriff's Office generally will not be enforcing eviction orders in King County.</p> <p>Any eviction orders received by the KCSO will be reviewed to determine if the order is based on waste, nuisance or commission of a crime. Such cases will be reviewed on an individual basis, to determine whether to proceed with the eviction.</p>
<p>Other:</p>	<p>Flag any additional information that NJP advocates should know about conducting business with this court.</p>	<p><u>Interpreter Information</u></p> <p>The availability of interpreter services should not be restricted by emergency operations. Interpreting should be done by remote means whenever possible, consistent with protocols developed by the Washington State Supreme Court Interpreter Commission.</p> <p><u>Waiver Information and Forms</u></p> <p>4/13/2020 Order, Provision 16:</p> <p>Courts must provide no-cost options for telephonic and e-filing methods or provide a means for seeking a waiver of costs.</p>

Last Updated: May 26, 2020

Methodology: All information provided here originated from Snohomish County Superior Court. District Court orders were not utilized.

County:	Snohomish County	Information
County court orders:	Link to any superior court orders re: COVID-19 operations	HOMEPAGE WITH LINKS TO COVID OPERATIONS
Court website with COVID-19 updates:	Link to any court web site with COVID-19 updates	ONLINE UPDATED CLERK SERVICES UPDATED EMERGENCY FORMS
Designated court contact:	Who should NJP advocates call or email with questions?	Clerk Office Alerts The Clerk's Office continues to provide online, phone and mail in filing services Monday – Friday from 8:30 a.m. to 4:30 p.m. Links to things the counter at the Clerk's office would normally do in civil matters. For matters on the Court Commissioner calendar: 425- 388-3587 Matters on Judges' Civil Motions calendar or for preassigned matters: contact person is the law clerk for that judge. Cases on the trial call calendar: Lauren Malpica, 425-388-7335, Lauren.Malpica@snoco.org FOR ANY OTHER QUESTIONS: 425-388-3421 Court Administrator: Shane A. Nybo Court Administration: 425-388-3421 Fax: 425-388-3498 Email: shane.nybo@snoco.org
E-filing:	Briefly describe how advocates can e-file with this court.	File Electronically E-filing will be coming soon. Email "e-filing" is <u>only</u> for protection orders: protection.orders@snoco.org or Fax to 425-388-3127 Fax Filing (Attorneys Only) Fax: 425-388-3806 (SEE LINK FOR SHEET WITH INSTRUCTIONS)

		<p>Attorneys may file documents with Snohomish County Superior Court Clerk by facsimile (fax) Click here for more information on this service. Fax Filing Forms If you have any questions, please call (425) 388-3466.</p>
<p>Telephonic Appearances:</p>	<p>How and under what circumstances are telephonic appearances allowed at this court?</p>	<p>TELEPHONIC HEARINGS DURING COVID-19 EMERGENCY ORDERS: Please contact CourtCall at (888) 88-COURT (1-888-882-6878) or on their website, www.courtcall.com, to schedule your telephonic hearing by 2:00 p.m. one (1) day prior to your hearing.</p> <p>DVPO, PO, Family Law, and emergency Ex Parte all potentially have telephonic appearances if the judge requests oral arguments or needs statements. Civil trials will be on zoom June 1, 2020. If a judge requests oral arguments before that, then telephonic appearance may be needed (check Odyssey for oral argument requests).</p> <p>If a telephonic argument is requested by the judicial officer after confirmation, please look in Odyssey Portal after 5:00 pm two (2) days prior to the hearing to see if the hearing is noted as a telephonic. Then follow the above instructions for scheduling your telephonic appearance.</p> <p>Check telephonic argument requests, view and print forms: Odyssey Portal</p>
<p>DVPO and other PO Hearings:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>ALL PROTECTION ORDER PETITIONS MUST BE SUBMITTED ELECTRONICALLY. Self-Service Protection Order packets are available on the webpage. Click on the type of protection order you are seeking, then click on the link to that packet and follow the instructions included. Email completed documents to protection.orders@snoco.org or Fax to 425-388-3127</p>
<p>Domestic Motions:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>Family Law Information Contempt and primary care motions will have priority.</p> <p>All matters will be heard without oral argument unless noted by the judicial officer that telephonic argument is requested. Please check Odyssey Portal after 5:00 pm two days before your hearing to determine if telephonic argument (via CourtCall) is needed.</p> <p>Guardianship Motions:</p>

		<p>All matters except new guardianship will be heard without oral argument. Parties regarding new guardianships shall call into CourtCall (see above telephonic).</p> <p>Parenting Plans: PPs should continue to be followed during Covid, here are the courts recommendations for Covid modifications to parenting plans (in summary, electronic contacts are not a substitute for parenting time and parents should try to work together to resolve issues with the child’s best interests in mind. Modify exchanges as necessary to protect families and children).</p>
<p>Child Support:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>Child Support Family Law Issues You must continue to pay your child support obligation. If you are unable to pay your child support obligation, you may seek relief from the Court, or discuss your options with the Washington State Division of Child Support at (800) 442-5437 if the State of Washington is involved as a party in your case. However, the obligation remains outstanding. A parent may not withhold parenting time from a parent for failing to pay child support.</p>
<p>Civil Motions:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>Civil Bench Protocol No party or attorney will appear for a civil <u>jury</u> trial until at least August 31, 2020.</p> <p>Civil Bench Trials: The intent of the court is to begin civil <u>bench</u> trials through Zoom beginning on June 1, 2020. **Appears to already have begun- see link below for full instructions. Protocol for remote civil bench trials via Zoom:</p> <p>IF ZOOM IS NOT WORKING YET: All civil motions will be considered on written materials submitted unless judge requests telephonic argument. To learn whether the judicial officer requires telephonic oral argument, check the Odyssey portal after 5 pm on the last day of the confirmation period. Follow CourtCall instructions to set up telephonic oral arguments.</p> <p>CIVIL EXPEDITED BENCH TRIALS ANNOUNCEMENT: If you meet all of the following criteria, follow the link below to set up an expedited bench trial.</p> <ol style="list-style-type: none"> 1. The trial must be to the court without a jury, 2. The case must be or have been ready for trial between March 13, 2020 and May 15, 2020,

		<p>3. The parties or the Court must have confirmed the original trial date,</p> <p>4. The trial must have been continued due to an Emergency Order, and</p> <p>5. The proposed expedited trial date must be between May 18, 2020 and July 3, 2020.</p>
<p>Ex Parte:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p><u>EMERGENT:</u></p> <p>Those requesting emergent relief in essential matters including petitions for vulnerable adult protection orders, sexual assault protection orders, extreme risk protection orders, domestic violence protection orders and anti-harassment protection orders are encouraged to submit their pleadings and proposed orders electronically.</p> <p>No other requests for relief will be accepted electronically. Any approved orders/orders granting or denying petitions will be visible on Odyssey.</p> <p>Persons seeking emergent orders who cannot do so electronically may present their pleadings to a facilitator in-person. (masks required, leave immediately after providing contact information and pleadings - If you do not have any contact information to provide, you may remain in courthouse for decision)</p> <p>Persons seeking immediate relief relating to children may present their written motions at Court Administration on the fifth floor. May arrange telephonic hearing. Use Odyssey to obtain a copy or provide self-stamped envelope.</p> <p>NON-EMERGENT:</p> <p>Non emergent orders should be submitted by:</p> <ul style="list-style-type: none"> (1) Ex parte by mail through the Clerk’s office. Conformed copies/certified copies may be mailed back to you if requested (2) May be delivered to C-123 and dropped off in the Ex Parte box. Orders that are dropped off will be reviewed as judicial time allows and then filed. Parties will need to access copies of the documents through Odyssey Portal or the digital archives.
<p>Unlawful Detainer Actions:</p>	<p>How are court operations and procedures in these matters impacted by COVID-19?</p>	<p>The court will not hear any UDA for default payment of rent for residential property, nor for actions on writs of restitution involving a dwelling where the allegation is failure to timely pay rent.</p>

Other:

Flag any additional information that NJP advocates should know about conducting business with this court.

[Odyssey Portal](#)

This system is to check telephonic argument requests, view and print documents.

[Commissioner Calendar Impacted Cases:](#)

See which days the court will hear specific cases due to Covid.

[Change in Digital Signature Approval:](#)

Until further notice, digital signatures for (judge, commissioner, party, witness, law enforcement officer, or attorney, shall be authorized in all proceedings for the signing of all pleadings, motions, responses, informations and affidavits of probable cause in support of informations, declarations, and orders.

Interpreter Services:

Request by calling 425-388-3421 or by emailing [ssc-
interpreter.support@snoco.org](mailto:ssc-<u>interpreter.support@snoco.org</u>) or de.brandstrom@snoco.org
Only four hearings per calendar, with emergency petitions having priority.

[Fee Waiver:](#)

You may apply to the Clerk's Office for a waiver by completing the Clerk's fee waiver packet:

[Trial and Hearing Confirmation Page](#)

TO: WSBA Board of Governors
FROM: Daniel D. Clark, WSBA Treasurer & 4th District Governor
DATE: July 20, 2020
RE: WSBA Treasurer Report: July BOG meeting Treasurer Update

ACTION/DISCUSSION : Update of current activities of WSBA Treasurer Daniel Clark to WSBA Board of Governors including WSBA Financial Update through end of May 2020 (8/12 of year).

The following is an update from WSBA Treasurer Daniel Clark.

July 2020 BOG Meeting Deposit Issue:

The Skamania Lodge had taken the position that due to a decision not to attend the meeting in physical form, the force majeure clause of the contract was originally not invoked and the Skamania Lodge was planning to keep 90 percent of our contract amount, or slightly over \$34,000 dollars as liquidated damages for our breach of the agreement. They argued that Phase 3 allowed us to meet there and that the decision not to do so was a unilateral breach. They had offered to allow us to recoup the costs if we booked a meeting during 2021. This was potential problematic because President-elect Sciuchetti already has planned where he wanted to hold various physical meetings in 2020-21.

With the recent proclamation from Governor Inslee modifying the meeting limit requirements in Phase 3, to a maximum of ten (10) participants, I urged that we approach the Skamania lodge and argue that the force majeure clause and legal impossibility/frustration of purpose arguments warranted a full return of all of our deposit and to cancel the existing contract. **I'm very happy to report that Shelly Bynum was successful in relaying those arguments to the lodge and we will be recovering all of our deposit and not subject to the 90 percent breach clause of our contract with the facility!**

FY 2021 Budget:

I was forced to cancel the July 10, 2020 Budget and Audit Meeting due to circumstances beyond my control. As a result, the Budget and Audit Committee met July 20, 2020 with the start the examination of a draft FY 2021 Budget on July 20, 2020, and the plan is to have first read of the FY 2021 Budget at the July BOG meeting. Ultimately the Budget and Audit Committee will work on the FY 2021 Budget with the plan for adoption by the BOG at the September 17 & 18 BOG meeting.

I would like to thank Jorge Perez and all of the employees of the WSBA financial team for all of the hard work that they have put in and will continue to put in with drafting the FY 2021 BUDGET. The version we see on Friday is v.1 of what will be subsequent revisions before we ultimately adopt the FY 2021 budget in September.

May 2020 WSBA Financials:

Through 8/12 Months of FY 2020 with the latest financial data completed at the time of preparation of this report, WSBA was as follows:

Description	% Of Year	Current Year % YTD	Current Year \$ Difference	Prior Year YTD	Comments
Salaries	66.7%	67.87%	(\$140,121) Over Budget Reforecast	68.52%	Salaries slightly over due to temp employee salaries.
Benefits	66.67%	63.09%	\$152,295 Under Reforecast Budget	63.96%	Under budget due to eliminated positions
Other Indirect Expenses	66.67%	67.78%	(\$43,208) Over Reforecast Budget	71.78%	Over budget due to legal fees.
Total Indirect Expenses	66.67%	66.82%	(\$31,033) Over Reforecast Budget	68.11%	Slightly over reforecast due to cost the temp salaries and other indirect costs

General Fund Revenues	66.67%	69.84%	\$667,896 Over Reforecast Budget	72.31 %	Over Budget due to license revenue, bar exam fee payments &
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					MCLE payments
General Fund Direct Expenses	66.67%	49.29%	\$467,089 Under Reforecast Budget	53.33 %	Under Reforecast Budget due to 20 percent timing of payments and 80 percent cancelled conferences
General Fund Net	66.67 %	1,370.92%	\$1,128,962 Over reforecast	1111.29%	Over Reforecast due to all above reasons!

CLE Revenue	66.67%	50.10%	\$(306,439) Under reforecast	60.82%	Under reforecast due to low attendance and cancelled seminars.
CLE Direct Expenses	66.67%	22.89%	(\$265,039) Under Reforecast Budget	67.57%	Under the budget due cancelled live seminars.
CLE Indirect Expenses	66.67%	68.41%	(\$22,897) Over Reforecast Budget	67.32%	Over Budget due to reforecast FTE allocations
CLE Net	66.67	-54.33%	(\$64,298) Under reforecast	3.07%	Under reforecast due to cancelled seminars and low attendance

Summary of WSBA Financials General Fund:

Actual Revenues	Budgeted Revenues	Actual Indirect expenses	Budgeted Indirect Expenses	Actual Direct Expenses	Budgeted Direct Expenses	Actual Total Expenses	Budgeted Total Exp	Actual Net Result	Budgeted Net Result
14,720,125	21,078,344	12,208,117	18,303,143	1,325,338	2,688,641	13,533,455	20,991,783	1,186,669	86,560

Overall, we went from \$1,143,086 to \$1,186,669 from April to May 2020 for a net increase of \$43,586.00.

The June Financials were not available to report at the time of this report, but will be prepared for the August 2020 BOG meeting.

(8) months out of 12 in the Fiscal Year, WSBA had turned a profit of \$1,186,669.00 from an appropriate \$594k anticipated budgeted loss at the start of FY 2020!

FY 2022 & 2023 License fees:

The Budget and Audit Committee has started discussing setting proposed recommendations to the BOG for the FY 22 and 23 license fees. We are in the process of discussing this and it will be continued to be discussed at the August 10, 2020 B & A Committee meeting, with a potential recommendation will be coming to the BOG for discussion likely in the August BOG meeting, for a potential adoption at the September BOG meeting.

COVID-19 Impact:

Jorge Perez and I, along with the B & A Committee are actively monitoring the impacts on revenue and expenditures and the WSBA financial budget that COVID-19 may have. We will keep you informed as more information comes in.

WSBA Salary Transparency Proposed Policy:

Due to feedback from the June 2020 BOG meeting and the fact that WSBA is currently without an HR Director, I have collaboratively discussed the agenda item with Executive Director Nevitt, President Majumdar and President Elect Sciuchetti and came up with what I believe is an agreed upon proposal for the BOG’s consideration at the July BOG meeting.

The proposal would come down to not placing any actual WSBA salaries on the WSBA website at this time. The following information would eventually be put on the WSBA website:

- The current version of the WSBA compensation philosophy policy.
- All current WSBA employee pay classification bands.
- A list of starting, mid-point, and current salary max ceilings for each classification or job title within the WSBA pay band.
- A copy of the WSBA employee handbook, and reimbursement policy(s).
- A summary of other employee benefits such as health insurance, that the WSBA employees receive State of Washington Public Employees PEBB and PERS retirements, and other financial benefits as established in the WSBA employee handbook.

This proposal if adopted would improve transparency of WSBA financial expenditures of this public information, but at the same time be respectful of WSBA employee's current privacy concerns, get them used to the idea that some of the compensation information is on the website for membership, and would give ample time for WSBA staff to be able to implement this proposal.

Future BOGs may wish to re-examine the idea of publishing actual salary information, but given the concerns and current other issues that this BOG is dealing with, it was determined that the benefit of doing so for transparency at this time would be outweighed by current WSBA staff concerns.

2020-21 Treasurer Candidate Announcement:

There is a formal written candidate statement that I have included in the BOG book announcing my intent to be a candidate for the 2020-21 WSBA Treasurer position. My announcement is in page 22 of the BOG book materials.

Conclusion:

It continues to be a huge honor to serve as the 2019-20 WSBA Treasurer. The next Budget and Audit Committee meeting is currently scheduled for August 10, 2020. All are welcome to attend. Thank you and please let me know if you have any questions or concerns raised in this report.

Respectfully,

Dan Clark

WSBA Treasurer/4th District Governor

DanClarkBoG@yahoo.com

(509) 574-1207 (office)

(509) 969-4731 (cell)

TO: WSBA Board of Governors

FROM: WSBA Treasurer & District 4 Governor Daniel D. Clark, APR Rule 6 Law Chair Ben Phillibaum, & At-Large Governor Hunter Abell.

DATE: July 22, 2020

RE: APR RULE 6 LAW CLERK Program 2021 Presentation to the Board of Governors

ACTION/DISCUSSION : The following is meant to provide an overview of the APR Rule 6 Law Clerk Program and an update to the Board of Governors.

Included are a brief overview of the program as provided by current WSBA publications for interested parties to be a law clerk student, and/or a law clerk mentor. Also included is a comprehensive overview from WSBA Treasurer & District 4 Governor Dan Clark of the specific requirements of the program.

LAW CLERK PROGRAM OF WASHINGTON STATE

**Are you interested in
becoming a lawyer but
can't afford law school?**



**Would you like to study and
gain hands-on experience
within your own community?**

The **Law Clerk Program** is our state's affordable alternative to law school. Authorized by the Washington Supreme Court, this program is similar to an apprenticeship: Law Clerks gain on-the-job education and training working with an experienced lawyer or judge for four years. Upon successful completion, Law Clerks qualify to take the lawyer bar exam to practice law as a lawyer in Washington.

Visit wsba.org/law-clerk or contact lawclerks@wsba.org

WASHINGTON STATE
BAR ASSOCIATION

LAW CLERK PROGRAM



BENEFITS

Immediate hands-on experience putting legal studies into practice; the program is more affordable than law school; and you can be a Law Clerk from anywhere in the state.

QUALIFICATIONS

Applicants must have good moral character, a bachelor's degree, and paid full-time employment in Washington state with a lawyer or judge willing to serve as the applicant's primary tutor. Applicants find their own employment, and the tutor must be a Washington lawyer or judge with at least 10 years active experience.

COST

\$100 to apply, \$2,000 for each year of the program (for as little as \$8,100 total).

CURRICULUM

With the help of their tutor, Law Clerks study independently following a course of study in combination with employment. Each year, Law Clerks are required to study six subjects, pass 12 exams, and submit three book reports. The tutor develops, administers, and grades the exams; provides at least three hours each week of personal supervision, which includes discussion of the law and cases and critical analysis of the Law Clerk's written assignments; and evaluates the Law Clerk's progress.

LIMITATIONS

Law Clerks do not earn a J.D. degree by completing this program. They are qualified to sit for the lawyer bar exam in Washington state only and may not satisfy requirements for admission in other states.

WANT MORE INFORMATION?

Visit wsba.org/law-clerk or contact lawclerks@wsba.org.

WASHINGTON STATE
BAR ASSOCIATION

LAW CLERK TUTORS FROM MASTERY TO LEGACY



Pass on your legal knowledge and practical experience to an aspiring lawyer

Law school is simply too high a financial or geographic barrier for many aspiring lawyers, so **Washington's Law Clerk Program** creates an alternative pathway to the practice of law. The program relies on experienced lawyers and judges to tutor Law Clerks through specified coursework for four years, at which point the Law Clerk is qualified to apply to sit for the lawyer bar exam.

Law Clerk tutors often say they get as much benefit as they give. They open career paths for diverse, deserving future colleagues. They provide legal opportunity and expanded service in their own communities. And they move from mastery of the subject they love—law—to building a legacy by passing on their practice expertise.

Are you ready to become a tutor?

Visit wsba.org/law-clerk or contact lawclerks@wsba.org

WASHINGTON STATE
BAR ASSOCIATION

LAW CLERK TUTORS



BENEFITS

- Supporting diversity of experience in the legal profession
- Gaining mentorship and teaching practice
- Opening a career pathway to a deserving future colleague
- Training and employing a future law firm successor

QUALIFICATIONS

- 10 years active legal experience, at least 2 of which are in Washington state
- Physical employment for the Law Clerk in Washington state
- No disciplinary sanction in the last 5 years

CURRICULUM

- Teach: 4 years total, covering 6 subjects a year and 12 tutor-developed exams
- Discuss: At least 3 hours weekly of personal supervision
- Connect: Tutors access a statewide list-serve to share tips and support

WHAT FORMER TUTORS SAY:

"I love the law and enjoy teaching."

"This is a win-win; I get an attorney for my firm, and she got to become an attorney without the hardship and expense of law school."

"We have exceptional young people in our community who want to join the legal profession—they are hardworking and self-motivated. I wanted to provide a path for them without the need to leave for law school. I also felt the real world experience of learning while doing was invaluable."

- **95%** of former Law Clerk tutors recommend it
- **70%** of former Law Clerk tutors consider the program a good succession-planning tool, especially in rural areas

WANT MORE INFORMATION?

Visit wsba.org/law-clerk or contact lawclerks@wsba.org.

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



DISTRICT 4 GOVERNOR DANIEL D. CLARK
SUMMARY OF APR RULE 6 LAW CLERK PROGRAM

RULE 6 PROGRAM

Overview:

This written summary is to provide the Board of Governors with a summary of the program including general and admission requirements, required course curriculum, and with the hopeful attempt of providing more general and specific knowledge of the APR Rule 6 Law Clerk Program. This program is primarily administered by the Law Clerk Board, which consists of WSBA volunteers, some of which are past successful law clerk graduates which are now successful attorney members of WSBA. It is also ran by historically 1.10 to 1.25 FTE WSBA staff and a BOG Governor Liaison assigned to the Program.

General Requirements:

The Law Clerk program is an innovative program offered by the Washington State Bar Association pursuant to the Washington Supreme Court Admission and Practice Rule (APR 6). It is a four-year program designed to provide educational and practical experience through a combination of work and study and interaction with an experienced WSBA member that is active and in good standing. This program has been and is a viable alternative to the ever-increasing costs of a traditional law school.

Student Clerk Requirements:

An interested student "Clerk" applicant must be found to have been in good moral character, have a bachelor's degree and regular paid full-time employment within the geographic location of the State of Washington, with a lawyer or judge who has at least a minimum of ten (10) years of active experience and is willing to serve as the applicant's primary tutor. There is an alternative to this requirement that allows for a substitute member or member(s) to serve as the primary tutor for an applicant if the employer will consent to having the alternative tutor that would otherwise be eligible but the clerk does not work for them to serve as the tutor for the law clerk student. The reasoning for this is that if another mentor is willing to serve and the employer consents and ensures that there will be adequate safeguards to prevent confidential client disclosure, the Law Clerk Board has and will allow this.

Application Process:

There is an application packet that is required to be completed and returned to WSBA staff and the Law Clerk Board for review, along with a \$100 dollar application fee. The applications are due 60 days prior to the next Law Clerk Board meeting, which meets four (4) times a year to review applications, and current progress of currently enrolled students.

After receipt of the application, WSBA assigned an individual Law Clerk Board member, who are dedicated WSBA volunteers that meet with and interview the prospective Clerk and Mentor and ensure that they are actively working for an attorney and understand the requirements of the program. The Law Clerk Board member then makes a recommendation to the Law Clerk board for potential acceptance.

In certain circumstances, some students that have completed credits from a law school or other related do attempt to apply for "advanced standing" from the Rule 6 program. Such application is submitted and reviewed by the Rule 6 Law Clerk Board for consideration of granting of advance standing credit. Undergraduate and paralegal courses and employment experience are not allowed for consideration for any advance standing credit.

Enrollment:

Once the Law Clerk Board has determined that an applicant has been accepted into the program, a fee payment is required for each calendar year of \$2000. The Law Clerk Board and WSBA staff monitor participation in the program, but the law clerk and tutor study independently as they complete the courses of study.

One of the requirements of the program is that a minimum each week that the Clerk student work a minimum of 32 hours of work, performing the duties of a law clerk, including work and studying the particular course of study that the law student is working on. Part of this requirement, requires that the Law Clerk mentor devote at least three (3) hours each week of personal supervision to the law clerk, which should include discussion of the law and relevant cases and critical analysis and review of written assignments which are drafted and created by the Mentor and given to the Law Clerk as part of the studying of the particular subject area.

Typical Course Study:

The program is designed to last forty-eight (48) months or 4 years. Typically the program is designed for a law clerk student to study and successfully complete one (1) practice area every two months. The requirements of the program require that the 1L year, that the Law Clerk Student successfully complete the following course work:

1L Year:

- (Basic Legal Skills)
- Torts

- Contracts
- Agency/Partnership Law
- Civil Procedure
- Real Property

2L Year:

- Community Property
- Criminal Law
- Constitutional Law I
- Corporations
- Evidence
- Uniform Commercial Code (2, 3 & 9)

3L Year:

- Constitutional Law II
- Professional Responsibility
- Domestic Relations (Family Law)
- Wills, Estates, Trusts, Probate
- Conflicts of Laws
- Criminal Procedure

4L Year:

The Law Clerk chooses from six electives. The student can petition the board to take other areas of the law not listed but the recommended courses that a student and mentor will choose six from are listed as follows:

- Administrative Law
- Personal Federal Tax Law
- Land Use
- Labor Law
- Remedies
- Antitrust
- Creditor-Debtor Regulations
- Securities Regulation
- Legal Accounting
- International Law
- Insurance
- Consumer Protection
- Environmental Law
- Real Property Security
- American Indian Law
- Trial Practicum

- Elder and Disability Law

Monthly Examinations:

As part of the teaching the Law Clerk the law, a Mentor shall administer monthly exams to the Clerk. The Tutor Mentor is responsible for the content and administration of all monthly examinations. The tests are graded under a pass and fail basis. The student is responsible for obtaining a passing grade each month and if they do not do so, they have to repeat the months course until they do pass.

The Law Clerk Board will occasionally summons the Law Clerk student and Mentor Tutor in to talk to the Board if sufficient progress is not been achieved, and/or if untimely monthly reports are turned in by the Law Clerk and Mentor Tutor.

The program is designed to be completed in 4 years, but the program has a built in extra up to 2 year grace period to allow for extra time between subjects and/or for the Law Clerk student and/or Law Clerk Tutor Mentor to take breaks.

This extra grace period historically is one of the very unique but found to be very advantageous parts of the program. A law Clerk that has small children, and/or suffers from a sudden personal illness, can take off time and still ultimately complete the program v. traditional law school.

Book Reports:

In addition, the Law Clerk student is required to read law related books and conduct annual books reports as part of the understanding and learning of the law. Every law clerk is required to take the jurisprudence course, which is a four year reading program intended to familiarize the law clerk with legal history, philosophy, theory and biography. The course requires the law clerk student completing three (3) books each year, to be selected from a list approved by the Board. The law Clerk must submit a total of twelve (12) book reports, and it is scheduled to complete one report every 4 months. Early submission is acceptable. A clerk may not proceed with the next year of study until three book reports are submitted for the year.

The reports are from two to ten pages in length, must reflect the clerk's thoughts on the substance of the book and its implications for the legal profession or professional development as a law clerk. Graduate-level analysis and writing quality is expected.

Advantages of the Program:

Some of the common heard comments from graduates of the program are:

- It provides an alternative pathway for someone to become an Attorney that would not otherwise had been able to go to traditional law school.

- It provides for an ability for someone that has small kids and/or not the economic means to go to traditional law school to be able to do so since they can learn and work full time.
- It avoids massive student loans and ever-increasing student debt associated with traditional law school attendance.
- Some believe that they come out after passing the bar much more prepared and ready to practice law v. traditional law school because the law student has worked full time for at least four (4) years for an attorney in a law firm.
- Some believe that learning practical aspects of the law from an actual practicing attorney is much more valuable than a traditional law school education where several professors are academic types that may not even have ever passed a state bar, and/or actively practice law.
- It allows for real world life situations to happen, such as pregnancies of students, sick family members, taking additional time for tough subjects etc.

Criticism of Program:

Some uninformed members of the public and WSBA seem to think that the program somehow gives a free pass, or easier pathway for someone to become an attorney. This is a very common misperception, and the truth is that Law Clerk students

1. Have to have the same BA degree to start the Rule 6 Law Program that someone that went to traditional law school would have.
2. Have to actually go to four (4) years of law school course study, v. three (3) years for a traditional law school so one (1) extra year of studying the law and working in the legal profession.
3. They work in the law, are employed with a law firm, v. traditional law school where you can complete a J.D. Degree and pass the bar with never having worked a single minute for a law firm and/or as an attorney.
4. They have to pass monthly tests and course work and while the tests are somewhat on the honor system, the ultimate test and written materials are submitted to WSBA and the Law Clerk Board for review. Ultimately, any student and mentor that would "fudge" on the results, is only hurting the Law Clerk Student as they have to ultimately pass the bar exam.
5. They have to pass the same bar exam as a traditional law student. (ultimately approximately 9 out of 10 Law Clerk graduates ultimately pass the Washington State Bar Exam).

6. After passing the Washington State Bar Exam, they have to satisfy the same CLE annual requirements and are bound to the same RPCs as attorneys that went to law school.
7. The end result is that successful graduates that complete the Law Clerk Program and pass the Washington Bar are WSBA Attorney Members that are the same as each of us that graduated from a traditional law school.

What are some criticisms of the program from past graduate(s):

1. The program is not for everyone. Some feel that it is too difficult to stay self-motivated to do the program and essentially learn the law on your own while being employed full time.
2. Law Clerk Mentors will complain that the program requires extra time for them because they will have to draft and create tests, so having WSBA establish a “test brief bank” is one common request we hear.
3. Some Law Clerk students feel like they miss out on a “graduation” from the program. They also feel like they don’t have the same social learning aspects with “study groups” as exist in law school. (As a way to help assist with this, there is a Facebook social media page for Law Clerk students to interact and connect with).

Other Thoughts:

The program does not award the successful applicant a Juris Doctor degree. As a result, the program is limited to candidates that want to practice law in Washington State. It does not give the successful graduate the automatic ability to take the bar exam in another state. Usually after a graduate passes the bar and then wants to apply for reciprocity with another State that Washington State has an agreement with.

Overall, the program is seen as very successful. The graduates of the program have very close to the same bar success passage rate as traditional law students, and ultimately approximately 9 out of 10 graduates that successfully complete the program ultimately pass the Washington State Bar Exam and become attorneys.

Final Thoughts:

Given the ever-increasing need for attorneys to serve the public, given the ever increasing escalating costs of law school, which saddle new/young attorneys with massive student debt, the Law Clerk program really seems like something that the BOG and WSBA should be promoting. Unlike other innovative license types, the Law Clerk program actually produces attorneys that can practice law in any field, not only 1 specific practice field. The program has and continues to produce competent and good WSBA attorney members. The program also historically has been budget cost neutral in its cost center, so the program essentially pays for itself.

In any event, thank you for allowing the Rule 6 Law Clerk program Chair Ben Phillabaum, and Governor Dan Clark, the current Rule 6 Law Clerk Program Liaison to provide you a brief overview of the program. For more detailed information about the program, please refer to the WSBA website found here: <https://www.wsba.org/for-legal-professionals/join-the-legal-profession-in-wa/law-clerk>

Respectfully,

A handwritten signature in black ink, appearing to read "Dan Clark". The signature is fluid and cursive, with a large initial "D" and "C".

Dan Clark
District 4 Governor

TO: WSBA Board of Governors
FROM: Daniel D. Clark, WSBA Treasurer & 4th District Governor
DATE: July 22, 2020
RE: WSBA Travel Policy Exception Request re: NCBP August 2020 Virtual Annual Meeting

ACTION/DISCUSSION : Recommendation to Approve travel policy expenditure request/one time approval for all Board of Governors, Officers, Governor-Elects and the Executive Director to have the option to attend NCBP virtual meeting August 25-27, 2020.

The National Conference of Bar Presidents Annual Meeting was scheduled to take place August 25 to 27, 2020 in Chicago, Washington. President Majumdar, President-Elect Sciuchetti, and I were able to attend the Winter NCBP conference in Austin, Texas earlier this year in February 2020.

Due to Covid-19, this years National Conference will be all virtual. The NCBP is offering a substantial discount on the registration fees, and is offering to allow anyone that wants to attend the three day conference to do so for \$50 dollars.

Due to the cancellations of the Bar Leaders Institute Conference in March, 2020, the Western States Bar Conference in April, the ABA Mid Year Conference in August, and the NCBP Conference also in August, WSBA and the Board of Governors to date have only expended roughly \$4,000 out of the \$44k that was reserved in the FY 2020 budget for Board of Governors travel and training for National Conferences.

As a result of this unique opportunity to be able to attend this conference for only \$50 dollars each, President, Majumdar, President-Elect Sciuchetti, Executive Director Nevitt and I have discussed this and are all in agreement that it seems appropriate to attempt to allow for any current Governor, WSBA Officer, and/or Governor elect that would like to attend this training to be able to do so.

The Budget and Audit Committee unanimously voted to approve this recommended action on July 20, 2020.

Total costs:

The total costs of this expenditure would be up to and not to exceed: \$1,050.00. This would include 13 current WSBA Governors, 5 Governor-Elects, President Majumdar, and Immediate Past President Pickett, and Executive Director Nevitt. (President-Elect Sciuchetti and Treasurer Clark also included above in the 13 current WSBA Governor Count).

I would estimate this cost would be much lower, as I imagine there will be several of the proposed eligible attendees may choose not to attend or not be able to because of conflicts with their schedules etc.

It is important to note that this is a totally optional training, and not required but given the cost/benefit of attending the virtual conference and various training opportunities it would be my recommendation as Treasurer to offer this as a potential for any of the BOG which wants to take advantage of it.

I have included the current schedule of events of the conference below.

Respectfully,

Dan Clark

WSBA Treasurer/4th District Governor

DanClarkBoG@yahoo.com

(509) 574-1207 (office)

(509) 969-4731 (cell)

2020 NCBP Virtual Meeting Programming

Please note that times, topics and speakers are subject to change. A final schedule will be provided to virtual meeting attendees in August. Below is a program preview of what NCBP sessions will be provided to virtual meeting attendees who have registered for NCBP.

TUESDAY, AUG. 25

Welcome to NCBP Virtual Annual Meeting Day 1

3:30 PM EDT / 2:30 PM EDT / 1:30 PM MDT / 12:30 PM PDT (15 min.)

This introduction by NCBP President Nate Alder will provide you the need-to-know information to navigate this virtual space. Don't miss it!

1st Timers Event

3:45 PM EDT / 2:45 PM CDT / 1:45 PM MDT / 12:45 PDT (60 min.)

If this is your first NCBP meeting, then this is the place to be! Meet NCBP leaders to learn about the organization and opportunities to be your best. Get to know your colleagues in leadership positions at their respective bar associations, too.

Break

4:45 PM EDT / 3:45 PM CDT / 2:45 PM MDT / 1:45 PDT (15 min.)

This is your time to network with fellow attendees, visit a virtual sponsor booth; play a game to win prizes and connect with others!

Bar Leader Roundtables

5:00 PM EDT / 4:00 PM CDT / 3:00 PM MDT / 2:00 PM PDT (60 min.)

Regional Round-up! Use this time to meet with other bar leaders from your regional bar group, share what's been happening at your bar, and network with each other about issues all bar leaders are facing right now.

Virtual Yoga! & Virtual Tour of Chicago

Throughout the Day

WEDNESDAY, AUG. 26

Welcome to NCBP Virtual Annual Meeting Day 2

2:00 PM EDT / 1:00 PM CDT / 12:00 PM MDT / 11:00 AM PDT (15 min.)

NCBP President-elect Aurora Austriaco and ABA President Trish Refo will welcome you to Day 2 of the NCBP Virtual Annual Meeting and provide you tips on how to navigate your way around the NCBP meeting platform.

NABE & NCBP Joint Session*

2:15 PM EDT / 1:15 PM CDT / 12:15 PM MDT / 11:15 AM PDT (15 min.)

Break

3:00 PM EDT / 2:00 PM CDT / 1:00 PM MDT / 12:00 PM PDT (5 min.)

NCBP Workshop - Leading in an Era of Disruptive Change *

3:05 PM EDT / 2:05 PM CDT / 1:05 PM MDT / 12:05 PM PDT (45 min.)

In the summer of 2020, the new currency for bar leaders is information, inclusion and empathy - and communication is key. It's not enough for the bar leader of today to be effective at in-person interactions, but also in using technology to get information to members, the judiciary, the profession, and the public at large.

Join us to hear from a range of legal professionals - the courts, bar staff and current and incoming bar presidents, on the best ways to meet the challenge of being a leader when everything has changed.

Break*

3:50 PM EDT / 2:50 PM CDT / 1:50 PM MDT / 12:50 PM PDT (10 min.)

This is your time to network with fellow attendees, visit a virtual sponsor booth; play a game to win prizes and connect with others!

NCBP Workshop - Governance in Transition*

4:00 PM EDT / 3:00 PM CDT / 2:00 PM MDT / 1:00 PM PDT (45 min.)

Being a good bar leader means keeping a tight rein on your board's governance. But what happens when decisions have to be made quickly, and from a distance? Join bar governance experts Elizabeth Derrico and Dana Hrelc as they discuss not only the nuts and bolts of governance from a distance, but how to make important decisions quickly, even when you can't meet in person, and how to build relationships with fellow board members when you have to meet via Zoom.

Break*

4:45 PM EDT / 3:45 PM CDT / 2:45 PM MDT / 1:45 PM PDT (15 min.)

Don't forget our sponsors will be drawing raffles at this meeting - be sure to visit with NCBP sponsors to enter for your chance to win! Use this time to network with fellow attendees and play a game as well!

Virtual Reception

5:00 PM EDT / 4:00 PM CDT / 3:00 PM MDT / 2:00 PM PDT (60 min.)

If you've never attended a virtual reception, you're in for a treat!

Virtual Yoga! & Virtual Tour of Chicago

Throughout the Day

THURSDAY, AUG. 27

Welcome to NCBP Virtual Annual Meeting Day 3

1:00 PM EDT / 12:00 PM CDT / 11:00 AM MDT / 10:00 AM PDT (15 min.)

A quick introduction from incoming NCBP President-elect Mike Freed to will provide you details on how to navigate day three.

NCBP Workshop - Building Thought Leaders*

1:15 PM EDT / 12:15 PM CDT / 11:15 AM MDT / 10:15 AM PDT (45 min.)

Bar leaders are found in all generations. From the Greatest Generation, to Boomers, to Gen X'ers, from Millennials to Gen Z's, in today's bar world, we're not only dealing with different generations, but different backgrounds and experiences and leadership styles. Creating effective messaging to communicate with all the team members is key to being an effective bar leader. In this interactive session with national speaker Dan Negroni, we will focus on bridging the gap, training, engaging, and creating the bar leader of the future. Each participant will walk away with concrete, actionable strategies and tools for how to deliver better results for themselves and their bar.

Break*

2:00 PM EDT / 1:00 PM CDT / 12:00 PM MDT / 11:00 AM PDT (15 min.)

This is your time to network with fellow attendees, visit a virtual sponsor booth; play a game to win prizes and connect with others!

NCBP Metro Bar Workshop - Now More than Ever, Lawyers are Essential*

2:15 PM EDT / 1:15 PM CDT / 12:15 PM MDT / 11:15 AM PDT (45 min.)

When everyone was asked to work remote, the idea of the lawyer leader as essential to the community became abundantly clear, even as some states and municipalities were leaving them off the "essential workers" lists. It has been made even more clear as the fight for social justice ramped up. Hear from two metro bar associations who have stepped forward to ensure not only the lawyers in their community are deemed essential, but that all lawyers have the tools necessary from the bar to lead.

Break*

3:00 PM EDT / 2:00 PM CDT / 1:00 PM MDT / 12:00 PM PDT (5 min.)

Closing Plenary--Time to Lead: A Bar Association's Roadmap for Advancing Diversity, Equity and Inclusion*

3:05 PM EDT / 2:05 PM CDT / 1:05 PM MDT / 12:05 PM PDT (45 min.)

A few short years ago, the Connecticut Bar Association was a laggard in diversity, equity and inclusion (DEI), but with concerted effort, they became a leader in less than five years. The Bar's efforts over the past five years helped them to easily transition to online services, create resources during the pandemic, and respond quickly to social injustice activities by creating a Policing Task Force. It's no longer a question of "if" a bar needs diversity, equity and inclusion, but how to achieve it. This program will provide a roadmap for bar associations to break through impediments to meaningful advancements in DEI and turn the bar into a leader for future progress.

Break*

3:50 PM EDT / 2:50 PM CDT / 1:50 PM MDT / 12:50 PM PDT (10 min.)

Installation of 2020-2021 Officers and Passing of the Gavel*

4:00 PM EDT / 3:00 PM CDT / 2:00 PM MDT / 1:00 PM PDT (30 min.)

Virtual Yoga! & Virtual Tour of Chicago

Throughout the Day

**Denotes joint NCBP and NABE programming*

WASHINGTON STATE
BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Daniel D. Clark, WSBA Treasurer & 4th District Governor
Jorge Perez, Chief Financial Officer
DATE: July 22, 2020
RE: Draft FY 2021 Budget

DISCUSSION : Review draft of FY 2021 WSBA Budget

Attached, please find the first draft of the FY 2021 Budget, which was reviewed by the Budget and Audit Committee on Monday, July 20, 2020.

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
LIC-Licensing Revenue			
REVENUE:			
License Fees	16,735,996	16,317,618	418,378
TOTAL REVENUE	<u>16,735,996</u>	<u>16,317,618</u>	<u>418,378</u>
		-	
DIRECT EXPENSES:			
		-	
INDIRECT EXPENSES:			
		-	
NET INCOME (LOSS):	<u><u>16,735,996</u></u>	<u><u>16,317,618</u></u>	<u><u>418,378</u></u>

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
ATJ-Access to Justice			
REVENUE:			
		-	
DIRECT EXPENSES:			
Staff Travel/Parking	3,500	2,700	800
Staff Membership Dues	120	120	-
ATJ Board Retreat	2,000	2,000	-
Leadership Training	2,000	2,000	-
ATJ Board Expense	20,000	24,000	(4,000)
Public Defense	5,000	7,000	(2,000)
Reception/Forum Expense		2,000	(2,000)
TOTAL DIRECT EXPENSES:	32,620	39,820	(7,200)
		-	
INDIRECT EXPENSES:			
Salaries	98,749	185,736	(86,987)
Benefits	41,991	80,467	(38,476)
OTHER INDIRECT EXPENSE	38,538	52,781	(14,243)
TOTAL INDIRECT EXPENSES:	179,277	318,984	(139,707)
		-	
TOTAL ALL EXPENSES:	211,897	358,804	(146,907)
NET INCOME (LOSS):	(211,897)	(358,804)	146,907
FTEs	1.30		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
ADMIN - Administration			
REVENUE:			
Interest - Investments	100,000	100,000	-
TOTAL REVENUE	100,000	100,000	-
-			
DIRECT EXPENSES:			
Depreciation	275,000		275,000
Consulting Services	11,000		11,000
Staff Travel/Parking	4,200	4,200	-
Staff Membership Dues	-	950	(950)
Law Library	-	279	(279)
TOTAL DIRECT EXPENSES:	290,200	5,429	284,771
-			
INDIRECT EXPENSES:			
Salaries	661,100	702,386	(41,286)
Benefits	203,534	230,920	(27,386)
OTHER INDIRECT EXPENSE	205,139	219,369	(14,230)
TOTAL INDIRECT EXPENSES:	1,084,759	1,152,675	(67,916)
-			
TOTAL ALL EXPENSES:	1,374,959	1,158,104	216,855
NET INCOME (LOSS):	(1,274,959)	(1,058,104)	(216,855)
FTEs	6.92		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
ADMISS-Admissions			
REVENUE:			
Exam Soft Revenue	22,000	33,000	(11,000)
Bar Exam Fees	1,160,000	1,300,000	(140,000)
Bar Exam Late Fees	47,000		47,000
House Counsel Application Fees	32,860	37,200	(4,340)
Rule 9/Legal intern Fees	14,200	13,350	850
LLLT Exam Late Fee	250		250
LLLT Exam Fees	5,500		5,500
Foreign Law Consultant Fees	620		620
Special Admissions	7,320		7,320
LPO Examination Fees	24,600		24,600
LPO Exam Late Fee	1,200		1,200
TOTAL REVENUE	1,315,550	1,383,550	(68,000)
		-	
DIRECT EXPENSES:			
Postage		3,570	(3,570)
Staff Travel/Parking		14,900	(14,900)
Staff Membership Dues	800	650	150
Supplies		2,000	(2,000)
Conference Calls		4	(4)
Facility, Parking, Food	64,700	85,000	(20,300)
Examiner Fees	20,000	26,000	(6,000)
UBE Examinations	100,000	120,000	(20,000)
Board of Bar Examiners	6,000	28,500	(22,500)
Bar Exam Proctors	27,000	30,000	(3,000)
Character & Fitness Board Exp	13,800	15,000	(1,200)
Disability AccommodationS	17,000	17,250	(250)
Character & Fitness Investi	300	500	(200)
Law School Visits	920	1,600	(680)
Court Reporters	13,200	15,000	(1,800)
Online Legal Research	2,682	3,675	(993)
Law Library	378	1,116	(738)
TOTAL DIRECT EXPENSES:	266,780	364,765	(97,985)
		-	
INDIRECT EXPENSES:			
Salaries	432,536	534,949	(102,413)
Benefits	158,594	204,543	(45,949)
OTHER INDIRECT EXPENSE	194,364	186,931	7,433
TOTAL INDIRECT EXPENSES:	805,508	926,423	(120,915)
		-	
TOTAL ALL EXPENSES:	1,072,288	1,291,188	(218,900)
NET INCOME (LOSS):	243,262	92,362	150,900
FTEs	6.55		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
BOG - Board of Governors			
REVENUE:			
		-	
DIRECT EXPENSES:			
Consulting Services		5,000	(5,000)
Leadership Training	50,000		50,000
Washington Leadership Institute		100,000	(100,000)
BOG Meetings	210,500	210,500	-
BOG Committees' Expenses	30,000	30,000	-
BOG Retreat	15,000	15,000	-
BOG Conference Attendance	44,000	44,000	-
BOG Travel & Outreach	35,000	30,000	5,000
BOG Elections	12,000		12,000
President's Dinner	10,000		10,000
TOTAL DIRECT EXPENSES:	406,500	434,500	(28,000)
		-	
INDIRECT EXPENSES:			
Salaries	60,327	66,113	(5,786)
Benefits	21,813	20,407	1,406
OTHER INDIRECT EXPENSE	29,644	27,490	2,154
TOTAL INDIRECT EXPENSES:	112,932	114,010	(1,078)
		-	
TOTAL ALL EXPENSES:	519,432	548,510	(29,078)
NET INCOME (LOSS):	(519,432)	(548,510)	29,078
 FTEs	 1.00		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
COMM-Communication Strategies			
REVENUE:			
WSBA Logo Merchandise Sales	-	343	(343)
APEX Dinner	-	2,250	(2,250)
50 Year Member Tribute Lunch	-	300	(300)
TOTAL REVENUE	-	2,893	(2,893)
DIRECT EXPENSES:			
Staff Travel/Parking	4,700	4,700	-
Staff Membership Dues	1,183	1,515	(332)
Subscriptions	3,052	3,000	52
Digital/Online Development	800	1,450	(650)
Telephone	300	325	(25)
Conference Calls	302	30	272
Miscellaneous	5,000		5,000
APEX Dinner Expenses	25,000	23,000	2,000
50 Year Member Tribute Lunch	10,708	10,708	0
Communications Outreach	25,000	34,000	(9,000)
TOTAL DIRECT EXPENSES:	76,045	78,728	(2,683)
INDIRECT EXPENSES:			
Salaries	250,901	297,765	(46,864)
Benefits	83,121	117,948	(34,827)
OTHER INDIRECT EXPENSE	112,748	122,055	(9,307)
TOTAL INDIRECT EXPENSES:	451,060	537,768	(86,708)
TOTAL ALL EXPENSES:	527,105	616,496	(89,390)
NET INCOME (LOSS):	(527,105)	(613,603)	86,498
FTEs	3.80		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
CBS-Conference and Broadcast Services			
REVENUE:			
		-	
DIRECT EXPENSES:			
Translation Services		9,000	(9,000)
TOTAL DIRECT EXPENSES:		9,000	(9,000)
		-	
INDIRECT EXPENSES:			
Salaries	56,087	407,873	(351,786)
Benefits	20,564	159,798	(139,234)
OTHER INDIRECT EXPENSE	22,233	195,453	(173,220)
TOTAL INDIRECT EXPENSES:	100,334	763,124	(662,790)
		-	
TOTAL ALL EXPENSES:	100,334	772,124	(671,790)
NET INCOME (LOSS):	(100,334)	(772,124)	671,790
 FTEs	 0.75		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
Office of Disciplinary Counsel			
REVENUE:			
Audit Revenue	2,500	2,500	-
Recovery of Discipline Costs	80,000	90,000	(10,000)
Discipline History Summary	15,000	14,000	1,000
TOTAL REVENUE	97,500	106,500	(9,000)
		-	
DIRECT EXPENSES:			
Depreciation		2,300	(2,300)
Consulting Services	10,000		10,000
Publications Production	250	250	-
Staff Travel/Parking	35,000	35,000	-
Staff Membership Dues	315	4,877	(4,562)
Telephone	2,900	2,849	51
Court Reporters	35,000	30,000	5,000
Outside Counsel Expenses	5,000	1,000	4,000
Litigation Expenses	35,000	35,000	-
Disability Expenses	10,000	7,500	2,500
Online Legal Research	53,288	43,188	10,099
Law Library	12,000	5,800	6,200
Translation Services	1,000	1,000	-
TOTAL DIRECT EXPENSES:	199,753	168,765	30,988
		-	
INDIRECT EXPENSES:			
Salaries	3,700,968	3,599,769	101,199
Benefits	1,269,780	1,196,980	72,800
OTHER INDIRECT EXPENSE	1,150,407	1,015,202	135,205
TOTAL INDIRECT EXPENSES:	6,058,106	5,811,951	246,155
		-	
TOTAL ALL EXPENSES:	6,257,858	5,980,716	277,143
NET INCOME (LOSS):	(6,160,358)	(5,874,216)	(286,143)
FTEs	40.00		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
DIV-Diversity			
REVENUE:			
Donations & Grants	125,000	130,000	(5,000)
Work Study Grants	10,374	5,187	5,187
TOTAL REVENUE	135,374	135,187	187
		-	
DIRECT EXPENSES:			
Staff Travel/Parking	4,000	4,000	-
Staff Membership Dues	640	640	-
Committee for Diversity	6,000	6,000	-
Diversity Events & Projects	17,250	15,250	2,000
Internal Diversity Outreach	2,000	200	1,800
TOTAL DIRECT EXPENSES:	29,890	26,090	3,800
		-	
INDIRECT EXPENSES:			
Salaries	207,495	187,061	20,434
Benefits	71,079	81,042	(9,963)
OTHER INDIRECT EXPENSE	86,265	106,386	(20,121)
TOTAL INDIRECT EXPENSES:	369,188	374,489	(5,301)
		-	
TOTAL ALL EXPENSES:	399,078	400,579	(1,501)
NET INCOME (LOSS):	(263,704)	(265,392)	1,688
FTEs	2.91		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
FOUND-Foundation			
REVENUE:			
		-	
DIRECT EXPENSES:			
Consulting Services		3,000	(3,000)
Postage		500	(500)
Printing & Copying		900	(900)
Staff Travel/Parking		500	(500)
Supplies		250	(250)
Special Events	5,000	5,000	-
Board of Trustees	2,000	2,000	-
TOTAL DIRECT EXPENSES:	7,000	12,150	(5,150)
		-	
INDIRECT EXPENSES:			
Salaries	76,686	70,951	5,735
Benefits	15,935	30,738	(14,803)
OTHER INDIRECT EXPENSE	29,644	28,864	780
TOTAL INDIRECT EXPENSES:	122,445	130,553	(8,108)
		-	
TOTAL ALL EXPENSES:	129,445	142,703	(13,258)
NET INCOME (LOSS):	(129,445)	(142,703)	13,258
FTEs	1.00		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
HR-Human Resources			
REVENUE:			
		-	
DIRECT EXPENSES:			
Consulting Services	37,500	75,000	(37,500)
Staff Travel/Parking	741	250	491
Staff Membership Dues	193	385	(192)
Subscriptions	3,505	2,239	1,266
Staff Training- General	100,000	25,000	75,000
Recruiting and Advertising	7,000	7,000	-
Payroll Processing	49,000	49,000	-
Salary Surveys	2,900	2,900	-
Transfer to Indirect Expense	(200,839)	(161,774)	(39,065)
TOTAL DIRECT EXPENSES:	-	-	-
INDIRECT EXPENSES:			
Salaries	274,855	267,155	7,700
Allowance for Open Positions	-	(212,872)	
Benefits	79,653	85,476	(5,823)
OTHER INDIRECT EXPENSE	109,684	67,350	42,334
TOTAL INDIRECT EXPENSES:	468,722	207,110	261,613
		-	
TOTAL ALL EXPENSES:	468,722	207,110	261,613
NET INCOME (LOSS):	(468,722.29)	(207,109.50)	(261,612.79)
 FTEs	 3.70		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
CLERK-Law Clerk Program			
REVENUE:			
Law Clerk Fees	190,000	191,362	(1,362)
Law Clerk Application Fees	3,000	3,200	(200)
TOTAL REVENUE	193,000	194,562	(1,562)
		-	
DIRECT EXPENSES:			
Staff Travel/Parking	300	400	(100)
Subscriptions	250	250	-
Character & Fitness Investi	100	100	-
Law Clerk Board	6,000	6,000	-
Law Clerk Outreach	3,000	6,000	(3,000)
TOTAL DIRECT EXPENSES:	9,650	12,750	(3,100)
		-	
INDIRECT EXPENSES:			
Salaries	49,327	98,336	(49,009)
Benefits	19,231	37,600	(18,369)
OTHER INDIRECT EXPENSE	26,680	34,362	(7,682)
TOTAL INDIRECT EXPENSES:	96,234	170,298	(74,064)
		-	
TOTAL ALL EXPENSES:	105,884	183,048	(77,164)
NET INCOME (LOSS):	87,116	11,514	75,602
FTEs	0.90		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
LEG-Legislative			
REVENUE:			
		-	
DIRECT EXPENSES:			
Staff Travel/Parking	4,550	2,500	2,050
Staff Membership Dues	450	450	-
Subscriptions	2,000	2,000	-
Rent - Olympia Office	2,500	1,500	1,000
Contract Lobbyist	20,000	20,000	(0)
Legislative Committee	2,500	3,000	(500)
BOG Legislative Committee	250	250	-
TOTAL DIRECT EXPENSES:	32,250	29,700	2,550
		-	
INDIRECT EXPENSES:			
Salaries	27,315	87,076	(59,761)
Benefits	14,253	34,491	(20,238)
OTHER INDIRECT EXPENSE	16,057	30,239	(14,182)
TOTAL INDIRECT EXPENSES:	58,642	151,806	(93,164)
		-	
TOTAL ALL EXPENSES:	90,892	181,506	(90,614)
NET INCOME (LOSS):	(90,892)	(181,506)	90,614
FTEs	0.54		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
LICMR-Licensing & Membership Records			
REVENUE:			
Status Certificate Fees	26,300	25,000	1,300
Investigation Fees	24,000	24,000	-
Pro Hac Vice	197,000	290,000	(93,000)
Member Contact Information	11,000	11,000	-
Photo Bar Card Sales	350	350	-
TOTAL REVENUE	258,650	350,350	(91,700)
-			
DIRECT EXPENSES:			
Depreciation		13,850	(13,850)
Postage	18,300	19,500	(1,200)
Licensing Forms	2,500	2,253	247
TOTAL DIRECT EXPENSES:	20,800	35,603	(14,803)
-			
INDIRECT EXPENSES:			
Salaries	343,276	341,930	1,346
Benefits	127,875	126,335	1,540
OTHER INDIRECT EXPENSE	112,649	115,458	(2,809)
TOTAL INDIRECT EXPENSES:	594,526	583,723	10,803
-			
TOTAL ALL EXPENSES:	615,326	619,326	(4,000)
NET INCOME (LOSS):	(356,676)	(268,976)	(87,700)
FTEs	3.80		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
LLLT-Limited License Legal Technician			
REVENUE:			
License Fees	8,605		8,605
Seminar Registrations	1,750	4,344	(2,594)
LLLT Exam Late Fee	900		900
LLLT License Fees	10,905	5,736	5,169
LLLT Exam Fees	13,500	6,280	7,220
Investigation Fees	300	300	-
LLLT Late License Fees	412	300	112
LLLT Waiver Fees	300	150	150
Member Late Fees	-	150	(150)
TOTAL REVENUE	36,672	17,260	19,412
		-	
DIRECT EXPENSES:			
Postage	-	20	(20)
Staff Travel/Parking	200	600	(400)
LLLT Board	7,000	14,000	(7,000)
LLLT Outreach	1,000	4,000	(3,000)
Exam Writing	-	10,750	(10,750)
LLLT Education	-	2,500	(2,500)
Licensing Forms	3	3	1
TOTAL DIRECT EXPENSES:	8,203	31,873	(23,670)
		-	
INDIRECT EXPENSES:			
Salaries	62,460	103,650	(41,190)
Benefits	25,288	39,631	(14,343)
OTHER INDIRECT EXPENSE	29,644	36,836	(7,192)
TOTAL INDIRECT EXPENSES:	117,392	180,117	(62,725)
		-	
TOTAL ALL EXPENSES:	125,595	211,990	(86,394)
NET INCOME (LOSS):	(88,924)	(194,730)	105,806
FTEs	1.00		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
LPO-Limited Practice Officers			
REVENUE:			
Investigation Fees	1,000	1,000	-
LPO Examination Fees	20,000	26,800	(6,800)
LPO Exam Late Fee	1,500		1,500
LPO License Fees	171,400	172,517	(1,117)
LPO Late License Fees	4,500	3,088	1,412
Member Late Fees		1,800	(1,800)
TOTAL REVENUE	198,400	205,205	(6,805)
DIRECT EXPENSES:			
Printing & Copying	100		100
Staff Travel/Parking	500	500	-
Facility, Parking, Food	100	24	76
Exam Writing	9,750	9,750	-
Online Legal Research	1,800	1,838	(38)
Law Library	279	279	-
LPO Board Expenses	3,000	3,000	-
LPO Outreach	4,000	5,000	(1,000)
TOTAL DIRECT EXPENSES:	19,529	20,391	(862)
INDIRECT EXPENSES:			
Salaries	29,201	83,983	(54,782)
Benefits	11,262	32,112	(20,850)
OTHER INDIRECT EXPENSE	14,822	29,964	(15,142)
TOTAL INDIRECT EXPENSES:	55,918	146,059	(90,141)
TOTAL ALL EXPENSES:	75,447	166,450	(91,002)
NET INCOME (LOSS):	122,953	38,755	84,198
FTEs	0.50		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
MCLE-Mandatory Continuing Legal Education			
REVENUE:			
Accredited Program Fees	480,000	516,700	(36,700)
Form 1 Late Fee	150,000	170,000	(20,000)
Member Late Fees	2,700	191,000	(188,300)
Annual Accredited Sponsor Fees	42,250	41,750	500
Attendance Late Fees	80,000	90,000	(10,000)
COMITY Certificates - Request	13,000	13,000	-
COMITY Certificates - Submit	-	16,000	(16,000)
TOTAL REVENUE	767,950	1,038,450	(270,500)
-			
DIRECT EXPENSES:			
Depreciation		250,000	(250,000)
Staff Travel/Parking	50	50	-
Staff Membership Dues	500	500	-
Online Legal Research	-	1,838	(1,838)
Law Library	-	279	(279)
MCLE Board Expenses	3,250	2,500	750
TOTAL DIRECT EXPENSES:	3,800	255,167	(251,367)
-			
INDIRECT EXPENSES:			
Salaries	266,722	509,354	(242,632)
Benefits	97,293	139,871	(42,578)
OTHER INDIRECT EXPENSE	112,858	127,828	(14,970)
TOTAL INDIRECT EXPENSES:	483,374	777,053	(293,679)
-			
TOTAL ALL EXPENSES:	487,174	1,032,220	(545,045)
-			
NET INCOME (LOSS):	280,776	6,230	274,545

FTEs

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**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
LAP-Member Assistance Program			
REVENUE:			
Diversion	4,000	6,750	(2,750)
TOTAL REVENUE	4,000	6,750	(2,750)
		-	
DIRECT EXPENSES:			
Publications Production		200	(200)
Staff Membership Dues		225	(225)
Prof Liab Insurance	850	850	-
TOTAL DIRECT EXPENSES:	850	1,275	(425)
		-	
INDIRECT EXPENSES:			
Salaries	80,079	82,545	(2,466)
Benefits	37,583	26,410	11,173
OTHER INDIRECT EXPENSE	23,716	24,741	(1,025)
TOTAL INDIRECT EXPENSES:	140,066	133,696	6,370
		-	
TOTAL ALL EXPENSES:	140,916	134,971	5,945
NET INCOME (LOSS):	(136,916)	(128,221)	(8,695)
FTEs	1		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
MSE-Member Services and Engagement			
REVENUE:			
Royalties	49,250	49,250	-
NMP Product Sales	80,000	80,000	-
Seminar Registrations	15,000	15,000	-
Trial Advocacy Program	10,000	10,000	-
TOTAL REVENUE	154,250	154,250	-
DIRECT EXPENSES:			
YLL Section Program	1,500	1,100	400
CLE Comps	1,000	1,000	-
Staff Travel/Parking	2,500	2,500	-
Staff Membership Dues	490	445	45
Subscriptions	500	500	-
Conference Calls	300	300	-
Library Materials/Resources	6,200	6,200	-
Speakers & Program Development	1,500	1,500	-
New Lawyer Outreach Events	2,500	2,500	-
New Lawyers Committee	12,500	1,500	11,000
Trial Advocacy Expenses	5,000	2,500	2,500
Reception/Forum Expense	4,000	3,000	1,000
Scholarships/Donations/Grant	5,000	2,500	2,500
TOTAL DIRECT EXPENSES:	42,990	25,545	17,445
INDIRECT EXPENSES:			
Salaries	285,710	330,563	(44,853)
Benefits	88,691	143,212	(54,521)
OTHER INDIRECT EXPENSE	122,431	116,557	5,874
TOTAL INDIRECT EXPENSES:	501,194	590,332	(89,138)
TOTAL ALL EXPENSES:	544,184	615,877	(71,693)
NET INCOME (LOSS):	(389,934)	(461,627)	71,693

FTEs

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**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
MBEN-Membership Benefits			
REVENUE:			
Sponsorships	9,000	9,000	-
Internet Sales	19,000	19,000	-
TOTAL REVENUE	28,000	28,000	-
DIRECT EXPENSES:			
Transcription Services	1,500	1,500	-
Conference Calls	2,000		2,000
Speakers & Program Develop		2,000	(2,000)
WSBA Connects	46,560	46,560	-
Casemaker/FastCase	136,436	136,436	-
TOTAL DIRECT EXPENSES:	186,496	186,496	-
INDIRECT EXPENSES:			
Salaries	77,609	74,151	3,458
Benefits	22,811	32,124	(9,313)
OTHER INDIRECT EXPENSE	34,388	18,968	15,420
TOTAL INDIRECT EXPENSES:	135,726	125,243	10,483
TOTAL ALL EXPENSES:	322,222	311,739	10,483
NET INCOME (LOSS):	(294,222)	(283,739)	(10,483)

FTEs

1

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
BN-NW Lawyer			
REVENUE:			
Royalties	1,500	1,216	284
BNews Display Advertising	300,000	423,500	(123,500)
BNews Subscript/Single Issues	350	350	-
BNews Classified Advertising	11,500	12,500	(1,000)
BNews Gen Announcements	15,000	20,000	(5,000)
BNews Prof Announcements	20,000	25,000	(5,000)
Job Target Advertising	120,000	120,000	-
TOTAL REVENUE	468,350	602,566	(134,216)
DIRECT EXPENSES:			
Bad Debt Expense	750	2,000	(1,250)
Postage	95,000	95,000	-
Printing & Copying	250,000	250,000	-
Staff Membership Dues	615	615	-
Digital/Online Development	11,000	13,200	(2,200)
Graphics/Artwork	1,500	2,000	(500)
Outside Sales Expense	90,000	118,500	(28,500)
Editorial Advis Committee Exp	800	800	-
TOTAL DIRECT EXPENSES:	449,665	482,115	(32,450)
INDIRECT EXPENSES:			
Salaries	199,252	216,483	(17,231)
Benefits	62,481	85,752	(23,271)
OTHER INDIRECT EXPENSE	83,795	70,099	13,696
TOTAL INDIRECT EXPENSES:	348,766	372,334	(23,568)
TOTAL ALL EXPENSES:	798,431	854,449	(56,018)
NET INCOME (LOSS):	(330,081)	(251,883)	(78,198)

FTEs

3

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
Office of Executive Director			
REVENUE:			
		-	
DIRECT EXPENSES:			
Staff Travel/Parking		5,400	(5,400)
Staff Membership Dues		1,700	(1,700)
ABA Delegates	5,000		5,000
Section/Committee Chair Mtgs	500		500
Washington Leadership Institute	100,000		100,000
ED Travel & Outreach	5,000	5,000	-
BOG Elections	1		1
Law Library		279	(279)
TOTAL DIRECT EXPENSES:	121,501	12,379	109,122
		-	
INDIRECT EXPENSES:			
Salaries	399,419	382,572	16,847
Benefits	137,304	118,089	19,215
OTHER INDIRECT EXPENSE	88,933	39,860	49,073
TOTAL INDIRECT EXPENSES:	625,657	540,521	85,136
		-	
TOTAL ALL EXPENSES:	747,158	552,900	194,258
NET INCOME (LOSS):	(747,158)	(552,900)	(194,258)
FTEs	3		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
OGC-Office of General Counsel			
REVENUE:			
Copy Fees		4	(4)
TOTAL REVENUE		4	(4)
DIRECT EXPENSES:			
Depreciation		3,336	(3,336)
Staff Travel/Parking		300	(300)
Staff Membership Dues	25	2,725	(2,700)
Litigation Expenses		500	(500)
Online Legal Research		11,205	(11,205)
Law Library		2,921	(2,921)
Court Rules Committee	3,000	3,000	-
Discipline Advisory Roundtable	500	500	-
Custodianship	1,500	1,500	-
TOTAL DIRECT EXPENSES:	5,025	25,987	(20,962)
INDIRECT EXPENSES:			
Salaries	597,307	460,618	136,689
Benefits	175,953	159,114	16,839
OTHER INDIRECT EXPENSE	189,057	159,991	29,066
TOTAL INDIRECT EXPENSES:	962,318	779,723	182,595
TOTAL ALL EXPENSES:	967,343	805,710	161,632
NET INCOME (LOSS):	(967,343)	(805,706)	(161,636)
FTEs	6		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
OGCDB-Office of General Counsel Disciplinary Board			
REVENUE:			
		-	
DIRECT EXPENSES:			
Staff Membership Dues	100	100	-
Law Library		1,116	(1,116)
Disciplinary Board Expenses	4,000	4,000	-
Chief Hearing Officer	33,000	33,000	-
Hearing Officer Expenses	2,000	2,000	-
Hearing Officer Training	2,000	2,000	-
Outside Counsel	55,000	55,000	-
TOTAL DIRECT EXPENSES:	96,100	97,216	(1,116)
		-	
INDIRECT EXPENSES:			
Salaries	93,303	231,661	(138,358)
Benefits	37,106	80,024	(42,918)
OTHER INDIRECT EXPENSE	38,538	42,609	(4,071)
TOTAL INDIRECT EXPENSES:	166,815	354,294	(187,479)
		-	
TOTAL ALL EXPENSES:	262,915	451,510	(188,595)
NET INCOME (LOSS):	(262,915)	(451,510)	188,595

FTEs

1

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
OUTENG-Outreach and Engagement			
REVENUE:			
		-	
DIRECT EXPENSES:			
Staff Travel/Parking	1,400		1,400
Staff Membership Dues	1,152	825	327
ABA Delegates	5,600	5,000	600
Section/Committee Chair Mtgs	600	600	-
Jud Recommend Committee	4,500	2,000	2,500
BOG Elections	-	6,500	(6,500)
Bar Outreach	15,000	16,600	(1,600)
TOTAL DIRECT EXPENSES:	28,252	31,525	(3,273)
		-	
INDIRECT EXPENSES:			
Salaries	106,426	198,420	(91,994)
Benefits	39,568	78,596	(39,028)
OTHER INDIRECT EXPENSE	45,702	75,047	(29,345)
TOTAL INDIRECT EXPENSES:	194,306	352,063	(157,757)
		-	
TOTAL ALL EXPENSES:	222,558	383,588	(161,030)
NET INCOME (LOSS):	(222,558)	(383,588)	161,030

FTEs

2

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
PLB-Practice Law Board			
REVENUE:			
		-	
DIRECT EXPENSES:			
Practice of Law Board	12,000	12,000	-
TOTAL DIRECT EXPENSES:	12,000	12,000	-
		-	
INDIRECT EXPENSES:			
Salaries	26,192	39,116	(12,924)
Benefits	6,983	13,512	(6,529)
OTHER INDIRECT EXPENSE	4,447	10,996	(6,549)
TOTAL INDIRECT EXPENSES:	37,376	63,624	(26,248)
		-	
TOTAL ALL EXPENSES:	49,376	75,624	(26,248)
NET INCOME (LOSS):	(49,376)	(75,624)	26,248
 FTEs	 0		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
PRP-Professional Responsibility Program			
REVENUE:			
		-	
DIRECT EXPENSES:			
Staff Travel/Parking		4,000	(4,000)
Law Library		279	(279)
CPE Committee	5,000	5,000	-
TOTAL DIRECT EXPENSES:	5,000	9,279	(4,279)
		-	
INDIRECT EXPENSES:			
Salaries	160,954	160,115	839
Benefits	74,430	55,310	19,120
OTHER INDIRECT EXPENSE	50,173	42,609	7,564
TOTAL INDIRECT EXPENSES:	282,781	258,034	24,747
		-	
TOTAL ALL EXPENSES:	287,781	267,313	20,468
NET INCOME (LOSS):	(287,781)	(267,313)	(20,468)

FTEs 2

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
PSP-Public Service Programs			
REVENUE:			
Donations & Grants	130,000	135,000	(5,000)
PSP Product Sales	200	200	-
TOTAL REVENUE	130,200	135,200	(5,000)
		-	
DIRECT EXPENSES:			
Donations/Sponsorships/Grants	233,193	205,688	27,505
Staff Travel/Parking	2,000	2,000	-
Pro Bono & Legal Aid Committee	2,800	2,000	800
Day of Service	27,000	30,500	(3,500)
Pro Bono CertificateS	1,000		1,000
TOTAL DIRECT EXPENSES:	265,993	240,188	25,805
		-	
INDIRECT EXPENSES:			
Salaries	125,643	95,912	29,731
Benefits	45,071	41,552	3,519
OTHER INDIRECT EXPENSE	56,324	42,334	13,990
TOTAL INDIRECT EXPENSES:	229,720	179,798	49,922
		-	
TOTAL ALL EXPENSES:	495,713	419,986	75,727
		-	
NET INCOME (LOSS):	(365,513)	(284,786)	(80,727)

FTEs

2

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
PUB-Publication and Design Services			
REVENUE:			
		-	
DIRECT EXPENSES:			
Equipment, Hardware & Software	300	330	(30)
Subscriptions	200	262	(62)
Supplies	150	300	(150)
Image Library	4,680	4,680	-
TOTAL DIRECT EXPENSES:	5,330	5,572	(242)
		-	
INDIRECT EXPENSES:			
Salaries	53,889	74,534	(20,645)
Benefits	19,231	29,523	(10,292)
OTHER INDIRECT EXPENSE	25,791	29,964	(4,173)
TOTAL INDIRECT EXPENSES:	99,942	134,021	(34,079)
		-	
TOTAL ALL EXPENSES:	105,272	139,593	(34,321)
NET INCOME (LOSS):	(105,272)	(139,593)	34,321

FTEs

1

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
SECT-Sections Administration			
REVENUE:			
Reimbursements From Sections	300,000	300,000	-
TOTAL REVENUE	300,000	300,000	-
DIRECT EXPENSES:			
Staff Travel/Parking	1,740	1,200	540
Staff Membership Dues	125	125	-
Subscriptions	410	410	-
Conference Calls	300	300	-
Miscellaneous	300	300	-
Section/Committee Chair Mtgs	1,000	1,000	-
Dues Statements	6,000	6,000	-
TOTAL DIRECT EXPENSES:	9,875	9,335	540
INDIRECT EXPENSES:			
Salaries	162,549	161,026	1,523
Benefits	22,199	69,763	(47,564)
OTHER INDIRECT EXPENSE	79,447	116,557	
TOTAL INDIRECT EXPENSES:	290,331	347,346	(57,015)
TOTAL ALL EXPENSES:	300,206	356,681	(56,475)
NET INCOME (LOSS):	(206)	(56,681)	56,475

FTEs

3

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
TECH-Technology			
REVENUE:			
		-	
DIRECT EXPENSES:			
Consulting Services	110,000	110,000	-
Staff Travel/Parking	2,500	2,500	-
Staff Membership Dues	450	180	270
Telephone	18,000	24,000	(6,000)
Computer Hardware	40,000	38,000	2,000
Computer Software	110,000	29,000	81,000
Hardware Service & Warranties	50,000	55,000	(5,000)
Software Maint & Licensing	325,000	320,000	5,000
Telephone Hardware & Maint	7,000	7,000	-
Computer Supplies	10,000	10,000	-
Third Party Services	130,000	177,000	(47,000)
Transfer to Indirect Expenses	(802,950)	(772,680)	(30,270)
TOTAL DIRECT EXPENSES:	-	-	(0)
INDIRECT EXPENSES:			
Salaries	1,119,686	1,063,911	55,775
Benefits	407,475	380,432	27,043
Capital Labor & Overhead		(51,000)	
OTHER INDIRECT EXPENSE	204,733	332,628	(127,895)
TOTAL INDIRECT EXPENSES:	1,712,216	1,725,971	(13,755)
TOTAL ALL EXPENSES:	1,712,216	1,725,971	(13,755)
NET INCOME (LOSS):	(1,712,216)	(1,725,971)	13,755

FTEs

12

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
CLEP-CLE-Products			
REVENUE:			
Shipping & Handling	1,000	1,000	-
Coursebook Sales	8,000	9,000	(1,000)
MP3 Sales	216,000		216,000
Digital Video Sales	694,000		694,000
Internet Sales		878,750	(878,750)
TOTAL REVENUE	919,000	888,750	30,250
		-	
DIRECT EXPENSES:			
Bad Debt Expense		100	(100)
Depreciation		5,820	(5,820)
Staff Travel/Parking		2,000	(2,000)
Staff Membership Dues	600	620	(20)
Cost of Sales - Coursebooks	1,500	250	1,250
A/V Develop Costs (Recording)	2,000	1,500	500
Online Product Hosting Expenses	48,000	48,000	-
Postage & Delivery-Coursebooks	500	500	-
Postage - Fliers/Catalogs		3,500	(3,500)
Seminar Brochures		3,000	(3,000)
TOTAL DIRECT EXPENSES:	52,600	65,290	(12,690)
		-	
INDIRECT EXPENSES:			
Salaries	93,465	102,074	(8,609)
Benefits	43,139	40,063	3,076
OTHER INDIRECT EXPENSE	42,984	42,884	100
TOTAL INDIRECT EXPENSES:	177,211	185,021	(7,810)
		-	
TOTAL ALL EXPENSES:	229,811	250,311	(20,500)
NET INCOME (LOSS):	689,189	638,439	50,750

FTEs

1

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
CLES-CLE-Seminars			
REVENUE:			
Seminar Registrations	868,255	875,329	(7,074)
Seminar Revenue-Other	28,000	29,000	(1,000)
TOTAL REVENUE	896,255	904,329	(8,074)
DIRECT EXPENSES:			
Bad Debt Expense	650	500	150
Staff Travel/Parking	15,000	6,000	9,000
Staff Membership Dues	853	850	3
Supplies	1,000	2,000	(1,000)
Conference Calls	50	25	25
Coursebook Production	1,500	3,000	(1,500)
Postage - Fliers/Catalogs	8,000	12,000	(4,000)
Postage - Misc/Delivery	800	1,000	(200)
Accreditation Fees	3,000	3,000	-
Seminar Brochures	20,000	18,000	2,000
Facilities	297,500	232,357	65,143
Speakers & Program Develop	50,000	62,000	(12,000)
Splits to Sections	100,000	100,100	(100)
CLE Seminar Committee	250	250	-
TOTAL DIRECT EXPENSES:	498,603	441,082	57,521
INDIRECT EXPENSES:			
Salaries	473,716	485,567	(11,851)
Benefits	208,303	210,364	(2,061)
OTHER INDIRECT EXPENSE	206,622	213,047	(6,425)
TOTAL INDIRECT EXPENSES:	877,211	908,978	(31,767)
TOTAL ALL EXPENSES:	1,375,814	1,350,060	25,754
NET INCOME (LOSS):	(479,559)	(445,732)	(33,827)

FTEs

7

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
CLES-CLE-Seminars, CLEP-CLE-Products			
REVENUE:			
Shipping & Handling	1,000	1,000	-
Seminar Registrations	868,255	875,329	(7,074)
Seminar Revenue-Other	28,000	29,000	(1,000)
Coursebook Sales	8,000	9,000	(1,000)
MP3 Sales	216,000		216,000
Digital Video Sales	694,000		694,000
Internet Sales		878,750	(878,750)
TOTAL REVENUE	1,815,255	1,793,079	22,177
		-	
DIRECT EXPENSES:			
Bad Debt Expense	650	600	50
Depreciation		5,820	(5,820)
Staff Travel/Parking	15,000	8,000	7,000
Staff Membership Dues	1,453	1,470	(17)
Supplies	1,000	2,000	(1,000)
Conference Calls	50	25	25
Cost of Sales - Coursebooks	1,500	250	1,250
A/V Develop Costs (Recording)	2,000	1,500	500
Online Product Hosting Expen	48,000	48,000	-
Postage & Delivery-Coursebook	500	500	-
Coursebook Production	1,500	3,000	(1,500)
Postage - Fliers/Catalogs	8,000	15,500	(7,500)
Postage - Misc/Delivery	800	1,000	(200)
Accreditation Fees	3,000	3,000	-
Seminar Brochures	20,000	21,000	(1,000)
Facilities	297,500	232,357	65,143
Speakers & Program Develop	50,000	62,000	(12,000)
Splits to Sections	100,000	100,100	(100)
CLE Seminar Committee	250	250	-
TOTAL DIRECT EXPENSES:	551,203	506,372	44,831
		-	
INDIRECT EXPENSES:			
Salaries	567,181	587,641	(20,460)
Benefits	210,681	250,427	(39,746)
OTHER INDIRECT EXPENSE	249,606	255,931	(6,325)
TOTAL INDIRECT EXPENSES:	1,054,422	1,093,999	(39,577)
		-	
TOTAL ALL EXPENSES:	1,605,625	1,600,371	5,254
NET INCOME (LOSS):	209,630	192,707	16,923

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
DESK-Deskbooks			
REVENUE:			
Shipping & Handling	3,000	3,000	-
Deskbook Sales	100,000	110,000	(10,000)
Section Publication Sales	5,000	3,000	2,000
Casemaker Royalties	50,000	60,000	(10,000)
TOTAL REVENUE	158,000	176,000	(18,000)
		-	
DIRECT EXPENSES:			
Bad Debt Expense	100	100	-
Records Storage - Off Site	8,100	8,100	-
Staff Membership Dues	220	220	-
Subscriptions	185	185	-
Miscellaneous	200		200
Cost of Sales - Deskbooks	60,000	75,000	(15,000)
Cost of Sales - Section Public	2,000	750	1,250
Obsolete Inventory	21,000	850	20,150
Splits to Sections	15,000	1,000	14,000
Deskbook Royalties	500	1,000	(500)
Postage & Delivery-Deskbooks	3,000	3,000	-
Fliers/Catalogs	1,500	3,000	(1,500)
Postage - Fliers/Catalogs	750	1,500	(750)
Complimentary Book Program	1,000	2,500	(1,500)
Online Legal Research	1,838	1,838	-
TOTAL DIRECT EXPENSES:	115,393	99,043	16,350
		-	
INDIRECT EXPENSES:			
Salaries	124,643	110,788	13,855
Benefits	51,311	43,885	7,426
OTHER INDIRECT EXPENSE	45,059	61,852	(16,793)
TOTAL INDIRECT EXPENSES:	218,521	216,525	1,996
		-	
TOTAL ALL EXPENSES:	333,914	315,568	18,346
NET INCOME (LOSS):	(175,914)	(139,568)	(36,346)

FTEs

2

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
Client Protection Fund			
REVENUE:			
CPF Restitution	4,000	4,000	-
CPF Member Assessments	511,250	1,000,000	(488,750)
Interest Revenue	10,000	20,000	(10,000)
TOTAL REVENUE	525,250	1,024,000	(498,750)
		-	
DIRECT EXPENSES:			
Bank Fees	1,000	1,000	0
Staff Membership Dues	200	200	-
Gifts to injured Clients	500,000	500,000	-
CPF Board	1,200	1,200	-
TOTAL DIRECT EXPENSES:	502,400	502,400	-
		-	
INDIRECT EXPENSES:			
Salaries	84,388	79,880	4,508
Benefits	39,598	27,593	12,005
OTHER INDIRECT EXPENSE	36,463	32,438	4,025
TOTAL INDIRECT EXPENSES:	158,432	139,911	18,521
		-	
TOTAL ALL EXPENSES:	660,832	642,311	18,521
NET INCOME (LOSS):	(135,582)	381,689	(517,271)

FTEs

1

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
COVID19			
REVENUE:		-	
DIRECT EXPENSES:			
Covid19	50,000	25,000	25,000
TOTAL DIRECT EXPENSES:	<u>50,000</u>	<u>25,000</u>	<u>25,000</u>
		-	
INDIRECT EXPENSES:			
OTHER INDIRECT EXPENSE	-	-	-
TOTAL INDIRECT EXPENSES:	<u>-</u>	<u>-</u>	<u>-</u>
		-	
TOTAL ALL EXPENSES:	<u>50,000</u>	<u>25,000</u>	<u>25,000</u>
NET INCOME (LOSS):	<u>(50,000)</u>	<u>(25,000)</u>	<u>(25,000)</u>

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
SC-Service Center			
REVENUE:			
		-	
DIRECT EXPENSES:			
Translation Services	8,500		8,500
TOTAL DIRECT EXPENSES:	8,500		8,500
		-	
INDIRECT EXPENSES:			
Salaries	373,644		373,644
Benefits	177,188		177,188
OTHER INDIRECT EXPENSE	198,914		198,914
TOTAL INDIRECT EXPENSES:	738,743		738,743
		-	
TOTAL ALL EXPENSES:	747,243		747,243
NET INCOME (LOSS):	(747,243)		(747,243)
 FTEs	 7		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
<hr/>			
RSD FTE-Dept headcount allocation			
REVENUE:		-	
DIRECT EXPENSES:		-	
INDIRECT EXPENSES:			
Salaries	354,424		354,424
Benefits	108,439		108,439
OTHER INDIRECT EXPENSE	80,134		80,134
TOTAL INDIRECT EXPENSES:	<u>542,998</u>	-	<u>542,998</u>
TOTAL ALL EXPENSES:	<u>542,998</u>		<u>542,998</u>
NET INCOME (LOSS):	<u>(542,998)</u>		<u>(542,998)</u>
 FTEs	 3		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
COMM FTE-Dept headcount allocation			
REVENUE:			
		-	
DIRECT EXPENSES:			
		-	
INDIRECT EXPENSES:			
Salaries	149,492		149,492
Benefits	47,225		47,225
OTHER INDIRECT EXPENSE	29,644		29,644
TOTAL INDIRECT EXPENSES:	226,361		226,361
		-	
TOTAL ALL EXPENSES:	226,361		226,361
NET INCOME (LOSS):	(226,361)		(226,361)
FTEs	1		

**Washington State Bar Association
Budget FY21 and FY20 Comparison**

	Budget FY2021 v1 FY2021	Reforecast - BOG Approved	Comparison
<hr/>			
ADV FTE-Dept headcount allocation			
REVENUE:		-	
DIRECT EXPENSES:		-	
INDIRECT EXPENSES:			
Salaries	154,602		154,602
Benefits	43,478		43,478
OTHER INDIRECT EXPENSE	32,609		32,609
TOTAL INDIRECT EXPENSES:	230,690		230,690
TOTAL ALL EXPENSES:	230,690	-	230,690
NET INCOME (LOSS):	(230,690)		(230,690)
 FTEs	 1		

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Kyle Sciuchetti, WSBA President-elect
RE: 2020 - 2021 Committee Chair Appointments
DATE: July 21, 2020

Action: Please appoint the 2020 - 21 WSBA committee and board chairs listed below.

The WSBA has a number of standing committees that are created and authorized by the BOG to study matters relating to the general purposes and business of the Bar which are of a continuous and recurring character. Pursuant to the WSBA Bylaws, IX(B)(1)(c), the President-elect annually selects the Chair or Vice Chair of each committee, with the BOG having the authority to accept or reject that selection. Below is my proposed slate of WSBA committee chairs for the 2020 - 21 year. The candidates' resumes are attached. All eligible members of the committees listed below were encouraged to apply for the Chair position. Additional Chair appointments forthcoming.

Committee/Board	Recommended for Appointment
Board of Bar Examiners	Chair: Bruce Turcott Vice-chair: Cathy Helman
Character and Fitness Board	Chair: Knowrasa Patrick Vice-chair: Michael Morguess
Council on Public Defense	Chair: Travis Stearns* Vice-Chair: Jason Schwarz
Court Rules & Procedures Committee	Chair: Isham Reavis
Pro Bono and Public Service Committee	Co-chair: Nick Larson** Co-chair: Bonnie Aslagson

* Moving up from Vice-chair position

** Reappointment

Bruce L. Turcott
Legal Experience

Senior Counsel, Attorney General's Office (2000-Present)

Licensing and Administrative Law Division (2004-Present)

Lead counsel to Liquor and Cannabis Board, including implementation of Initiative 502 legalizing marijuana from 2012-present. Co-chair of Attorney General's I-502 implementation work group. Draft final orders for Director of Licensing. Advise Board of Accountancy and Executive Ethics Board. Served as co-counsel in defense of Initiative 1183 that privatized liquor. Served as prosecutor for 18 business and professional licensing programs, lead counsel for Employment Security Department, counsel for Environmental Hearings Office, team leader, and paralegal and law clerk supervisor. Won 2018, 2013, and 2012 AGO Excellence Awards. Won 2012, 2010, and 2009 Iditarod Awards for complex litigation. AGO fiscal note coordinator and division legislative coordinator.

Social and Health Services Division (2000-2004)

Served as lead counsel for Department of Social and Health Services contracts, financial recovery, information technology, lands and buildings, public disclosure, and public assistance programs. Represented state in mental health commitment hearings. Coordinated division bill analysis.

Department of Social and Health Services, Division of Child Support

Legislative Liaison (1998-2000) and Claims Officer (1992-1998)

Developed request legislation and obtained sponsors and passage. Coordinated bill analysis and participated in DSHS cabinet bill review. Presented at conferences and prosecutor trainings. Represented agency in approximately 500 adjudicative proceedings to establish child support.

Session Attorney, Code Reviser's Office (1991-1993)

Drafted 679 bills at request of legislators and agencies. Advised bill requesters on legislative process.

Legal Counsel to CNMI School System; Assistant Attorney General (1990-1991)

Served as counsel for Board of Education, U.S. Commonwealth of the Northern Mariana Islands Public School System personnel, procurement, and all legal matters. Assisted Governor mediate employee strike.

Law Clerk, Chief Judge Sidney C. Volinn (1988-1989)

Drafted Ninth Circuit Bankruptcy Appellate Panel opinions.

Chief, Div. of Law; Assistant Attorney General; Federated States of Micronesia (1986-1988)

Directed delivery of legal services to executive branch of newly self-governing former U.S. Trust Territory, including capital construction, fishery patrol, immigration, and national police. Wrote 50 attorney general opinions. Advised agency rulemaking. Supervised contract review. Drafted bills, testified, advised President.

Law Clerk, Justice Barbara Durham, State Supreme Court (1986)

Drafted majority opinions, concurrences, and dissents. Wrote pre-hearing bench memoranda.

Other Experience

Instructor, English as a second language, Everett Community College, 1979-1981

Teaching Assistant, ESL intensive summer institute, University of Washington, 1979

Sous Chef, Gerard's Relais de Lyon, Bothell, 1976-1977

Education and Bar Admission

J.D., University of Washington School of Law, 1985

M.Ed., Higher Education, University of Washington, 1979

B.A., Anthropology, University of Hawaii, 1974

Admitted to practice in Washington, 1985; Federated States of Micronesia Supreme Court, 1986; U.S. District Court, W.D. Washington, 1989, E.D. Washington, 2000; Ninth Circuit, 2007; Tenth Circuit, 2016

Publications

"Constitutional Jurisprudence of the Federated States of Micronesia Supreme Court," 6 UCLA Pac. Basin L.J. 103 (1989).

"Beginnings of the Federated States of Micronesia Supreme Court," 5 U. Haw. L. Rev. 361 (1983).

Honors and Community Service

Co-chair, Conference of Western Attorneys General Cannabis Project Advisory Council

Chair, National Association of Attorneys General Informal Marijuana Working Group

Frequent presenter on marijuana law, client advice, and administrative law

Gave presentations at UW Law School 4 times, Evergreen State College, South Puget Sound Comm. Coll.

Volunteer, WSBA Call to Duty – Pro Bono Legal Services for Veterans

Arbitrator, Financial Industry Regulatory Authority, 2013-present

Attorney General's Excellence Awards, 2012-13, 2018; Performance Plus Awards, 2007-present

Board of Bar Examiners, Washington State Bar Association, 2007-present

Volunteer Judge, University of Washington School of Law moot court and national competitions

Former Board member and officer of Capitol Land Trust; negotiated conservation easements

Speaker, Law Week and Career Day, Capital High School

Member by invitation, American Society of Legal Writers

American Jurisprudence Award, Professional Responsibility

Won first-year law school moot court competition

CATHY M. HELMAN

EMPLOYMENT

Office of Administrative Hearings, Spokane Valley, WA

Administrative Law Judge

November 2016- Present

- Hears appeals for denial and termination of public assistance and overpayment of benefits

Burke Law Group, PLLC, Spokane, WA

Associate

July 2015- May 2018

- Appellate contract with the Office of Public Defense for representation of indigent clients
- Prior work representing clients in Family Law Superior Court and Appellate Court matters, including dissolutions, paternity, child support, adoption actions, and Social Security appeals

Washington State Court of Appeals, Division III, Spokane, WA

Law Clerk for Hon. Teresa Kulik (ret.) and Hon. Robert Lawrence-Berrey

June 2011- July 2015

- Researched and wrote legal memoranda/first draft opinions for over 160 appeals court cases
- Conducted extensive research on criminal, civil, and dependency and termination matters
- Assessed oral arguments of litigants and counseled the Judge on the merits

United States Attorney's Office, Eastern District of Washington, Spokane, WA

Legal Intern for Pamela DeRusha, Civil Chief

May 2010- November 2010

- Drafted indictment and prosecution memo concerning Native American repeat sex offender
- Wrote office memos on Indian Law Issues, including a Indian Country property lease dispute

Washington State Court of Appeals, Division III, Spokane, WA

Legal Intern for Jay Bromme, Staff Attorney

August 2009- May 2010

- Drafted decisions for prisoner Personal Restraint Petitions

EDUCATION

Gonzaga University School of Law, Spokane, WA

Juris Doctor, *cum laude*

December 2010

Utah Valley University, Orem, UT

Bachelor of Science, Communications, *summa cum laude*

May 2008

PROFESSIONAL AFFILIATIONS

Washington State Bar Association

- Board of Bar Examiners- Exam grader

Admitted May 2011

February 2014- Present

COMMUNITY INVOLVEMENT

Volunteer Lawyers Program

June 2013- December 2018

- 2014 Fundraising Volunteer of the Year

Our Lady of Fatima Parish Council

July 2014- June 2018

- 2016-17 Council Chair

MICHAEL A. MORGUESS

16307 NE 205TH AVE. BRUSH PRAIRIE, WA 98606
(360) 433-2637 | (714) 726-1654 (CELL) |

Bar admissions

California (1997) | Oregon (2016) | Washington (2017)
Ninth Circuit Court of Appeals (2003) | United States Supreme Court (2011)

Summary of experience

- Briefed more than 100 appeals, writs, and petitions for review
 - Conducted more than 60 appellate oral arguments, including an *en banc* matter to the Ninth Circuit
 - Certified by California State Bar as an Appellate Specialist since 2008
 - Twenty years of law and motion, and writs of mandamus experience
 - Los Angeles Superior Court Research Attorney for Writs & Receivers courtroom
 - Assistant City Attorney for six California cities
 - Nineteen years of public employment, municipal, and constitutional law experience
-

Work experience

Castillo Harper, PC Riverside, Ca | Brush Prairie, Wa (8/2016 – present)

Senior Associate

- Supervise writs and appeals dept. for firm representing police and other public employees and associations.
- Conduct law and motion briefing and oral argument for litigation matters.
- Litigate and advise on labor-relations, discipline, discrimination and whistleblower law, § 1983, FLSA

Law Office of Michael A. Morguess Fullerton, Ca (9/2013 – 8/2016)

Owner | Sole Practitioner

- Conducted all phases of appeals, writs of mandate, law and motion, and judicial review of administrative decisions for public employees and public employee associations.
- Consultant to other attorneys on extraordinary and administrative mandamus, and appellate matters.

Lackie Dammeier McGill LLP Upland, Ca (7/2010 – 9/2013)

Senior Associate

- Supervised writs and appeals dept. for litigation firm representing police and fire employees and associations.
- Argued *en banc* matter to Ninth Circuit in *Dahlia v. Rodriguez*, 735 F. 3d 1060 (9th Cir. 2013) (1st Am.)
- Merits brief to U.S. Supreme Court in *Filarsky v. Delia*, 566 U.S. 377 (2012) (Gov't Immunity)
- Litigate disciplinary matters, FLSA; First Amendment, due process, and other public employees' rights.

Colantuono & Levin, PC Los Angeles, Ca (1/2007 – 7/2010)

Senior Counsel

- Assistant City Attorney for Auburn, Barstow, Calabasas, La Habra Heights, Los Alamitos, and Sierra Madre.
- Litigated and advised public agencies on personnel matters including employee discipline and investigations, wage and hour laws, and leave time.
- Litigated and advised on the Open Meetings Brown Act, Public Records Act, Political Reform Act, California Environmental Quality Act, Government Claims Act, and municipal finance.

Lackie & Dammeier LLP Upland, Ca (9/2000 – 1/2007)
Senior Associate

- Litigated and advised police and fire employees and associations on personnel, disciplinary, and labor negotiations matters.
- Briefed and argued appeals, writs, and extraordinary and administrative mandate matters, including judicial review of administrative agency disciplinary and labor relations matters.
- Represent police and fire personnel in internal affairs interviews and disciplinary hearings.

Los Angeles Superior Court
Writs & Receivers Department Los Angeles, Ca (8/1999 – 9/2000)
Research Attorney for the Honorable David P. Yaffe

- Prepared bench memoranda and proposed tentative rulings for hearings on petitions for writ of mandamus, civil preliminary injunction motions, public records act, California Environmental Quality Act, corporate and public elections issues, employee disciplinary review from personnel commission decisions, and applications for receiverships.

Law Offices of Philip L. Hummel, IV Orange, Ca (10/1997 – 4/1999)
Associate Attorney

- Litigated and advised small businesses on corporate, contract, trademark, and trade secret matters.
- Drafted licensing, stock option, consulting, and service agreements; and corporate minutes.
- Briefed and argued law and motion matters.

Other work experience

Orange County Deaf Equal Access Fdn. Cypress, Ca (6/1990 – 5/1997)
Advocate | American sign language interpreter

Helen Keller Nat'l Center Sands Point, NY (6/1988 – 7/1989)
Residence aide | American sign language interpreter for deaf-blind

Education

Western State Univ. College of Law Fullerton, Ca (1994 - 1997)
Juris doctor, cum laude

- Graduated 6th in class.
- Law review Articles Editor; Notes and Comments; Production Editor.
- Published Note: *Peterson v. Superior Court: California Supreme Court Overturns Becker v. IRM, Abandoning Strict Liability for Landlords*, 23 W. St. U. L. Rev. 493 (1996)
- AmJur Awards: civil procedure, contracts, property, torts.

State Univ. of New York at Stony Brook Stony Brook, NY (1984-1987)
Completed 57 units towards a bachelor's degree in liberal arts

Cerritos Community College Norwalk, Ca (1992-1993)
Associate in Arts

- General Studies.
- Paralegal studies.

Published cases briefed and argued (unless otherwise noted):

United States Supreme Court

Filarsky v. Delia
566 US 377 (2012) (on brief)

Ninth Circuit Court of Appeals

Dahlia v. Rodriguez
735F.3d 1060 (9th Cir. 2013) (en banc)

Ellins v. City of Sierra Madre
710 F. 3d 1049 (9th Cir. 2013)

Cadkin v. Loose
569 F. 3d 1142 (9th Cir. 2009) (on brief)

California Supreme Court

Claremont POA v. Claremont
(2006) 39 Cal. 4th 623

California Court of Appeals

Jacobs v. Regents of the Univ. of Cal.
(2017) 13 Cal. App. 5th 17

Bonome v. City of Riverside
(2017) 10 Cal. App. 5th 14

Ellins v. City of Sierra Madre
(2016) 244 Cal. App. 4th 445

Hughes v. County of San Bernardino
(2016) 244 Cal. App. 4th 542

Dept. of Corr. & Rehab. v. St. Pers. Bd.
(*McCauley*)
(2015) 238 Cal. App. 4th 710

Sabey v. City of Pomona
(2013) 215 Cal. App. 4th 489

Ferguson v. City of Cathedral City
(2011) 197 Cal. App. 4th 1161

Rialto Pol. Benefit Assn v. City of Rialto
(2007) 155 Cal. App. 4th 1295 (on brief)

Wirth v. State of California
(2006) 142 Cal. App. 4th 131

Florio v. City of Ontario
(2005) 130 Cal. App. 4th 1462 (on brief)

Alhambra POA v. Alhambra
(2003) 113 Cal. App. 4th 1413

Upland POA v. Upland
(2003) 111 Cal. App. 4th 1294 (on brief)

Shafer v. County of Los Angeles
(2003) 106 Cal. App. 4th 1388

Otto v. LAUSD (Otto II)
(2003) 106 Cal. App. 4th 328

Otto v. LAUSD (Otto I)
(2001) 89 Cal. App. 4th 98

Travis Stearns

EDUCATION

The George Washington University Law School, Washington D.C.

J.D., 1993

Public Interest Fellowship Recipient
National Student Trial Lawyers Association

The University of Colorado at Boulder, Boulder, Colorado

B.A., *magna cum laude*, History, 1990

Dean's List (all semesters)
Rhodes Scholar Designate for the University of Colorado
Phi Alpha Theta Honors Society
University of Colorado Rugby Club

The University of London, London, England

Study Abroad Program, 1989

Study Abroad Scholarship Recipient

LEGAL EXPERIENCE

Washington Appellate Project, Attorney (2015-present)

Argue cases for indigent persons convicted of crimes, held subject to civil commitment, and who have lost parental rights in Washington Supreme Court and Court of Appeals. Responsible for state and national training programs with other agencies, including the Washington State Office of Public Defense and the National Legal Aid and Defender Association. Active in state and national criminal justice reform. Submit amicus briefs in state and federal court for ACLU-WA, NLADA and other organizations.

National Legal Aid and Defender Association, Director, Appellate Defender Training Program (2016-present)

Lead NLADA's national appellate defender training program. Create agenda, recruit and train faculty for program which focuses upon improving appellate advocacy skills for public defenders who specialize in post-conviction representation.

Seattle University School of Law, Adjunct Professor (2010-present)

Teach and oversee summer externship program for students who work with prosecutors and public defenders. Lecture on issues relating to ethical representation and prosecution.

Washington Defender Association, Deputy Director (2008-2015)

Oversaw legal and training departments. Testified before state legislature and submitted amicus briefs to state and federal courts. Collaborated with bar associations, public defense organizations, legal service agencies and law schools. Created and implemented state-wide training program. Supervised attorney staff dedicated to criminal defense issues. Designed website that is used as a research and advocacy tool by indigent defenders. Wrote and published training and advocacy manuals.

Whatcom County Public Defender, Training Director (2006-2008); Supervisor (2003-2006); Attorney (1999-2008)

Represented persons in Superior, District and Juvenile Court on cases involving homicides, serious felonies, third strike cases, juvenile delinquencies, and civil matters. Conducted jury and bench trials; oversaw investigations; prepared and argued motions; researched legal issues and argued memorandum of law. Taught office-wide training program and drafted training manuals. Created student investigator program. Supervised Juvenile Court attorneys and staff.

The Legal Aid Society, Criminal Defense Division, Attorney (1993-1999); Law Clerk (1992)

Counsel for clients accused of felonies and misdemeanors in Manhattan Criminal and Supreme Court. Developed student investigator program, supervised law clerks, trained lawyers on issues relating to trial strategy, criminal law and procedure. Computerized motion bank that continues to be the primary motion writing tool for the office.

D.C. Law Students in Court, Student Attorney (1992-1993)

Defended persons accused of misdemeanors in the District of Columbia Superior Court. Responsible for all aspects of their cases, including investigations, legal research and writing, hearings, negotiations and trials.

COMMISSIONS and COMMITTEE MEMBERSHIPS

American Council of Chief Defenders (ACCD), Member (2008-present)

National Alliance of Indigent Defense Educators (NAIDE) Chair, Vice Chair, Financial Officer (2011-present)

National Association of Criminal Defense Lawyers (NACDL), Member (2008-present)

National Association of Public Defenders (NAPD), Training Committee Member (2013-present)

National Legal Aid and Defender Association (NLADA), Amicus Committee Chair (2008-present)

Seattle Municipal Court Conflict Oversight Committee, Ombudsman (2008-present)

Washington State Bar Association Council on Public Defense, Vice Chair (2008-present)

Washington State Bar Association, Rule 9 Task Force (2009-2010)

Washington State Legislature Task Force on Juvenile Justice, Commissioner (2014)

Washington State Legislature Working Group on Domestic Violence, Participant (2010-2011)

Washington State Supreme Court Minority and Justice Commission, Commissioner (2013-present)

Washington Association of Criminal Defense Lawyers (WACDL), Member (1999-present)

Washington Defender Association (WDA), Member (1999-present)

SELECTED TRAININGS

Theory and Brainstorming (2019) National Legal Aid and Defender Association

Telling Your Story in Dependency and Termination Cases (2018) Washington State Office of Public Defense

Collateral Consequences (2018) Seattle University School of Law

Life of a Case (2018) Seattle University School of Law

Oral Advocacy (2018) Colorado Alternative Defense Counsel

Storytelling in Legal Writing (2018) Northwest Innocence Project

Developing a Theory and Theme of Defense (2018) King County Department of Public Defense

Written Advocacy (2018) King County Department of Public Defense

Legislative Budget Advocacy (2018) Washington State Office of Public Defense

Developing a Theory of Appeal (2018) King County Department of Public Defense

Writing your First Appellate Brief (2018) University of Washington School of Law

Record Preservation in Dependency Cases (2018) Washington State Office of Public Defense

Making a Record on Appeal (2018) King County Department of Public Defense

Amicus Advocacy (2018) National Legal Aid and Defender Association

Writing an Appellate Brief (2017) WSBA Access to Justice Conference

Preserving a Record on Appeal (2017) Seattle University School of Law

How to PowerPoint (2017) National Legal Aid and Defender Association

Plea Bargain Advocacy (2017) University of Washington School of Law

Developing Your Leadership Style (2017) National Defender Leadership Institute, National Legal Aid and Defender Association

Defending Youth in Decline Hearings (2017) Washington State Office of Public Defense

Visual Aids to Animate Your Presentations (2017, 2018) National Legal Aid and Defender Association

Prosecutorial Discretion (2017) Minority and Justice Commission, Seattle University School of Law

The Reasonable Child Standard in Washington State (2016) Western District Juvenile Defender Center, TeamChild, University of Washington School of Law

Bail Reform (2016) Seattle University School of Law

Establishing an Ethical Practice (2016) Seattle University School of Law

Trial Advocacy: Rule 9 Program (2016) King County Department of Public Defense

Appellate Advocacy in Lower Courts: RALJ Appeals (2016) Snohomish County Public Defender Association

Plea Bargaining Advocacy (2016) University of Washington School of Law

Challenging Forensic Science (2016) University of Washington School of Law

Cash Warrants and other Financial Barriers to Reentry (2016) Public Defender Conference, Seattle University School of Law

Resources for Reentry (2015-2016) Washington State Office of Public Defense

Effective Case Resolution (2016) Seattle University School of Law

Cash Bail Reform (2016) Public Defender Conference, Seattle University School of Law

Communicating with your Client (2013-2015) Northwest Innocence Project

Train the Trainer: PowerPoint Presentations (2015-2017) Colorado Public Defender/Alternative Public Defense Counsel of Colorado

Thinking about Criminal Justice Reform (2015) Seattle University School of Law

What Attorneys Can Do to Help Their Clients Post Conviction (2015) Seattle University School of Law

Defending a Forensic Science Case (2015-2017) University of Washington School of Law

Criminal Law 101 (2014) Seattle University School of Law

Advanced Trial Advocacy: Communication and Case Settlement (2014-16) University of Washington School of Law

Legislative Process (2014) Seattle University School of Law

Legal Financial Obligations (2014) Spokane County Public Defender

Leadership and Management Skills (2014) Washington Defender Association

JLWOP Legislative Changes (2014) Columbia Legal Services

Developing Theme and Theory in Your Trials (2014) Snohomish County Public Defender

Train the Trainers: Evaluating and Planning Future Training Programs (2014) National Legal Aid and Defender Association

Jury Selection and Batson Challenges (2014) Municipal and District Court Judges Association

Visual Aids in Closing Arguments (2014) Washington Defender Association

Fulfilling the Promise of Gideon by Reducing the Burden of LFOs (2014) Washington State Office of Public Defense

Consequences of a Conviction (2013) Society of Counsel Representing Accused Persons, Seattle University School of Law

Trial Advocacy Program (2013) Washington Defender Association

Legal Financial Obligation (2013) Columbia Legal Services

Strategic Management for Public Defenders (2013) Washington Defender Association

Legislative Updates (2013) Washington State Office of Public Defense

Interviewing Skills and Protocols (2013) National Defender Investigator Association

Effective Client Communication (2012) The Defender Association, Society of Counsel Representing Accused Persons

Creating and Defining a Client Centered Practice (2012) Washington Defender Association

Working with Interpreters (2012) NLADA

Victim Defendants: Building an Advocacy Partnership (2012) Domestic Violence Coalition

Identifying, Rewarding, and Building Attorney Skills (2011) Washington Defender Association

Standards and Certification for Indigent Defenders (2011, 2012, 2013) Washington Defender Association, Snohomish County Public Defender Association, Spokane County Public Defender, Yakima County Public Defender, Washington State Office of Public Defense

Race and (In) Justice: Challenges of Client Communication and Potential Solutions (2011) University of Washington School of Law

Felony Sentencing (2011) Associated Counsel for the Accused

Crimmigration: How Immigration Enforcement Is Being Merged into the Criminal Justice System & Its Impacts on Our Communities (2011) Gonzaga Law School and Seattle University School of Law

Discretionary Decline Hearings: Success in the Courtroom (2011) Columbia Legal Services

Legal Financial Obligations in Washington State (2011) University of Washington School of Law

High Profile Cases in the Press: Why Messaging Makes a Difference (2011) Washington

Defender Association
Direct and Collateral Consequences: Ineffective Assistance and the Right to Competent Counsel (2010) WDA
Trial Advocacy Program (2010) WDA
Effective Use of Investigators (2011) Washington State Office of Public Defense
Examining the Effectiveness of Batterer's Treatment for DV Offenders (2010) Washington State Superior Court Judicial Conference
Pleas and Consequences, Post ANJ (2010) Washington Defender Association
Advocacy for Addressing Legal Financial Obligations (2010) Seattle University School of Law
Reform through Advocacy: The Role of Juvenile Defenders (2010) TeamChild
Voir Dire and Cross Examination: How to Speak to Jurors and Witnesses about Misconduct (2010) WDA
Building and Maintaining a Strong Attorney Client Relationship (2009) Washington Defender Association
Trial Advocacy Program (2009) Washington Defender Association
Ethics: Misconduct and Ineffective Assistance of Counsel (2009) Washington Defender Association
Ethics: Focus on the Client (2008) Washington Defender Association
Indigent Defense Advocacy (ongoing from 2006-2008) Whatcom County Public Defender
Intensive Trial Advocacy (2006) Washington Defender Association
Intensive Trial Advocacy (2004) Washington Defender Association

SELECTED PUBLICATIONS and TRAINING MANUALS

Trial Advocacy Training, Washington State Office of Public Defense (2019)
Appellate Advocacy, National Legal Aid and Defender Association (2016, updated 2018)
The Reasonable Child: Applying JDB v. North Carolina in Washington State (2016)
Objections in Trial Court, Washington Association of Criminal Defense Lawyers (2015)
The Kids Are Alright: Getting Courts to Sentence Youth Fairly, National Association of Public Defenders (2014)
Juvenile Justice, Washington Defense Magazine (2014)
Legal Financial Obligations: Understanding the Impact and Developing an Advocacy Strategy, National Association of Public Defenders (2014)
It's Time to Start Treating Kids like Kids, Regardless of What They Did, National Association of Public Defenders (2014)
Legal Financial Obligations: Fulfilling the Promise of Gideon by Reducing the Burden, Seattle Journal for Social Justice (2013)
Intimately Related to the Criminal Process: Examining the Consequences of a Conviction after Padilla v. Kentucky and State v. Sandoval, Seattle Journal for Social Justice (2011)
A Public Defenders Guide to Legal Financial Obligations in Superior Court, Washington Defender Association (2010)
Domestic Violence, Washington Defense Magazine (2010)
Washington Defender Association Trial Advocacy Program Training Manual, Washington Defender Association (2010, republished 2013)
Challenging Prior Sentences in Third Strike Cases, Washington Defense Magazine (2010)

Building and Maintaining a Strong Attorney Client Relationship, Washington Defender Association (2009)

Flaws in the System: Eyewitness Testimony, Informants, Forensic Evidence and False Confessions, Washington Defender Association (2009)

Adult Sentencing in Washington State, Washington Defender Association (2009)

Defending a Domestic Violence Case, Washington Defender Association (2008)

Whatcom County Investigators Manual, Whatcom County (2007)

Whatcom County Trial Advocacy Manual, Whatcom County (2006)

Whatcom County Juvenile Court Trial Manual, Whatcom County (2003)

Student Investigator Training Manual, The Legal Aid Society (1996)

Omnibus Motion for Suppression Hearings and Discovery, The Legal Aid Society (1994)

AWARDS

National Defender Investigator Association, Appreciation Award

Northwest Immigration Rights Project, Golden Door Award

Seattle University School of Law, Extern Supervisor of the Year

Washington State Bar Association, WSBA Supreme Court Pro Bono Publico Honor Roll

Washington Defender Association, Appreciation Award

ADMITTED

Washington State Bar, Ninth Circuit Court of Appeals, U.S. District Court for the Western District of Washington, New York State Bar

Jason Schwarz

EDUCATION

Seattle University School of Law, Seattle, WA **J.D. cum laude, 2006**

Top 15%

Order of the Barrister

- BEST BRIEF, Thomas Tang National Moot Court Competition, 2005.

University of Chicago, Chicago, IL, **M.A., History 2001**
The Evergreen State College, Olympia, WA **B.A., Liberal Arts 1998**

EXPERIENCE

Snohomish County Office of Public Defense, DIRECTOR Dates: 7/19-present

Directs the County Office of Public Defense including supervising 8 staff. Negotiate, draft, and administer contract with public defense law firms and conflict counsel. Prepares and submits annual budget. Approve ex parte requests for expert funds. Works with state and local agencies to advocate policies and legislation necessary to the effective advocacy for criminal defendants and their lawyers.

Snohomish County Public Defender Association, Everett, WA Dates: 2/07-6/19

Represented adult indigent defendants at all stages of the criminal and civil process. Drafted and argued extraordinary writs and appeals, including a petition for discretionary review to the Supreme Court. Drafted filings to initiate Trueblood v. DSHS suit in U.S. District Court. Supervisor of the Civil & Public Defense attorneys.

Neilsen, Broman, & Koch, Seattle, WA Dates: 11/06-02/07

Contract attorney writing criminal defense appeal briefs.

Washington State Supreme Court, Olympia, WA Dates: 08/05 - 12/05

Judicial Extern to Justice Tom Chambers - Research and compose bench memorandum and personal restraint petitions. Assisted in the research of majority and dissenting opinions in a variety of civil and criminal cases.

Washington State Attorney General, Everett, WA Dates: 05/05 - 08/05

Rule 9 Intern for the Attorney General's Office - Prepared files and argued weekly motions in child dependency cases. Consulted with clients, and negotiated, prepared, and presented orders with opposing counsel.

Seattle University School of Law, Seattle, WA Dates: 06/04 - 05/06

Research Assistant for Prof. Christian Halliburton - Reviewed professor's articles, researched cases and law review articles, prepared footnotes and checking text for accuracy on two articles, one dealing with the 4th Amendment Exclusionary Rule and the other dealing with the Free Exercise Clause.

Seattle University School of Law, Seattle, WA Dates: 08/04 - 05/05

Teaching Assistant for Dean Annette Clark - Taught study skills and course content material for Civil Procedure Course. Prepared hypothetical problems for students, composed model answers, and respond to the content and organization of student's writing.

The Evergreen State College, Olympia, WA Dates: 03/99 - 06/99

Adjunct Faculty - Prepared and taught an upper-level Shakespeare course for undergraduates including delivering lectures, leading seminars, reviewing student writing and writing student evaluations.

OTHER ACTIVITIES & AWARDS

Snohomish County Bar Association, Board of Directors, 2016

Snohomish County Attorney of the Year, 2012

Law & Justice Council – Mental Health Court Task Force, 2011-2014

Coach, Seattle University Moot Court Team, 2005-2010

Leader for multi-week backpacking trips for the Sierra Club

Isham M. Reavis

- Legal Experience* AOKI LAW PLLC
Associate Attorney, Oct. 2012–present. Conduct criminal and civil litigation in federal district court, state district and superior court, and municipal court. Handle primarily criminal caseload in all stages from pretrial investigation to post-trial motions. Assist retained counsel, and CJA attorneys by court appointment, in organization and review of discovery in complex federal criminal cases.
- COSTELLO & ASSOCIATES, PLLC
Contract Legal Research & Writing Assistant, Sept.–Oct. 2012. Conduct legal research on federal criminal law; draft motions and supporting briefs for federal court.
- ZULAUF & CHAMBLISS LAW OFFICES
Contract Legal Research Assistant, Sept. 2012. Conduct research and draft memoranda on state criminal case law.
- Internships & Externships* OFFICE OF THE FEDERAL PUBLIC DEFENDER, WESTERN DISTRICT OF WASHINGTON:
Intern, Summer 2011
- THE HON. MARSHA J. PECHMAN, U.S. DISTRICT COURT, WESTERN DISTRICT OF WASHINGTON: *Judicial extern, Winter 2011*
- FEDERAL TRADE COMMISSION, NORTHWEST REGION: *Intern, Spring 2011*
- ASSOCIATED COUNSEL FOR THE ACCUSED: *Volunteer intern at King County, Washington public defense firm, Summer 2010*
- Education* UNIVERSITY OF WASHINGTON: *J.D. 2012, Washington Law Review, Managing Editor*
UNIVERSITY OF CALIFORNIA, DAVIS: *B.A. 2008, Studio Art*
- Organizations & Activities* AMERICAN CIVIL LIBERTIES UNION OF WASHINGTON, Speakers Bureau:
Volunteer, 2017–present
- WASHINGTON STATE BAR ASSOCIATION, Court Rules Committee:
Member, 2018–present
- WASHINGTON STATE BAR ASSOCIATION, Editorial Advisory Committee:
Member, 2013–17; Chair, 2015–16
- KING COUNTY BAR ASSOCIATION, Litigation & Judiciary Committee:
Member, 2013–present; Co-Chair, 2019–present
- WASHINGTON ASSOCIATION OF CRIMINAL DEFENSE LAWYERS: *Member, 2012–present*
- AMERICAN BAR FOUNDATION: *Fellow, 2017–present*

Selected Publications *Prestige and Punishment: The Fuzzy World of White-Collar Crime and Where It's Headed*, NWLAWYER, Nov. 2017, at 16

Comes Now the Plaintiff, John Doe, NWLAWYER, May. 2019, at 38

Footing the Bill for White-Collar Defendants: Liability Insurance and Indemnification in Corporate Criminal Defense, NWLAWYER, Nov. 2016, at 39

Procrustes in Municipal Court: When City Prosecutions Don't Measure Up, NWLAWYER, Feb. 2016, at 17

Driving Dangerously: Vehicle Flight and the Armed Career Criminal Act After Sykes v. United States, 87 WASH. L. REV. 281 (2012)

Presentations WSBA CLE: Keeping Ethical in a Technical World (2019): *Chair*

WSBA CLE: Competence, Security, and E-Litigation (2019): *Presenter*

WSBA CLE: Social Media, Cloud Computing, and Ethics (2016): *Presenter*

Escalating Cost of Civil Litigation Task Force Panel Presentation: Early Mediation Recommendations (2015): *Panelist*

NICHOLAS CHRISTOPHER LARSON

nlarson@mpbf.com

EXPERIENCE

Partner, *Murphy, Pearson, Bradley, & Feeney (MPBF)*, Seattle, WA

- Represent businesses, individuals, and government agencies in all phases of civil litigation, including drafting pleadings, preparing discovery, taking & defending depositions & negotiating settlements in professional liability, corporate, antitrust, environmental, public agency & insurance litigation; also represent and advise government agencies, professionals, executives, and businesses in civil and criminal proceedings, internal investigations, and corporate transactions (see http://www.mpbf.com/attorneys/larson_nicholas.php for more info)
- Admitted to practice in California and Washington State; the 9th Circuit & 5 Fed. Dist. Courts
- Recognized and Rated by Super Lawyers Magazine

Judicial Extern, *United States District Court, Northern District of California*

- Drafted orders for Judge William Alsup after reviewing and analyzing legal arguments and authority in motions, oppositions, and reply briefs filed in variety of actions before the Court

Senior Analyst, *U.S. Government Accountability Office*

- Managed a team of analysts evaluating federal public policy to help improve the performance and accountability of the U.S. Government – researched and drafted reports & testimony for Congress on national security, education, retirement, environment, and health care policy issues for 7 years

Public Affairs Assistant, *Stanford University Office of Public Affairs*, Stanford, CA

- Facilitated university PR campaigns working directly with VP of gov't & community affairs

EDUCATION

UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW

- Juris Doctor, *Magna Cum Laude*
- Editorial Board and Symposium Editor, *USF Law Review*, Volume 44; Research Assistant & Fellow, *University of San Francisco Center for Law & Ethics*; Member of McAuliffe Honor Society; CALI Award for Legal Ethics; *USF Law Dean's* Scholarship; *Agnes O'Brien Smith* Scholarship from Queen's Bench of San Francisco; *Douglas M. Raskin* Scholarship; *Arthur Zief, Jr.* Scholarship; and *Pro Bono Publico Pro Bono* Award; Case Counsel, Moot Court Program; Coursework in Law & Economics at Boalt Hall School of Law

STANFORD UNIVERSITY

Master of Arts in **Psychology**

- Focus in Negotiation, Mediation, Conflict & Dispute Resolution with a Master's Thesis: The Effects of Prior Cooperation & Co-Action on Responses in Ultimatum Bargaining
- Teaching Assistant that led 4 sections; evaluated papers & exams – received highest TA rating

Bachelor of Arts in **Public Policy** and **Psychology**

- Public Policy Department Award for "Outstanding Contributions to University"; *Psi Chi* National Psychology Honor Society; Stanford Program at Oxford University (Brasenose College) – studied Political Psychology; Stanford Program in D.C. – studied Economic Analysis of Law & interned at White House OMB; Elected Senior Class President; Co-founder of the Stanford Pre-Law Society (SPLS)

COMMUNITY

Co-Chair, *Washington State Bar Association Pro Bono & Community Service Committee*

- Lead committee dedicated to enhancing a culture of legal service by promoting opportunities and best practices that encourage members to engage in pro bono and public service to help those in need

Legal Chair, *Local Community Association*

- Advise neighborhood HOA on legal considerations and community improvements

Co-Chair, *Bar Assoc. of San Fran. Barristers Pro Bono & Community Service Committee*

- Served two years as co-chair on committee dedicated to connecting attorneys, law firms, law students, and non-profit organizations to pro bono opportunities to give back to the community

Board Member, Past-President, *Stanford Club of Washington State*

- Organize community, educational, & social events for over 6,000 alumni in Puget Sound

SKILLS & INTERESTS

- Certified Mediator (Snohomish Dispute Resolution Center); Volunteer with Tax-Aid and Hopelink;
- KZSU (Stanford student radio – 90.1 FM) Men's and Women's Basketball Broadcaster

BONNIE L. ASLAGSON

Washington State Bar Association member since 2014

EDUCATION

UNIVERSITY OF WASHINGTON SCHOOL OF LAW | Seattle, Washington

Juris Doctor, June 2014 | GPA: 3.65 | Class Rank: Top 33%

Washington International Law Journal | Executive Comments Editor

UNIVERSITY OF MINNESOTA | Minneapolis, Minnesota

Bachelor of Arts, Psychology, minor in Sociology, *summa cum laude*, May 2007 | GPA: 3.86

Honors:

Dean's List, six of eight semesters

Graduation with Distinction

Completed Freshmen-Sophomore Honors Program

EXPERIENCE

THURSTON COUNTY VOLUNTEER LEGAL SERVICES | March 2018 — Present | Olympia, Washington

Equal Justice Attorney: Facilitate pro bono representation for low-income clients facing additional barriers to effective self-representation by matching clients with volunteer attorneys and matching volunteer attorneys with mentor attorneys as needed. Represent and/or advise clients, either on an ongoing basis, or until a match can be made with a volunteer. Develop and implement program level conflict of interest policy, including coalition building and advocacy around seeking a clarifying comment to RPC 6.5. Recruit presenters and organize monthly CLE events on topics of relevance to volunteers.

WSBA PRO BONO AND PUBLIC SERVICE COMMITTEE | October 2018 — Present

Volunteer Committee Member: Explore creative ways to enhance a culture of legal service by promoting opportunities and best practices that encourage WSBA members to engage in pro bono and public service work.

COLUMBIA LEGAL SERVICES | April 2014 — June 2014 | Seattle, Washington

Legal Extern: Assisted supervising attorneys in the preparation of a legal brief for a motion to enforce a prior settlement agreement from a class action brought against a state agency. Researched applicable law, identified precedent in support of legal and procedural arguments, and confirmed factual accuracy by reviewing documentation associated with the case dating back 16 years. Conducted legal and policy research in support of the development of a legislative policy agenda intended to break down barriers faced by runaway and homeless youth with specific focus on access to education, employment, and health care.

CHILDREN AND YOUTH LEGISLATIVE ADVOCACY CLINIC | September 2013 — June 2014 | Seattle, Washington

Student Advocate: Organized a coalition of community stakeholders to develop legislative policy proposals with the goal of improving educational outcomes for homeless students in Washington's public schools. Advocated for and helped introduce two bills in the Washington State Legislature, including explaining the issue and the policy proposals to legislators and stakeholders, securing bill sponsors, testifying in committee hearings, and developing and implementing media and outreach strategies, resulting in the passage of and allocation of funding for SB 6074 (The Homeless Children Education Act).

UNIVERSITY OF WASHINGTON | July 2013 — December 2013 | Seattle, Washington

Research Assistant to Professors Lisa Kelly, Peter Nicolas & Elizabeth Porter: *Kelly:* Aided in the drafting process of a practical guide for representing youth in foster care proceedings, including conducting fifty-state law and policy surveys, and researching runaway youth, trafficking, and detention of status offenders. *Nicolas:* Updated publications detailing LGBTQ+ rights in the US, including fifty-state surveys of laws addressing marriage equality, hate crimes, and parenting rights, as well as charting voting records of federal legislators (*summer only*). *Porter:* Researched Federal cases regarding permissive intervention, and Federal IIED and sexual harassment cases involving judicial discretion (*summer only*).

INTERESTS

Snowboarding and practicing yoga. Traveling around the Pacific Northwest. Cross-stitching and learning to crochet.

MEMO

To: President Rajeev Majumdar and the Board of Governors

From: Terra Nevitt, Interim Executive Director, and Sara Niegowski, Chief Communication and Outreach Officer

Date: July 22, 2020

Re: Feedback about the proposed new WSBA mission statement

At its June 2020 meeting, the Board of Governors put forth a proposed new WSBA mission statement for feedback from stakeholders. Perhaps more than any other group, WSBA employees look to the bar's mission statement to guide our daily work and set the overall tone for the organization's vision and values. As several colleagues have articulated in recent conversations: *We carry out the mission statement—we are the mission statement in action.* Accordingly, many WSBA staff members felt strongly about providing feedback about the proposed revision. About 40 employees came together for a dialogue that resulted in one request:

- Please pause any immediate action to change WSBA's mission statement and consider a more strategic and inclusive process. The first question might be as simple as: Does WSBA need a new mission statement? Any change to the mission statement will be merely rearranging words unless the process reflects widespread collaboration and listening among stakeholders resulting in clear strategic goals and priorities.

Overall, the employees who took part in the discussion expressed appreciation for the President's intent to reconsider WSBA's mission statement—in response to the death of George Floyd and so many others—to promote an effective legal system accessible to all; but that process must start with widespread outreach and listening, especially with those most impacted by structural racism. Such an inclusive process seems contradictory to the origination of the proposed new mission statement. Employees raised several related concerns:

- The racist language and conversations about the mission statement at the board table were so problematic that the proposed revision is now distracting and associated with division and exclusion.
- A mission statement focused on diversity, equity, and inclusion cannot be written by a single board member.
- The conversation at the board table also highlighted fundamental structural tensions about WSBA, such as whether "public" rightly belongs in the mission statement. As a complex regulatory organization, these structural issues should be sorted through in thoughtful dialogue with many stakeholders—including the public—as part of an encompassing strategic planning process to develop goals and priorities that then drive a potential revision to our mission statement.
- Actions speak louder than words. The board should first evaluate whether WSBA is effectively fulfilling its current mission statement. If not, what is the strategic plan (actions, training, goals,

resources, commitment) to ensure any revision will successfully drive the work of the bar moving forward?

- Removing the phrases “integrity of the legal profession” and “champion justice” feels like a watering down of values.
- The Long Range Planning Committee developed the current mission statement in 2007 as part of a comprehensive outreach process that resulted in organizational goals and strategic areas of focus; those, in turn, guided the mission statement. It seems like that process should be the standard when revising the mission statement.

While a common theme among staff members’ concerns is the lack of a strategic planning process built on widespread stakeholder engagement, many who took part in the discussion also expressed support for this type of meaningful work. They are excited by the possibility of thoughtful, systemic change that moves the organization and its membership toward the goals of diversity, equity, inclusion, and justice in the legal system. We employees are willing partners, standing ready with enthusiasm and expertise to help support, shape, and implement an inclusive strategic planning process.

SPECIFIC FEEDBACK FROM EMPLOYEES

From: The Equity and Justice Team

Thank you for the opportunity to provide feedback on your proposed new mission statement. Our feedback is that you reconsider your process, invest more time in soliciting meaningful feedback, and seriously consider how the organization will live up to its new mission.

President Majumdar articulated in his invitation for feedback that the WSBA cannot do business as usual in the wake of the deaths of George Floyd and many others and in response, proposed a new mission statement. We agree. We should not do business as usual – particularly in light of the pandemics of racism against Black Indigenous and People of Color, COVID-19, and the exacerbation of poverty through the compounding economic crises. Instead, we encourage bar leaders to use this opportunity to make room for and listen to members of the public and the larger legal community, especially those most affected by structural racism and structurally racialized systems, such as the criminal legal system.

Giving the legal community less than a month to send their comments via email likely does not give the time and access for the public and legal community to thoughtfully engage in a process of contemplating, evaluating, discussing, and creating a new mission statement. They may have a different perspective on what is meant by “an effective legal system,” and having a legal system that is “accessible” may be meaningless if the system is built on racism.

Further, we believe that in order for WSBA to effectively uplift any mission statement, it must grapple with the realities of how it has failed to uphold the mission in the past and how it will ensure that the mission drives the work of the Bar in the future. This takes time, collective effort, and investment of resources.

We encourage you to reconsider your process and include those who are most impacted by the legal system, community, and profession.

I object to the Board of Governors' proposal to change WSBA's mission statement, regardless of what they propose. Frankly, I believe this board (with few exceptions) is an aberration with self-serving intentions to upend WSBA's role as regulator and protector and erase the values that drew me to work here five years ago. By its actions, this board has made it abundantly clear that they are bent on transforming the bar into a member-appreciation association determined to protect the markets of lawyers rather than ensure ethical practice, fairness, equity, and access to justice.

The path the board has chosen to propose a new mission statement has been impulsive, without sufficient thought or input, and wholly unprofessional. Our mission statement is the heart of WSBA and our proud work. It should not be rewritten by temporary volunteers who hold values counter to the organization.

I have zero confidence in virtually any action this board may take in the future; the mission statement is just their latest threat. I want the Supreme Court to restrict the board from making any further changes to the bar for their lack leadership, accountability, and any demonstrated interest in professional oversight and the public good.

It makes me ask myself, "What am I doing here?"

The most recent incidents of unimpeded racism on the board are merely a symptom of the problem – a conspicuous tell for who these people are and what they intend to do. We must not allow them to ruin the bar's long-held commitment to protect the public, maintain high moral and ethical standards, and strive toward equity and justice in Washington's legal profession.

As an employee at the WSBA, I support the mission of the organization as put forth in the current mission statement: "The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice."

President Majumdar's call to consider revising the statement in response to the civil unrest and renewed spotlight on racial injustice, as I understood it, was to add an emphasis to "championing justice," especially in the area of racial justice and access to justice. Mission statements are powerful, and like haiku, the brevity demands that the words be chosen very thoughtfully.

The proposed revision actually moves the mission in a backwards direction, and as a response to the George Floyd protests, I believe it does significantly more damage than any possible good. Let the current statement stand, and let's focus on putting the words into action. As evidenced in the June BOG meeting, there is MUCH work to be done.

Please consider this statement fully. I urge this board to correct the missteps it has taken in rewriting our current mission. This is a critical moment for the board. It is about more than one agenda item, but part of a long pattern of chipping away the basic values to which this organization is supposed to hold itself accountable.

There is no ethically justifiable reason to continue along the fatally flawed process for rewriting the WSBA mission statement. Regardless of the final language, the current proposal is tainted by incidents of racism, questionable motivations, and an unnecessary sense of urgency.

While the idea of revisiting the WSBA's mission might be well-intentioned, it should be far from our top priority if the goal is to enact real change in the profession and justice system. A new mission statement is like throwing pillows at systemic injustice when we should be reaching for a jackhammer. The board's actions to date give the impression that it is exploiting a historical moment of racial injustice to enshrine the WSBA as a special-interest lobbyist for attorneys.

If the goal is to ensure that the legal system is accessible to all, the Board of Governors is morally obligated to halt this process and reengage in a manner that demonstrates a commitment to equity over exclusion.

At a minimum, groups like the Diversity Committee should be invited to review the existing mission statement to gauge if and how it fails to promote equity in the practice of law. The board should also invite voices from those communities most harmed by systemic racism and white supremacy to guide how the WSBA, as a part of that system, should change. Instead of trying to delete the public and the concept of justice from our mission, the board should look to the public to help lead the organization and the legal community toward a truly equitable justice system.

The urgency with which this board is moving to rewrite our mission is disquieting. It is now impossible to separate Governor Higginson's racist statements and questionable intentions as the original author from the proposal itself. The deliberate erasure of "the public" and "justice" from our mission is so flagrantly corrupt that, that fact alone should invalidate the entire process. At best, amending this proposal would be like putting duct tape and bubble gum on a cracked foundation.

It bears repeating that the proposal literally puts lawyers in front of the public they serve and eliminates justice. That it took an amendment to add the public back into our mission—a suggestion that was somehow controversial—should give the board serious pause. Further, the written materials for the proposed mission advocates for a world in which attorneys are justice's gatekeeper and not its servant.

As an employee of the bar and a member of the public, I have no faith in this process and fear the 32 words in the proposed rewrite are fundamentally dangerous. Our mission statement is more than just words; it's one of the few things that reaffirms why I can believe in the work I do here. But this action and the many others like it in recent months conspire to undermine that belief. I joined a WSBA whose mission was to fight injustice and hold to its principles, not to exploit a tragedy for personal gain.

Please abandon this proposal and start anew in a way that lives up to our mission.

President Majumdar's desire to respond to the events of May 25, 2020, is understandable. It is clear from his writings that he is deeply concerned and wants to use his position as WSBA President to affect positive change. However, his challenge to the Board to revise the Mission Statement is ill advised and ill timed. A Mission Statement is not a vehicle for responding to timely issues or affecting social change. It is not "an opportunity to highlight what we value as most important in this time."

It is an unfortunate gap in the organization's leadership to be without a Human Resource Director at this time. The ED and the HR Director could have instructed the President about the long-range planning processes that are necessary in developing a Mission Statement. Perhaps the President's blunder could have been avoided. It is clear that he does not understand the purpose, the function, or the process of Mission Statements and their development. Precious few on the Board do. Unfortunately, we are now on a course that will not achieve the results he seeks.

"To Protect with Courage, To Serve with Compassion!"
Minneapolis Police Motto

"... strives to improve the law and the equal administration of justice for all."
Minnesota State Bar Association Mission Statement

George Floyd was not denied access to the legal system because of words. A change to the Minneapolis Police Motto or the Minnesota State Bar Association's Mission, Vision, Values Statement would not have improved his chances of accessing it or even of staying alive long enough to call a lawyer.

Frustration and concerns at the May 25th events have motivated people to take action. And action needs to be taken! But President Majumdar's quest for a revised Mission Statement is misdirected and has already revealed how feeble it is.

Unfortunately, it has legs, and momentum, and the President is unlikely to back down. That is precisely why the Executive Management Team needs to convince him and the other BOG officers to table this initiative indefinitely and pursue another course. Another course might be an initiative that includes the staff. The President and BOG seem to forget it is staff that carries out the Mission.

However, suspecting that the EMT will not prevail and the BOG will move forward with this, I have some objections to the revision as compared to the original, for what it's worth.

President Majumdar's proposal:

With a strong commitment to serving its members and the public, the Washington State Bar Association ensures the integrity of the legal profession and promotes an effective legal system, accessible to all.

1. It switches the position of the public and the members, and selfishly inverts their importance. I can see the headline now, "Washington State Lawyers, in the midst of the pandemic, put themselves first".
2. It is a simplification of GR 12.2. Creating a Mission Statement by cobbling together the Washington State Court Rules is as lame as a coach reading a rulebook to the team during halftime. There's no vision, no aspiration, no higher goal. It does not even claim to be a Mission Statement. It's a pull quote, simply a description of what the WSBA does. How did Governor Higginson put it... something to put on a letterhead? A Mission Statement is not an abbreviation of the parameters of the organization; it is a preamble to them.
3. It removes "to champion justice". Why does everything about the revision seem like a passive abridgement? We put the members first, the public second; we focus on the legal system, but not

justice; we promote instead of champion. Is the phrase “promotes an effective legal system, accessible to all” supposed to be the “George Floyd” moment in this revision?

The move to change the Mission Statement as a response to the murder of George Floyd is beginning to look more like either: A cynical attempt to offer a showy and meaningless gesture, OR

A bait and switch by tea party Governors to diminish the social justice activities of the WSBA, while claiming that they are responding to racial injustice. (Governor Higginson quoted Martin Luther King Jr. twice in her presentation of the revision.)

It seems like a lot is lost in this revision and very little gained. How does that honor the death of George Floyd?

I will admit that when I came to WSBA I drank the Kool-Aid. I felt pride at working for an organization with a lofty service-oriented mission. When I worked on the endless wave of LLLT materials, I told myself, despite the annoyances, this is the real deal; this is why I’m here.

We have a good Mission Statement. And, yes, we have GR 12.2. We also have Guiding Principles (in the WSBA Branding Guidelines) we have Staff Values and Communication Norms (Employee Handbook)... we have all the words we need!

What we don’t have is good leadership to pursue that Mission and those values. We are like a ship without a rudder.

The BOG has made an embarrassing mess of this. In their stumbling over each other to impress themselves, the membership, and their constituencies, they have forgotten the Mission they are trying to change. They are proceeding with self-interest and conflicting agendas, and they are not engaging or interacting with the staff.

Here’s my opinion on the new mission statement: Why now? It isn’t timely, there are a lot of challenges that we have as an organization to devote extra effort/time/resources to and we can shift priorities and actions temporarily or on an ongoing basis during this crisis (Covid and civil rights events) as needed without changing our mission statement. Creating our current mission statement took a LOT of time, effort, feedback, input and buy-in, and while I hate not using the product of someone else’s work the timing and narrow amount of information going into this endeavor make it apparent to me that this should be tabled for a while and revisited after 2021. (And, in my humble opinion, our current mission statement just sounds succinct and elegant compared to the proposed statement. I really want to build up others and laud their efforts, so it is hard to say that I just cannot get behind this project at this time).

It seems to me that if an organization is going to change its mission statement, that it should engage the membership in a dialogue about what the mission has been, what it is, and what it should be in the future. This seems like it should be about a year long process to me. It doesn’t seem like much thought went into the current proposal. If I had to choose one, I’d choose the current mission statement. The BOG wonders

why the membership isn't engaged. Could it be because of fly by night proposals and decisions made by the BOG without including the membership in a dialogue?

I understand why the board felt the need to make a statement last month on the heels of protest and social unrest, but it seems misdirected and self-serving. It doesn't actually address any issue directly, so why do it?

"A strong commitment to serving the members and public": After pulling the plug on the LLLT program, this draft statement seems completely empty. Let's remove an important avenue to access justice – in the name of saving the member's dues – and call it our commitment to serving the members and public?? Really?? It's all about protecting the attorney members. By placing the "members" before the "public" seems rather self-serving and an act of self-defense. Circling the wagons. WE ARE FOR OUR MEMBERS!

And then there is the statement of "ensures integrity of the legal profession and promotes an effective legal system". I find it hard to see the truth in that statement when racism is allowed to be exercised by some of the governors without immediate consequence.

We no longer "champion justice" but instead "promotes an effective legal system"? Effective for whom?? To people of color and other marginalized groups?? To George Floyd and other countless victims that have been impacted by systemic racism in the justice system? Not at all. To me it reads like they're okay with the status quo.

The current mission statement is a good one. It does not need to be changed, and certainly doesn't need to be watered down. And it shouldn't be about serving members first.

My apologies if I'm all over the place with my comments – this is clearly an emotional topic.

I agree that the rewriting of a mission statement is not something that should occur in such a compressed timeframe with such little stakeholder involvement. If the Board has a desire to change the mission statement it should be done in a methodical manner over a timeframe that respects the fact that a mission statement, at its core, identifies the reason an organization exists. That isn't something that should be decided anew over the course of a couple of meetings with limited stakeholder involvement.

My thoughts are that this is a distraction and possibly ill-timed considering all the other issues that are in play right now. Seems like any time spent on this is taking cycles and time away from these other issues/concerns, which (in my opinion) is not in anyone's best interest. What is the driving need to change it now? Could this be moved out further for a few months, after the (hopefully) other issues/topics are starting to settle?

From: [Sue Strachan](#)
To: [Shelly Bynum](#)
Subject: Fw: Champion of Justice / Mission Statement
Date: Monday, July 20, 2020 12:19:38 PM

Hi Shelly,
From the Bar Leaders email box.
-Sue

From: Chip Small <chipsmall@hotmail.com>
Sent: Saturday, July 18, 2020 6:35 AM
To: Bar Leaders
Cc: Bryn Peterson
Subject: Champion of Justice

The current mission statement is more understandable to the public and being a champion of justice (which obviously includes providing a legal system accessible to all) is inspirational to our membership. Please keep it as is.

- Judge T W Small, Ret'd.

Proud Champion of Justice

WSBA #8578

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From: [Sue Strachan](#)
To: [Shelly Bynum](#)
Subject: FW: Champion of Justice / Mission Statement
Date: Tuesday, July 21, 2020 10:07:29 AM
Attachments: [image001.png](#)

FYI

From: Bar Leaders
Sent: Tuesday, July 21, 2020 10:01 AM
To: 'Chip Small' <chipsmall@hotmail.com>
Subject: RE: Champion of Justice

Dear Judge Small,

Thank you for your comments. They will be forwarded to the appropriate WSBA contact.



Sue Strachan, J.D. | Legal Community Outreach Specialist

We are working remotely during COVID-19 restrictions. Email is the best way to reach me.

Washington State Bar Association | 206.733.5951 / 800.945.9722 | susanst@wsba.org

1325 Fourth Avenue #600 | Seattle, WA 98101-2539 | www.wsba.org

The WSBA is committed to full access and participation by persons with disabilities. If you have questions about accessibility or require accommodation please contact adamr@wsba.org

From: Chip Small <chipsmall@hotmail.com>
Sent: Saturday, July 18, 2020 6:35 AM
To: Bar Leaders <BarLeaders@wsba.org>
Cc: Bryn Peterson <bryn.peterson@brynpetersonlaw.com>
Subject: Champion of Justice

The current mission statement is more understandable to the public and being a champion of justice (which obviously includes providing a legal system accessible to all) is inspirational to our membership. Please keep it as is.

- Judge T W Small, Ret'd.
Proud Champion of Justice
WSBA #8578

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From: [Sue Strachan](#)
To: [Shelly Bynum](#); [Sara Niegowski](#)
Subject: Fw: Comments re Missions Statement and UBE Requirement
Date: Tuesday, July 21, 2020 2:54:14 PM

From: Rachel Morrison <rnbusick@gmail.com>
Sent: Tuesday, July 21, 2020 2:52 PM
To: Bar Leaders
Subject: Comments re Missions Statement and UBE Requirement

Hello,

Please see my comments below.

Revised mission statement. I am opposed to the proposed mission statement and support keeping the current statement. The role of the WSBA should be to ensure the proper practice of law and uphold the rule of law and justice for all. That is what the current statement supports. In particular, I am opposed to dropping the reference to "championing justice" in the revised statement. Above all else, the legal system and profession should be about justice. An effective legal system that is merely accessible may fall far short of a *just* legal system. While the matter of effectiveness and access can definitely be issues of justice (and something that should be supported by members), I don't think that effectiveness and access at the expense of other issues of justice should be the primary mission of the WSBA. And when effectiveness or access are matters of justice, they already fall under the purview of the current mission statement.

Waiver of UBE requirement. Setting aside my concerns over the effectiveness of the bar exam in general, I am opposed to waiving the UBE requirement this exam cycle. Either the UBE is a necessary prerequisite to practice law or it isn't. What it shouldn't be, is a permanently waived requirement for applicants this bar exam cycle *only*. Waiving the UBE requirement so easily is insulting to those who had to endure the 6-hour exam, spent months preparing, and expended considerable expense to undergo the endeavour. Not to mention unfair for those who had to retake the exam after failing the first time. Last year, there were 99 first time ABA-JD test takers who failed (out of 198 total who failed). This year, those 99 (and others) would be automatically licensed to practice law. If the UBE is necessary to ensure the proper practice of law for those signed up last year and those who failed the bar exam, it should also be necessary for those this year. Conversely, if it is not necessary to practice law for those signed up this year, it should not be necessary for all future applicants as well. There are other ways to accommodate concerns about COVID, such as additional testing sites, delayed testing, temporary license to practice law in certain capacities until the test can be held again, etc.

Sincerely,
Rachel N. Morrison
WSBA No. 50388

--

Rachel (Busick) Morrison
(425) 443-0270 | Rnbusick@gmail.com

From: [Sue Strachan](#)
To: [Shelly Bynum](#); [Sara Niegowski](#)
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Hello,

Please see my comments below.

Revised mission statement. I am opposed to the proposed mission statement and support keeping the current statement. The role of the WSBA should be to ensure the proper practice of law and uphold the rule of law and justice for all. That is what the current statement supports. In particular, I am opposed to dropping the reference to "championing justice" in the revised statement. Above all else, the legal system and profession should be about justice. An effective legal system that is merely accessible may fall far short of a *just* legal system. While the matter of effectiveness and access can definitely be issues of justice (and something that should be supported by members), I don't think that effectiveness and access at the expense of other issues of justice should be the primary mission of the WSBA. And when effectiveness or access are matters of justice, they already fall under the purview of the current mission statement.

Waiver of UBE requirement. Setting aside my concerns over the effectiveness of the bar exam in general, I am opposed to waiving the UBE requirement this exam cycle. Either the UBE is a necessary prerequisite to practice law or it isn't. What it shouldn't be, is a permanently waived requirement for applicants this bar exam cycle *only*. Waiving the UBE requirement so easily is insulting to those who had to endure the 6-hour exam, spent months preparing, and expended considerable expense to undergo the endeavour. Not to mention unfair for those who had to retake the exam after failing the first time. Last year, there were 99 first time ABA-JD test takers who failed (out of 198 total who failed). This year, those 99 (and others) would be automatically licensed to practice law. If the UBE is necessary to ensure the proper practice of law for those signed up last year and those who failed the bar exam, it should also be necessary for those this year. Conversely, if it is not necessary to practice law for those signed up this year, it should not be necessary for all future applicants as well. There are other ways to accommodate concerns about COVID, such as additional testing sites, delayed testing, temporary license to practice law in certain capacities until the test can be held again, etc.

Sincerely,
Rachel N. Morrison
WSBA No. 50388

--

Rachel (Busick) Morrison
(425) 443-0 Rnbusick@gmail.com

LM-126

From: [Sue Strachan](#)
To: [Shelly Bynum](#)
Subject: Fw: New proposed Mission Statement
Date: Monday, July 20, 2020 12:18:03 PM

Hi Shelly,
From the Bar Leaders email box.
-Sue

From: William Cameron <outlook_C8CAF9143E47DF56@outlook.com> on behalf of William Cameron <wlc@williamlcameron.com>
Sent: Sunday, July 19, 2020 9:23 AM
To: Bar Leaders
Subject: New proposed Mission Statement

Your proposed statement is not in harmony with Justice and her scales, which ought to be balanced. The suggestion that the law ought to be accessible to all carries with it the mandate that people who otherwise could not use the justice system will do so at the expense of others. That means my bar dues, my taxes, my insurance premiums, my 401(k) or just me.

I object.

William L. Cameron
5108

From: [Sue Strachan](#)
To: [Shelly Bynum](#)
Subject: Fw: Proposed Changes to WSBA Mission
Date: Monday, July 20, 2020 12:18:56 PM

Hi Shelly,
From the Bar Leaders email box.
-Sue

From: Michael J. Cherry <mikech@lexquiro.com>
Sent: Monday, July 20, 2020 8:54 AM
To: Bar Leaders
Cc: Michael J. Cherry
Subject: Proposed Changes to WSBA Mission

President Majumdar, Governors, and Executive Director Nevitt,

You recently asked for comments on this matter. My feedback is a proposed small change as follows:

With a strong commitment to serving its members and the public, the Washington State Bar Association **continually strives to** ensure the integrity of the legal profession and promotes an effective legal system, accessible to all.

(As some email clients change formatting, I have inserted 'continually strives to' after Association and before ensures and changed ensures to ensure).

The rationale for my suggested change is to communicate we are all on a journey towards justice. There will always be injustice—it is part of the human condition. The bars mission should be to continually work to improve and address injustice. To the best of my knowledge, all systems of law, throughout time, have had to address injustice. Some appear to have done better than others. But justice is never completely ensured, as new injustice will always be brought to us. We will be measured by our response to that injustice—and will always have to strive to do better.

Respectfully submitted,

Michael John Cherry, WSBA 48132

From: [Terra Nevitt](#)
To: [Shelly Bonum](#)
Subject: FW: Proposed WSBA Mission Statement Revisions
Date: Wednesday, July 22, 2020 10:52:27 AM

More late materials.

From: Ada Shen-Jaffe <Shen-Jaffe@outlook.com>
Sent: Tuesday, July 21, 2020 8:57 PM
To: Bar Leaders <BarLeaders@wsba.org>
Cc: Terra Nevitt <terran@wsba.org>
Subject: Proposed WSBA Mission Statement Revisions

Reflections on Revisiting the WSBA's Mission

The Washington State Bar Association is embarking on the important leadership task of reexamining and reimagining its mission at a critical juncture in our nation's existence, as our society, including our law and justice system, has been upended by a triple pandemic of COVID-19, virulent racism (especially as it harms Black and Indigenous people as well as other communities of color), and pre-existing, intractable poverty that will be greatly exacerbated for generations to come by economic collapse. WSBA's ability to survive and thrive will depend on its ability to serve and hold itself accountable to the public, especially those communities most harmed by structural bias in the law & justice systems. It must do so in ways that are relevant and responsive to the need for the transformative change our democracy needs to move into a more just and equitable future.

A long chain of WSBA leaders has consistently nurtured and protected our state's strongest equity and justice infrastructures and providers, including the Legal Foundation of Washington, the nation's first Access to Justice Board, legislation establishing the Washington State Office of Civil Legal Aid, our Pro Bono Council, the many organizational providers comprising our state's Alliance for Equal Justice, and many more. Indeed, several WSBA leaders have gone on to serve on our state's Supreme Court, while others have never hesitated to champion equity and justice as the fundamental bedrock of our law and justice systems. The Washington Supreme Court's [letter of June 4th, 2020](#) is a welcome formal commitment to tackle race inequity, expressly recognizing the necessary role that the law & justice system must play in identifying and dismantling the ways it has far too often been complicit in the perpetuation of racism, and therefore injustice. Many other entities have followed suit with their own statements and declarations, e.g., Spokane Superior Court Judges: <http://www.courts.wa.gov/content/publicupload/eclips/2020%2006%2029%20Spokane%20County%20Superior%20Court%20pledges%20to%20do%20better%20on%20racial%20justice.pdf>;

Northwest Justice Project: https://d8.nwjustice.org/system/files/NJP%20Board%20Statement%2061620_0.pdf;

Columbia Legal Services: <https://columbialegal.org/about/#mission-and-values>;

Washington State Office of Civil Legal Aid: <https://ocla.wa.gov/wp-content/uploads/2020/07/Oversight-Committee-Statement-on-Racism-and-Justice-Final-7-20.pdf>.

Elements of Mission Statement Construction

Every mission statement, if it is to serve as an inspiring and energizing declaration of vision, values, and purpose, will be successful only to the extent that it aims high, reaching for transcendent, universal human aspirations as the underpinning of the *Why* of that entity's existence. In particular, those dedicated to justice need to dig more deeply into the *Why* of the very term "justice." By way of reference, consider a [simple formulation](#) offered by Professor John A. Powell at the "Othering & Belonging Institute" at UC Berkeley: "*Because everyone belongs in the Circle of Human Concern.*"

Thus, WSBA should strive to forge a mission statement transcendent enough to withstand the test of time so as to be relevant, responsive and *moving*, not only in the face of the tragic triple pandemics we are presently confronting, but also when we are called upon to overcome future challenges. To achieve this, we need to understand:

1. The underpinnings of the WSBA's existence: The WSBA is unique in its two-branch (State Bar Act and Washington Supreme Court) authorization origins, unlike, say, the medical profession, which is licensed by the State Department of Licensing. Why? Both are professions. The reason must be the separation of powers limitation against delegating the administration of justice to the executive branch;
2. That a license to practice law is therefore a governmental grant of authority to work hard and make a good living in an elite, monopolistic, trade-protected profession/industry, and the *quid pro quo* for which is service to the public good;
3. That the law and justice systems were founded atop what many have called the nation's "original sins" of slavery and genocidal practices against indigenous people, at a time when Black, Indigenous and other communities of color were deemed by the law & justice systems to be "other", and "less than" whites (think Japanese Internment, Chinese Exclusion Act, unaccompanied children incarcerated at the border, and so on). The tie-in to Professor Powell's "[belongingness](#)" frame is to expose with clarity the default power groups that have historically been able to exclude certain groups as "other", and as "not belonging", through dehumanization and devaluing;
4. The ways the "silos" separating our civil, criminal, juvenile justice and child welfare systems can often reverberate in ways that amplify harm, especially to poor Black, Indigenous and other communities of color and those groups facing other forms of structural bias; and
5. That the triple pandemics have only laid bare what was already there, i.e., the pre-existing, systemic, and racialized conditions leading to tragic and devastating disparities in morbidity & mortality, as well as in law and justice system-related disparities and harm.

With this understanding, those who uphold and operate within the law and justice systems must therefore commit to partnership with and accountability to those communities historically marginalized and harmed by the racialized structures and operations of the law & justice system. This makes it a justice imperative for the WSBA to devise a mission statement that "calls it to account," paralleling the commitment already articulated by the Washington Supreme Court.

Mission Development Process

The hard work of mission revitalization for the WSBA at this historic moment in time will require true adaptive leadership behavior. Key steps to be considered:

1. Align and articulate the why, how, and what of the WSBA's existence and overarching purpose:
 - a. Define "[The Why](#)": For example, true "justice" means a societal commitment to equity and justice for all, not some, where everyone belongs in the circle of human concern;
 - b. Define "The How": For example, examine and identify law and justice-system-based best and most promising practices that reinforce belongingness and that dismantle the exclusion of groups that can be "othered," including an analysis of the professional and ethical responsibilities of those who have been charged with carrying out or advocating for the administration of justice;
 - c. Define "The What": For example, the legislature and judicial branches have delegated to the WSBA the responsibility and privilege of putting into practice the fair operation and administration of our state's law and justice systems consistent with its stated core vision and values.
2. To further align yourselves, make a quick review of:
 - a. The Washington Supreme Court [June 4, 2020 letter](#);
 - b. The Washington State Access to Justice Board's racial justice [Statement and Commitments](#);
 - c. The Washington State Race Equity & Justice Initiative [Acknowledgments & Commitments](#);
 - d. The purpose of an organizational mission statement. Your mission is your *organizational purpose*. For example:

Under governmental grant of authority by the State Supreme Court and State Legislature, the WSBA is responsible for the dynamic, professional competence-based operation and administration of a law and justice system that is committed to:

- o *Fundamental fairness, equity, & justice on which professional responsibility and competence rest;*
- o *Understanding the historic underpinnings of law and justice-related structural biases;*
- o *Partnering with community-led equity & justice efforts by those communities most harmed by structural racialization, ensuring that their lived experiences will be voiced and*

heard, especially with regards to what must change within the law and justice system-related obstacles and barriers they face

- o *Dismantling the law & justice system-based policies, practices and procedures that perpetuate structural racialization and other, often compounding, forms of structural bias;*
- o *Ensuring that no one, especially those who have been marginalized, are excluded from the circle of human concern, by the law & justice system.*

Ada Shen-Jaffe (she/her/hers)
JustLead Lead Coach
Race Equity & Leadership
shen-jaffe@outlook.com
1-206-999-7203 (cell/text)

From: Sue Slagchan
To: Shelly Runum; Sara Niegowski
Subject: Fw: Proposed WSBA Mission Statement Revisions
Date: Tuesday, July 21, 2020 9:12:11 PM

From: Ada Shen-Jaffe <Shen-Jaffe@outlook.com>
Sent: Tuesday, July 21, 2020 8:56 PM
To: Bar Leaders
Cc: Terra Nevitt
Subject: Proposed WSBA Mission Statement Revisions

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3. That the law and justice systems were founded atop what many have called the nation's "original sins" of slavery and genocidal practices against indigenous people, at a time when Black, Indigenous and other communities of color were deemed by the law & justice systems to be "other", and "less than" whites (think Japanese Internment, Chinese Exclusion Act, unaccompanied children incarcerated at the border, and so on). The tie-in to Professor Powell's "[belongingness](#)" frame is to expose with clarity the default power groups that have historically been able to exclude certain groups as "other", and as "not belonging", through dehumanization and devaluing;
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Partnering with community-led equity & justice efforts by those communities most harmed by structural racialization, ensuring that their lived experiences will be voiced and heard, especially with regards to what must change within the law and justice system-related obstacles and barriers they face

- *Dismantling the law & justice system-based policies, practices and procedures that perpetuate structural racialization and other, often compounding, forms of structural bias;*
- *Ensuring that no one, especially those who have been marginalized, are excluded from the circle of human concern, by the law & justice system.*

Ada Shen-Jaffe (she/her/hers)
JustLead Lead Coach
Race Equity & Leadership
shen-jaffe@outlook.com

1-206-999-7203 (cell/text)

From: [Sue Strachan](#)
To: [Shelly Bynum](#)
Subject: Fwd: Comment on proposed mission statement change under GR 12.2
Date: Friday, July 17, 2020 6:23:57 PM

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: D'Adre Cunningham <dadre@defensenet.org>
Sent: Friday, July 17, 2020, 3:02 PM
To: Bar Leaders
Subject: Comment on proposed mission statement change under GR 12.2

Dear Board of Governors:

Thank you for taking the call to action to end the effects and impacts of white supremacy in our state's legal systems by Black Lives Matter seriously. I believe that if you are proposing to change the mission to do so carefully. To that end, our profession should emphasize service to the public as proposed by Governor Alec Stephens. I also however do not agree with removing the commitment to champion justice. I believe that you can amend the language to either of the following:

"The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, to promote a fair and just legal system, accessible to all people."

OR,

"The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and *to champion justice, by promoting a legal system accessible to all people.*"

Without including fairness and justice, changing the statement makes no sense to me. Please consider being more inclusive of the amendments not less. Removing the words justice and public and people from the amendments speaks louder than your memorandum in support of the proposal.

Thank you,

D'Adre Cunningham
She, her, hers
Incarcerated Parents Project Resource Attorney

From: [Sue Strachan](#)
To: [Shelly Bynum](#)
Subject: Fwd: WSBA Mission Comment
Date: Tuesday, July 21, 2020 8:38:10 PM

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Sarterus Rowe <sart@inclusivelaw.org>
Sent: Tuesday, July 21, 2020, 4:43 PM
To: Bar Leaders
Subject: WSBA Mission Comment

Hello BOG,

I oppose the new mission.

1. The public could come before members. I know some BOG members wanted to remove the public all together. I am glad the public was left in but it should be more prominent.
2. The removal of Justice is troubling. Justice is an outcome and it should be our goal.

I do not think the new mission does enough to put justice and the public first.

Best,
Sart

--

Executive Director
Sarterus Rowe, WSBA #47010
Pronouns (They/Them)
100 S King Street
Suite 100 #759
Seattle, WA 98104
Cell: 206-631-9610
Email: Sart@inclusivelaw.org
Law for ALL - An Inclusive non-profit Legal Help Resource
Inclusivelaw.org

Dear President Majumdar and the WSBA Board of Governors,

I write on behalf of the Asian Bar Association of Washington to respectfully request that WSBA take immediate and appropriate action to address the deeply offensive and racially biased remarks made by Governor Higginson at the Board of Governor's June 26, 2020 meeting. Governor Higginson's remarks are yet another example of hostility against diversity and inclusion within the bar. It underscores the urgent need for WSBA to educate its leaders and members on the ways in which bias can infect our work as lawyers and effective measures we can take toward eliminating it.

At the June 26th meeting, Governor Higginson objected to ensuring that the minority bar associations (MBAs) receive notice of the proposed amendment to the WSBA Mission Statement because, according to the Governor, there is not a similar organization for "dumb white folks" and because of fear that MBAs would have an outsized influence on the proposal.¹ The Governor's derogatory statements disparaged MBAs, showing a fundamental lack of understanding of their purpose and work (not to mention, her comments also disparaged White bar members). More than that, however, they repeat, at the highest level of governance of our state bar, the harmful trope that organizations representing the interests of historically marginalized communities threaten the majority.

First, the statement fails to recognize why MBAs exist when it characterizes MBAs as "special interest groups" that organize to "stack the deck"² against certain proposals advanced by the Board of Governors. ABAW formed and exists to act as a resource for its members and to promote "justice, equity and opportunity for Asian Americans."³ Asian Pacific Americans have experienced a long history of discrimination in this country similar to other groups of color. Viewed as unclean, distrusted "others" and an encroaching horde that threatened the "American" way of life⁴, they were subject to discriminatory laws that barred them from, among other things, citizenship, voting, land ownership, intermarrying with whites, acting as witnesses, and admission to the bar.⁵ One need look no further than

¹ Comments by Governor Carla J. Higginson, WSBA Board of Governors meeting, June 26, 2020, morning session, *available at* <http://link.videoplatform.limelight.com/media/?channelListId=34d9718a114a453fa4067f9dad13df94&width=960&height=360&playerForm=WidescreenTabbedPlayer>, (within the section of the video entitled "The WSBA Response to Our National Dialogue," 19:01.

² *Id.*

³ ABAW Mission Statement, <https://www.abaw.org/>.

⁴ *See, e.g., Chae Chan Ping v. United States*, 130 U.S. 581, 606 (1889) [hereinafter "Chinese Exclusion Case"] (upholding the exclusion of Chinese Americans from immigration, reasoning that the government possessed inherent power to protect the security of the country from the purported "vast hordes crowding in upon us") and headlines that greeted Japanese Americans when they arrived in this country. "The Yellow Peril - How Japanese Crowd Out the White Race." S.F. CHRON., Feb. 23-Mar. 13, 1905.

⁵ For a discussion of the history of discriminatory laws against Asian Americans, see Eric Yamamoto *et al.*, *Race, Rights and Reparation*, 2nd ed. (WOLTERS KLUWER LAW & BUSINESS, 2013), 23-81. In 1902, the Washington Supreme Court denied Takuji Yamashita admission to the bar because he was not a member of "any branch of the white or whitish race." He was granted post-humous admission in 2001. Sam Howe Verhovek, *Justice Prevails for Law Graduate, 99 Years Late*, <https://www.nytimes.com/2001/03/11/us/justice-prevails-for-law-graduate-99-years-late.html>.

current headlines to see harassment and assaults based on blaming Asian Americans for the “Chinese virus” and the “kung flu” that reflect the same deeply-embedded animosity towards Asian Americans.⁶

Second, the statement that MBAs would stack the deck against the proposal is deeply offensive because it assumes, without any basis in fact, that they would necessarily act in their self-interest, contrary to the best interests of WSBA. In this regard, it is essential that the Board of Governors recognize that addressing issues of bias, diversity, and inclusion are not the realm of “special interest groups” and are not counter to the WSBA’s goals. Instead, MBAs work to ensure that lawyers recognize and work to avoid bias, both explicit and implicit—an essential professional skill that enables lawyers to communicate and work effectively and professionally with clients, colleagues, opposing counsel, judges, and others. Governor Higginson’s comments are concerning because they illustrate how deep-seated biases poison judgment and professional relationships.

Finally, it shocks the conscience that a member of the Board would seek to exclude MBAs from the distribution of notice of the Board’s proposal. To ask that members of MBAs not receive notice, while, we assume, informing other constituencies such as the bar’s sections, appears discriminatory on its face.

In closing, while we expect that the proposed mission statement at issue during the June 26th meeting will be distributed for comment, ABAW would like to take this opportunity to voice our position that the Board should not delete from the mission statement the very important goal that WSBA serves “to champion justice.” The present mission statement views WSBA as an institution that not only serves its members, but also serves the public and acts to secure justice. WSBA is more than a mere trade organization. Recognizing that lawyers have “a special responsibility for the quality of justice”⁷ and that lawyers have special knowledge of, and access to, the legal system, WSBA should explicitly state that it affirmatively *acts* to ensure that the law and legal system are fair, inclusive, and accessible,

⁶ On March 9, 2020, 26-year-old Yuanyuan Zhu was walking to her gym in San Francisco, California, when she saw a man yell an expletive about China and then scream at a passing bus to “run them over.” He then spit on her. After hiding herself in a corner, she quietly cried. Sabrina Tavernise and Richard A. Oppel Jr., *Spit On, Yelled At, Attacked: Chinese-Americans Fear for Their Safety*, N.Y. TIMES (Mar. 23, 2020), <https://www.nytimes.com/2020/03/23/us/chinese-coronavirus-racist-attacks.html>. In late March, Tony Yan and his wife Lisa Li found their Yakima, Washington, restaurant vandalized. Spray-painted outside was, “Take the corona Back you chink.” Sheng Peng, *Smashed windows and racist graffiti: Vandals target Asian Americans amid coronavirus*, NBC NEWS (Apr. 10, 2020), <https://www.nbcnews.com/news/asian-america/smashed-windows-racist-graffiti-vandals-target-asian-americans-amid-coronavirus-n1180556>. Grace Kao, Ph.D., Chair and IBM Professor of Sociology at Yale University, observed, “With something like COVID-19, where everyone is scared of catching it, Asian Americans become the physical embodiment of disease, so we’re seen with great suspicion. I’m a little scared to go outside, frankly, especially if I start coughing.” Austa Somvichian-Clausen, *Trump’s use of the term “Chinese Virus” for coronavirus hurts Asian Americans, says expert*, THE HILL (Mar. 25, 2020), <https://thehill.com/changing-america/respect/diversity-inclusion/489464-trumps-use-of-the-term-chinese-virus-for>.

⁷ A Lawyer’s Responsibilities, Washington Rules of Professional Conduct, Preamble [1], *available at* https://www.courts.wa.gov/court_rules/pdf/RPC/GA_RPC_PREAMBLEANDSCOPE.pdf.

especially to underserved communities less able to avail themselves of the legal system's protections.

We understand the Korean American Bar Association ("KABA") has also submitted a letter on this matter. For the above reasons, we support KABA's demands for (1) a written censure of Governor Higginson; (2) an apology from Governor Higginson; (3) mandatory diversity, equity, and inclusion (DEI) training for the Board of Governors; (4) creation and implementation of DEI priorities; and (5) support of mandatory ethics credit on implicit and explicit bias in the legal profession. To ensure these proposed changes are meaningful and effective, we also encourage the Board to actively engage with members of MBAs to listen to, and hopefully learn from, their diverse perspectives. Toward that end, ABAW welcomes opportunities to meet with the Board to facilitate constructive dialogue and to work together in achieving the goals outlined above.



Serin Ngai
ABAW President



Alice Truong
ABAW Student Scholarship Foundation President



July 16, 2020

Rajeev D. Majumdar
President, Washington State Bar Association
1325 Fourth Ave, Suite 600
Seattle, WA 98101-2539

Dear President Majumdar:

The Washington State Association for Justice is a statewide organization of approximately 2,400 trial attorneys dedicated to protecting access to justice and equal treatment under the law.

We stand in support of the many specialty bar groups who collectively have become known as Minority Bar Associations (MBA's). We stand firmly against derision of their role and purpose. There is important value and need for these organizations which has only increased in recent weeks. They can help move WSBA and all of its many thousands of individual lawyers toward greater real diversity in our profession.

These past several weeks of unrest and introspection lead to a single conclusion that our nation generally – and attorneys sworn to uphold the law in particular – still have an unacceptably far distance to travel before true diversity and inclusion can be claimed or celebrated.

Like many organizations, WSAJ is being compelled to recognize the need to do more to ensure action is happening alongside aspiration. We are committing to real progress and WSBA must as well.

We believe the many and varied MBA's in Washington state should be supported and celebrated for the important role they can continue to play within our bar and help us to be a shining example for the entire country.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Allison", written in a cursive style.

John D. Allison
President, Washington State Association for Justice

From: [Rajeev Majumdar](#)
To: [Terra Nevitt](#)
Subject: FW: Gov Higginson's comments at the WSBA BOV meeting
Date: Monday, July 20, 2020 4:09:51 PM

From: Eva Leon <infinity.er@gmail.com>
Sent: Sunday, July 05, 2020 1:49 PM
To: Rajeev Majumdar <rajeev@whatcomlaw.com>
Subject: Gov Higginson's comments at the WSBA BOV meeting

Governor Rajeev Majumdar,

My name is Eva Leon and I am writing to you because of a disturbing clip I saw of Governor Higginson making disparaging remarks related to the Minority Bar Association in a recent Washington State Bar Association Board of Governors meeting. Her comments show a troubling lack of understanding, especially coming from someone in a position of high visibility and authority. They also seem to be at odds with WSBA's statements of support issued for minority/specialty bar associations and for equity and inclusion under the law.

Due to these remarks, I have serious concern about her bias and her complicity in perpetuating a racist system. Her statements have certainly reduced my faith in the Washington State Judiciary System. Going forward, I ask that your Governors comply with the Open Meetings Act so that we have public oversight and transparency as is mandated by [Wash. Rev. Code § 42.30.030](#). I am also requesting that the Office of Disciplinary Council review her recent statements.

Thank you for your time and consideration,

Eva Leon

4030 21st Ave SW
Seattle, Wa 98106
305 709 9899

From: [Rajeev Majumdar](#)
To: [Terra Nevitt](#)
Subject: FW: I object to the statements of Gov. Higginson
Date: Monday, July 20, 2020 3:59:02 PM

From: Meredith Long <attorney.m.long@gmail.com>
Sent: Friday, July 03, 2020 11:07 AM
To: jordan@palacelaw.com; Rajeev Majumdar <rajeev@whatcomlaw.com>
Subject: I object to the statements of Gov. Higginson

As a member of the WSBA and a former member of the WYLC, I am writing to express my outrage at the remarks of Gov. Higginson. The re-emergence of the BLM movement into the national spotlight has caused many to show their true colors. I would like to see her removed from all positions of leadership within the WSBA.

Best,
Meredith

From: [Rajeev Majumdar](#)
To: [Terra Nevitt](#)
Subject: FW: resignation from WSBA BOG
Date: Monday, July 20, 2020 4:02:45 PM

-----Original Message-----

From: Courtney Lyon <courtney.lyon@gmail.com>
Sent: Wednesday, July 01, 2020 12:43 PM
To: carla@higginsonbeyer.com
Cc: Rajeev Majumdar <rajeev@whatcomlaw.com>; tomamcbride@gmail.com
Subject: resignation from WSBA BOG

Dear Gov. Higginson,

I recently watched a video of a WSBA BOG meeting. Your comments during this meeting were racist and harmful, including statements such as “we dumb white folks don’t have our own special interest group.” Moreover, your desire to exclude minority bar associations’ specific input further perpetuates systemic racism.

I demand your resignation. WSBA leadership should be an example of anti-racism, diversity, and inclusion; you possess none of these qualifications.

Thank you,
Courtney Lyon
Tumwater, WA

Sent from my iPhone

July 9, 2020

Via Email Only

Washington State Bar Association
Board of Governors
1325 Fourth Ave, Suite 600
Seattle, WA 98101-2539

Re: Open Letter to the WSBA Board of Governors

Dear President Majumdar and the WSBA Board of Governors,

We are writing you to express our anger, frustration, and deep disappointment at racist comments made by Governor Carla Higginson at the Board of Governors' meeting on Friday June 26, 2020 as they pertain to the minority bar associations (MBAs).

Specifically, Governor Carla Higginson made the following racist comments:

“I feel that it is not appropriate to send it out to specific special interest groups and I am just going to say it really bluntly that the minority bar associations have various specialty groups for their own purposes and that is supported by the Bar Association but we dumb white folks don't have our own special interest group so we're going to now promote contact with specific groups against others.”

The MBAs are not a “special interest group.” We are organizations intentionally created as spaces for marginalized attorneys in a predominantly white profession and culture. To date, the demographics of lawyers continue to be majority white. According to the [2012 demographic survey](#) conducted by the WSBA, the WSBA membership has only 12% racially diverse members. Lack of racial diversity and inclusion is a pervasive issue in our profession and in the WSBA membership. The MBAs exist not only to provide a safe space for under-represented attorneys, but also to lead and demand progress in including and amplifying the voices of minority attorneys.

Although Governor Higginson's comments were particularly offensive, this incident cannot be viewed in isolation. In recent years, we have noticed a trend of white Board Governors and Board leadership speaking derisively about diversity and access to justice programs at the Bar. These comments indicate a lack of empathy or understanding of the challenges faced by attorneys of color in the legal profession and everyday life. As elected leaders, the Governors have a responsibility to all members of the Bar.

In the same meeting, during the Board's conversation about a new taskforce in light of the murder of George Floyd by the Minneapolis police department, Governors downplayed the historic significance of the Black Lives Matter movement. George Floyd's death is just one recent example of a long history of Black individuals murdered at the hands of law enforcement. This incident is part of the systemic and racialized oppression that is endemic in our society at every level of our

legal system, including the WSBA. The legal system is long overdue for a reckoning with this history and it can begin with our profession. In the [words of our highest court](#), this is our moral imperative.

During the Board's discussion about an at-large position the following day, several white Governors and at-large hopefuls demonstrated both a lack of understanding of equity principles and open hostility against people of color for the position. Instead of recognizing the significance of reserving a seat for legal professionals of color, Governors accused their colleagues of color of divisiveness for bringing up issues of race and diverse representation. These comments dismiss the lived realities of marginalized members. The Governors have shown a fundamental lack of understanding and defensiveness in their positions as "leaders" in the profession that has the real consequence of creating a board that is unwelcoming and harmful.

If the Board of Governors is sincerely committed to its Diversity and Inclusion plan, it is imperative that the Board implement changes to ensure that the Board will hold itself accountable to its asserted values. We demand the following measures to be put in place:

- Written censure of Governor Higginson and her divisive remarks.
- Formal written apology from Governor Higginson, outlining a clear understanding of why her comments were harmful and action steps she will take to rebuild trust.
- Mandatory and intensive diversity, equity, and inclusion (DEI) training for all members of the Board in the immediate future, along with annual trainings henceforth.
- Creation and implementation of DEI priorities by the Board before the end of this fiscal year (2020) that are in compliance with the [Race Equity and Justice Initiative's Acknowledgements and Commitments](#), which the Board has signed.
- Support the MCLE Board's proposal regarding a mandatory ethics credit on implicit and explicit bias in the legal profession.

If the Board of Governors is unwilling to address and take accountability for the harm caused by their comments via tangible actions, as identified above, we demand the removal of Governor Higginson and all other Governors who not only fail to reflect the WSBA's values, but also wholly fail to serve our legal profession and community.

We remain committed to making this profession as equitable and inclusive as possible for attorneys of color. We invite the Board of Governors to challenge their implicit and explicit biases as their decisions on the Board impact the profession as a whole. We hold this Board accountable for its words, behaviors, and actions moving forward and demand the same.

[Signatories on Following Page]

With Respect,

Michelle Su, President
Korean American Bar Association of Washington

Jonathan Ko, President
Washington Attorneys with Disabilities Association

Vanessa Arno Martinez, President
Latina/o Bar Association of Washington

Joshua Treybig, President
QLaw Bar Association

Denise Diskin, Executive Director
QLaw Foundation of Washington

Nancy Pham, President
Vietnamese-American Bar Association of Washington

James F. Johnson, President
Loren Miller Bar Association

Lori Hurl, Vice President
MAMA Seattle

Gail R Manuguid, President
Filipino Lawyers of Washington

Chrystina Solum, President
Washington Women Lawyers

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

Financial Reports

(Unaudited)

Year to Date June 30, 2020

Prepared by Maggie Yu, Controller
Submitted by
Jorge Perez, Chief Financial Officer
July 20, 2020

Washington State Bar Association Financial Summary
Compared to Fiscal Year 2020 Budget
For the Period from June 1, 2020 to June 30, 2020

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	-	0	194,620	318,984	8,977	39,820	203,598	358,804	(203,598)	(358,804)
Administration	127,912	100,000	847,711	1,152,675	3,261	5,429	850,972	1,158,104	(723,060)	(1,058,104)
Admissions/Bar Exam	1,113,280	1,383,550	676,014	926,423	126,624	364,765	802,638	1,291,188	310,642	92,362
Board of Governors	-	0	92,244	114,010	148,575	434,500	240,819	548,510	(240,819)	(548,510)
Communications Strategies	2,643	2,893	389,867	537,768	40,403	78,728	430,269	616,496	(427,627)	(613,603)
Conference & Broadcast Services	-	0	581,605	763,124	4,432	9,000	586,037	772,124	(586,037)	(772,124)
COVID 19	-	0	0	0	9,213	25,000	9,213	25,000	(9,213)	(25,000)
Discipline	87,852	106,500	4,367,045	5,811,951	117,565	168,765	4,484,609	5,980,716	(4,396,757)	(5,874,216)
Diversity	125,000	135,187	309,287	374,489	8,003	26,090	317,289	400,579	(192,289)	(265,392)
Foundation	-	0	103,202	130,553	2,457	12,150	105,659	142,703	(105,659)	(142,703)
Human Resources	-	0	301,961	207,110	-	0	301,961	207,110	(301,961)	(207,110)
Law Clerk Program	182,585	194,562	121,802	170,298	9,330	12,750	131,132	183,048	51,452	11,514
Legislative	-	0	108,146	151,806	16,164	29,700	124,310	181,506	(124,310)	(181,506)
Licensing and Membership Records	275,612	350,350	480,874	583,723	30,157	35,603	511,031	619,326	(235,419)	(268,976)
Licensing Fees	12,420,785	16,317,618	-	0	-	0	-	-	12,420,785	16,317,618
Limited License Legal Technician	19,798	17,260	132,761	180,117	12,364	31,873	145,125	211,990	(125,327)	(194,730)
Limited Practice Officers	157,416	205,205	110,672	146,059	7,006	20,391	117,678	166,450	39,737	38,755
Mandatory CLE	859,175	1,038,450	529,339	777,053	190,497	255,167	719,836	1,032,220	139,339	6,231
Member Assistance Program	7,860	6,750	102,872	133,696	1,002	1,275	103,873	134,971	(96,013)	(128,221)
Member Benefits	20,992	28,000	91,031	125,243	168,049	186,496	259,080	311,739	(238,088)	(283,739)
Member Services & Engagement	116,588	154,250	442,063	590,332	7,702	25,545	449,765	615,877	(333,176)	(461,627)
NW Lawyer	447,184	602,566	267,535	372,334	352,559	482,115	620,094	854,449	(172,911)	(251,883)
Office of the Executive Director	-	0	361,829	540,521	1,920	12,379	0	0	(363,749)	(552,900)
Office of General Counsel	4	4	613,907.11	779,723	11,718.67	25,987.42	625,625.78	805,710	(625,622)	(805,706)
OGC-Disciplinary Board	-	0	140,595	354,294	64,960	97,216	205,554	451,510	(205,554)	(451,510)
Outreach and Engagement	-	0	265,679	352,063	7,657	31,525	273,336	383,588	(273,336)	(383,588)
Practice of Law Board	-	0	47,477	63,624	2,598	12,000	50,075	75,624	(50,075)	(75,624)
Professional Responsibility Program	-	0	195,301	258,034	3,795	9,279	199,096	267,313	(199,096)	(267,313)
Public Service Programs	135,099	135,200	143,630	179,798	86,938	240,188	230,568	419,986	(95,469)	(284,786)
Publication and Design Services	-	0	96,859	134,021	4,280	5,572	101,139	139,593	(101,139)	(139,593)
Sections Administration	286,069	300,000	317,794	347,346	6,867	9,335	324,661	356,681	(38,592)	(56,681)
Technology	-	0	1,323,933	1,725,971	-	0	1,323,933	1,753,552	(1,323,933)	(1,725,971)
Subtotal General Fund	16,385,853	21,078,344	13,757,654	18,303,143	1,455,072	2,688,641	15,212,726	20,991,783	1,173,126	86,560
Expenses using reserve funds							15,212,726			
Total General Fund - Net Result from Operations									1,173,126	86,560
Percentage of Budget	77.74%		75.17%		54.12%		72.47%			
CLE-Seminars and Products	1,082,389	1,793,079	843,912	1,093,999	120,065	506,372	963,978	1,600,371	118,411	192,707
CLE - Deskbooks	91,606	176,000	165,090	216,525	38,148	99,043	203,238	315,568	(111,632)	(139,568)
Total CLE	1,173,994	1,969,079	1,009,003	1,310,524	158,213	605,415	1,167,216	1,915,939	6,779	53,140
Percentage of Budget	59.62%		76.99%		26.13%		60.92%			
Total All Sections	536,860	606,544	-	-	421,279	860,784	421,279	860,784	115,580	(254,240)
Client Protection Fund-Restricted	1,082,334	1,024,000	107,220	139,911	61,325	502,400	168,545	642,311	913,789	381,689
Totals	19,179,041	24,677,966	14,873,876.72	19,753,578	2,095,889.90	4,657,239.56	16,969,767	24,410,817	2,209,274	267,149
Percentage of Budget	77.72%		75.30%		45.00%		69.52%			

Summary of Fund Balances:	Fund Balances Sept. 30, 2019	2020 Budgeted Fund Balances	Fund Balances Year to date
Restricted Funds:			
Client Protection Fund	3,816,143	4,197,832	4,729,932
Board-Designated Funds (Non-General Fund):			
CLE Fund Balance	526,285	579,425	533,064
Section Funds	1,121,224	866,984	1,236,804
Board-Designated Funds (General Fund):			
Operating Reserve Fund	1,500,000	1,500,000	1,500,000
Facilities Reserve Fund	550,000	550,000	550,000
Unrestricted Funds (General Fund):			
Unrestricted General Fund	2,686,537	2,773,097	3,859,663
Total General Fund Balance	4,736,537	4,823,097	5,909,662.95
Net Change in general Fund Balance		86,560	1,173,126
Total Fund Balance	10,200,189	10,467,338	12,409,463
Net Change In Fund Balance		267,149	2,209,274

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSE FEES					
REVENUE:	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
LICENSE FEES	16,317,618.00	1,403,909.82	12,420,785.01	3,896,832.99	76.12%
TOTAL REVENUE:	<u>16,317,618.00</u>	<u>1,403,909.82</u>	<u>12,420,785.01</u>	<u>3,896,832.99</u>	<u>76.12%</u>

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ACCESS TO JUSTICE					
REVENUE:					
	_____	_____	_____	_____	_____
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
DIRECT EXPENSES:					
	_____	_____	_____	_____	_____
ATJ BOARD RETREAT	2,000.00	-	-	2,000.00	0.00%
LEADERSHIP TRAINING	2,000.00	-	-	2,000.00	0.00%
ATJ BOARD EXPENSE	24,000.00	103.15	4,773.59	19,226.41	19.89%
STAFF TRAVEL/PARKING	2,700.00	-	242.88	2,457.12	9.00%
STAFF MEMBERSHIP DUES	120.00	-	-	120.00	0.00%
PUBLIC DEFENSE	7,000.00	-	2,075.12	4,924.88	29.64%
RECEPTION/FORUM EXPENSE	2,000.00	-	1,885.80	114.20	94.29%
TOTAL DIRECT EXPENSES:	<u>39,820.00</u>	<u>103.15</u>	<u>8,977.39</u>	<u>30,842.61</u>	<u>22.54%</u>
INDIRECT EXPENSES:					
	_____	_____	_____	_____	_____
SALARY EXPENSE (1.92 FTE)	185,736.00	12,635.78	117,557.18	68,178.82	63.29%
BENEFITS EXPENSE	80,467.00	4,080.15	37,329.24	43,137.76	46.39%
OTHER INDIRECT EXPENSE	52,781.00	4,041.82	39,733.90	13,047.10	75.28%
TOTAL INDIRECT EXPENSES:	<u>318,984.00</u>	<u>20,757.75</u>	<u>194,620.32</u>	<u>124,363.68</u>	<u>61.01%</u>
TOTAL ALL EXPENSES:	<u>358,804.00</u>	<u>20,860.90</u>	<u>203,597.71</u>	<u>155,206.29</u>	<u>56.74%</u>
NET INCOME (LOSS):	<u><u>(358,804.00)</u></u>	<u><u>(20,860.90)</u></u>	<u><u>(203,597.71)</u></u>		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMINISTRATION					
REVENUE:					
INTEREST INCOME	100,000.00	3,097.10	127,911.98	(27,911.98)	127.91%
TOTAL REVENUE:	100,000.00	3,097.10	127,911.98	(27,911.98)	127.91%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	4,200.00	700.00	3,198.00	1,002.00	76.14%
STAFF MEMBERSHIP DUES	950.00	-	-	950.00	0.00%
MISCELLANEOUS	-	250.00	-	-	
LAW LIBRARY	279.00	10.48	62.88	216.12	22.54%
TOTAL DIRECT EXPENSES:	5,429.00	960.48	3,260.88	2,168.12	60.06%
INDIRECT EXPENSES:					
SALARY EXPENSE (7.98 FTE)	702,386.00	49,862.20	514,178.97	188,207.03	73.20%
BENEFITS EXPENSE	230,920.00	19,571.43	167,877.08	63,042.92	72.70%
OTHER INDIRECT EXPENSE	219,369.00	16,850.71	165,655.27	53,713.73	75.51%
TOTAL INDIRECT EXPENSES:	1,152,675.00	86,284.34	847,711.32	304,963.68	73.54%
TOTAL ALL EXPENSES:	1,158,104.00	87,244.82	850,972.20	307,131.80	73.48%
NET INCOME (LOSS):	(1,058,104.00)	(84,147.72)	(723,060.22)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMISSIONS					
REVENUE:					
EXAM SOFT REVENUE	33,000.00	-	10,395.00	22,605.00	31.50%
BAR EXAM FEES	1,300,000.00	33,145.00	1,059,870.00	240,130.00	81.53%
RULE 9/LEGAL INTERN FEES	13,350.00	1,500.00	9,550.00	3,800.00	71.54%
SPECIAL ADMISSIONS	37,200.00	1,240.00	33,465.00	3,735.00	89.96%
TOTAL REVENUE:	1,383,550.00	35,885.00	1,113,280.00	270,270.00	80.47%
DIRECT EXPENSES:					
POSTAGE	3,570.00	-	1,598.23	1,971.77	44.77%
STAFF TRAVEL/PARKING	14,900.00	759.84	4,842.66	10,057.34	32.50%
STAFF MEMBERSHIP DUES	650.00	250.00	450.00	200.00	69.23%
SUPPLIES	2,000.00	-	829.56	1,170.44	41.48%
FACILITY, PARKING, FOOD	85,000.00	-	38,867.92	46,132.08	45.73%
EXAMINER FEES	26,000.00	9,250.00	10,000.00	16,000.00	38.46%
UBE EXMINATIONS	120,000.00	-	34,520.00	85,480.00	28.77%
BOARD OF BAR EXAMINERS	28,500.00	(9,250.00)	1,326.89	27,173.11	4.66%
BAR EXAM PROCTORS	30,000.00	-	13,077.25	16,922.75	43.59%
CHARACTER & FITNESS BOARD	15,000.00	-	3,930.80	11,069.20	26.21%
DISABILITY ACCOMMODATIONS	17,250.00	2,600.00	11,991.57	5,258.43	69.52%
CHARACTER & FITNESS INVESTIGATIONS	500.00	-	-	500.00	0.00%
LAW SCHOOL VISITS	1,600.00	-	612.14	987.86	38.26%
COURT REPORTERS	15,000.00	-	2,221.10	12,778.90	14.81%
CONFERENCE CALLS	3.79	-	16.00	(12.21)	422.16%
ONLINE LEGAL RESEARCH	3,675.00	595.90	2,085.65	1,589.35	56.75%
LAW LIBRARY	1,116.00	42.39	254.34	861.66	22.79%
TOTAL DIRECT EXPENSES:	364,764.79	4,248.13	126,624.11	238,140.68	34.71%
INDIRECT EXPENSES:					
SALARY EXPENSE (6.80 FTE)	534,949.00	38,833.91	392,157.33	142,791.67	73.31%
BENEFITS EXPENSE	204,543.00	15,060.03	142,743.28	61,799.72	69.79%
OTHER INDIRECT EXPENSE	186,931.00	14,354.28	141,113.71	45,817.29	75.49%
TOTAL INDIRECT EXPENSES:	926,423.00	68,248.22	676,014.32	250,408.68	72.97%
TOTAL ALL EXPENSES:	1,291,187.79	72,496.35	802,638.43	488,549.36	62.16%
NET INCOME (LOSS):	92,362.21	(36,611.35)	310,641.57		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
BOARD OF GOVERNOR					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
WASHINGTON LEADERSHIP INSTITUTE	100,000.00	-	80,000.00	20,000.00	80.00%
BOG MEETINGS	210,500.00	176.74	47,396.07	163,103.93	22.52%
BOG COMMITTEES' EXPENSES	30,000.00	169.38	7,066.35	22,933.65	23.55%
BOG RETREAT	15,000.00	-	-	15,000.00	0.00%
BOG CONFERENCE ATTENDANCE	44,000.00	2,342.01	6,879.29	37,120.71	15.63%
BOG TRAVEL & OUTREACH	30,000.00	495.78	7,233.02	22,766.98	24.11%
CONSULTING SERVICES	5,000.00	-	-	5,000.00	0.00%
TOTAL DIRECT EXPENSES:	434,500.00	3,183.91	148,574.73	285,925.27	34.19%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.00 FTE)	66,113.00	5,936.16	52,415.53	13,697.47	79.28%
BENEFITS EXPENSE	20,407.00	1,923.96	19,085.05	1,321.95	93.52%
OTHER INDIRECT EXPENSE	27,490.00	2,110.05	20,743.48	6,746.52	75.46%
TOTAL INDIRECT EXPENSES:	114,010.00	9,970.17	92,244.06	21,765.94	80.91%
TOTAL ALL EXPENSES:	548,510.00	13,154.08	240,818.79	307,691.21	43.90%
NET INCOME (LOSS):	(548,510.00)	(13,154.08)	(240,818.79)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
COMMUNICATION STRATEGIES					
REVENUE:					
APEX LUNCH/DINNER	2,250.00	-	2,250.00	-	100.00%
50 YEAR MEMBER TRIBUTE LUNCH	300.00	-	50.00	250.00	16.67%
WSBA LOGO MERCHANDISE SALES	342.59	-	342.59	-	100.00%
TOTAL REVENUE:	2,892.59	-	2,642.59	250.00	91.36%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	4,700.00	700.00	3,223.53	1,476.47	68.59%
STAFF MEMBERSHIP DUES	1,515.00	-	630.00	885.00	41.58%
SUBSCRIPTIONS	3,000.00	501.59	2,450.72	549.28	81.69%
DIGITAL/ONLINE DEVELOPMENT	1,450.00	-	32.87	1,417.13	2.27%
APEX DINNER	23,000.00	-	3,515.63	19,484.37	15.29%
50 YEAR MEMBER TRIBUTE LUNCH	10,707.57	-	10,707.57	-	100.00%
COMMUNICATIONS OUTREACH	34,000.00	75.00	19,275.20	14,724.80	56.69%
TELEPHONE	325.00	173.54	365.99	(40.99)	112.61%
CONFERENCE CALLS	30.00	(184.51)	112.70	(82.70)	375.67%
MISCELLANEOUS	-	88.51	88.51	(88.51)	
TOTAL DIRECT EXPENSES:	78,727.57	1,354.13	40,402.72	38,324.85	51.32%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.44 FTE)	297,765.00	25,602.13	217,521.78	80,243.22	73.05%
BENEFITS EXPENSE	117,948.00	8,525.19	80,314.24	37,633.76	68.09%
OTHER INDIRECT EXPENSE	122,055.00	9,361.48	92,030.59	30,024.41	75.40%
TOTAL INDIRECT EXPENSES:	537,768.00	43,488.80	389,866.61	147,901.39	72.50%
TOTAL ALL EXPENSES:	616,495.57	44,842.93	430,269.33	186,226.24	69.79%
NET INCOME (LOSS):	(613,602.98)	(44,842.93)	(427,626.74)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CONFERENCE & BROADCAST SERVICES					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
TRANSLATION SERVICES	9,000.00	98.75	4,431.90	4,568.10	49.24%
TOTAL DIRECT EXPENSES:	9,000.00	98.75	4,431.90	4,568.10	49.24%
INDIRECT EXPENSES:					
SALARY EXPENSE (7.11 FTE)	407,873.00	34,711.25	313,830.63	94,042.37	76.94%
BENEFITS EXPENSE	159,798.00	11,975.06	120,233.28	39,564.72	75.24%
OTHER INDIRECT EXPENSE	195,453.00	15,008.10	147,541.19	47,911.81	75.49%
TOTAL INDIRECT EXPENSES:	763,124.00	61,694.41	581,605.10	181,518.90	76.21%
TOTAL ALL EXPENSES:	772,124.00	61,793.16	586,037.00	186,087.00	75.90%
NET INCOME (LOSS):	(772,124.00)	(61,793.16)	(586,037.00)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DISCIPLINE					
REVENUE:					
DIVERSIONS	-	-	375.00	(375.00)	
AUDIT REVENUE	2,500.00	-	1,546.00	954.00	61.84%
RECOVERY OF DISCIPLINE COSTS	90,000.00	8,730.00	72,709.03	17,290.97	80.79%
DISCIPLINE HISTORY SUMMARY	14,000.00	1,882.50	13,222.33	777.67	94.45%
TOTAL REVENUE:	106,500.00	10,612.50	87,852.36	18,647.64	82.49%
DIRECT EXPENSES:					
DEPRECIATION-SOFTWARE	2,300.00	-	2,292.20	7.80	99.66%
PUBLICATIONS PRODUCTION	250.00	-	48.53	201.47	19.41%
STAFF TRAVEL/PARKING	35,000.00	4,384.00	23,839.07	11,160.93	68.11%
STAFF MEMBERSHIP DUES	4,877.00	205.00	3,642.25	1,234.75	74.68%
TELEPHONE	2,849.40	403.72	1,978.44	870.96	69.43%
COURT REPORTERS	30,000.00	-	12,599.80	17,400.20	42.00%
OUTSIDE COUNSEL/AIC	1,000.00	-	566.50	433.50	56.65%
LITIGATION EXPENSES	35,000.00	6,155.32	25,349.04	9,650.96	72.43%
DISABILITY EXPENSES	7,500.00	-	6,737.28	762.72	89.83%
ONLINE LEGAL RESEARCH	43,188.20	8,640.44	34,825.79	8,362.41	80.64%
LAW LIBRARY	5,800.00	419.64	5,060.78	739.22	87.25%
TRANSLATION SERVICES	1,000.00	385.00	625.00	375.00	62.50%
TOTAL DIRECT EXPENSES:	168,764.60	20,593.12	117,564.68	51,199.92	69.66%
INDIRECT EXPENSES:					
SALARY EXPENSE (36.93 FTE)	3,599,769.00	340,624.80	2,730,475.97	869,293.03	75.85%
BENEFITS EXPENSE	1,196,980.00	98,885.44	869,938.46	327,041.54	72.68%
OTHER INDIRECT EXPENSE	1,015,202.00	77,982.76	766,630.35	248,571.65	75.52%
TOTAL INDIRECT EXPENSES:	5,811,951.00	517,493.00	4,367,044.78	1,444,906.22	75.14%
TOTAL ALL EXPENSES:	5,980,715.60	538,086.12	4,484,609.46	1,496,106.14	74.98%
NET INCOME (LOSS):	(5,874,215.60)	(527,473.62)	(4,396,757.10)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DIVERSITY					
REVENUE:					
DONATIONS	130,000.00	-	125,000.00	5,000.00	96.15%
WORK STUDY GRANTS	5,187.00	-	-	5,187.00	0.00%
TOTAL REVENUE:	135,187.00	-	125,000.00	10,187.00	92.46%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	4,000.00	-	1,066.09	2,933.91	26.65%
STAFF MEMBERSHIP DUES	640.00	-	-	640.00	0.00%
COMMITTEE FOR DIVERSITY	6,000.00	11.30	2,481.77	3,518.23	41.36%
DIVERSITY EVENTS & PROJECTS	15,250.00	15.89	4,454.84	10,795.16	29.21%
INTERNAL DIVERSITY OUTREACH	200.00	-	-	200.00	0.00%
TOTAL DIRECT EXPENSE:	26,090.00	27.19	8,002.70	18,087.30	30.67%
INDIRECT EXPENSES:					
SALARY EXPENSE (3.87 FTE)	187,061.00	19,222.05	154,450.72	32,610.28	82.57%
BENEFITS EXPENSE	81,042.00	8,890.07	74,491.81	6,550.19	91.92%
OTHER INDIRECT EXPENSE	106,386.00	8,172.73	80,344.17	26,041.83	75.52%
TOTAL INDIRECT EXPENSES:	374,489.00	36,284.85	309,286.70	65,202.30	82.59%
TOTAL ALL EXPENSES:	400,579.00	36,312.04	317,289.40	83,289.60	79.21%
NET INCOME (LOSS):	(265,392.00)	(36,312.04)	(192,289.40)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
FOUNDATION					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
CONSULTING SERVICES	3,000.00	-	2,000.00	1,000.00	66.67%
PRINTING & COPYING	900.00	-	-	900.00	0.00%
STAFF TRAVEL/PARKING	500.00	-	37.76	462.24	7.55%
SUPPLIES	250.00	-	-	250.00	0.00%
SPECIAL EVENTS	5,000.00	-	-	5,000.00	0.00%
BOARD OF TRUSTEES	2,000.00	1.41	357.39	1,642.61	17.87%
POSTAGE	500.00	-	62.28	437.72	12.46%
TOTAL DIRECT EXPENSES:	12,150.00	1.41	2,457.43	9,692.57	20.23%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.05 FTE)	70,951.00	6,965.04	59,097.28	11,853.72	83.29%
BENEFITS EXPENSE	30,738.00	2,454.72	22,192.14	8,545.86	72.20%
OTHER INDIRECT EXPENSE	28,864.00	2,228.94	21,912.14	6,951.86	75.92%
TOTAL INDIRECT EXPENSES:	130,553.00	11,648.70	103,201.56	27,351.44	79.05%
TOTAL ALL EXPENSES:	142,703.00	11,650.11	105,658.99	37,044.01	74.04%
NET INCOME (LOSS):	(142,703.00)	(11,650.11)	(105,658.99)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
HUMAN RESOURCES					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	250.00	-	638.00	(388.00)	255.20%
STAFF MEMBERSHIP DUES	385.00	-	-	385.00	0.00%
SUBSCRIPTIONS	2,239.10	-	2,524.50	(285.40)	112.75%
STAFF TRAINING- GENERAL	25,000.00	-	1,987.39	23,012.61	7.95%
RECRUITING AND ADVERTISING	7,000.00	299.54	2,641.51	4,358.49	37.74%
PAYROLL PROCESSING	49,000.00	7,008.95	32,689.72	16,310.28	66.71%
SALARY SURVEYS	2,900.00	-	765.20	2,134.80	26.39%
CONSULTING SERVICES	75,000.00	-	-	75,000.00	0.00%
TRANSFER TO INDIRECT EXPENSE	(161,774.10)	(7,308.49)	(41,246.32)	(120,527.78)	25.50%
TOTAL DIRECT EXPENSES:	-	-	-	-	
INDIRECT EXPENSES:					
SALARY EXPENSE (2.45 FTE)	267,155.00	21,661.19	185,266.25	81,888.75	69.35%
ALLOWANCE FOR OPEN POSITIONS	(212,871.50)	-	-	(212,871.50)	0.00%
BENEFITS EXPENSE	85,476.00	7,330.99	65,858.23	19,617.77	77.05%
OTHER INDIRECT EXPENSE	67,350.00	5,171.12	50,836.02	16,513.98	75.48%
TOTAL INDIRECT EXPENSES:	207,109.50	34,163.30	301,960.50	(94,851.00)	145.80%
TOTAL ALL EXPENSES:	207,109.50	34,163.30	301,960.50	(94,851.00)	145.80%
NET INCOME (LOSS):	(207,109.50)	(34,163.30)	(301,960.50)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAW CLERK PROGRAM					
REVENUE:					
LAW CLERK FEES	191,362.00	(664.00)	179,884.67	11,477.33	94.00%
LAW CLERK APPLICATION FEES	3,200.00	500.00	2,700.00	500.00	84.38%
TOTAL REVENUE:	194,562.00	(164.00)	182,584.67	11,977.33	93.84%
DIRECT EXPENSES:					
SUBSCRIPTIONS	250.00	250.00	250.00	-	100.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
LAW CLERK BOARD EXPENSE	6,000.00	1,031.50	4,196.05	1,803.95	69.93%
STAFF TRAVEL/PARKING	400.00	-	37.95	362.05	9.49%
LAW CLERK OUTREACH	6,000.00	-	4,846.37	1,153.63	80.77%
TOTAL DIRECT EXPENSES:	12,750.00	1,281.50	9,330.37	3,419.63	73.18%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.25 FTE)	98,336.00	8,327.96	71,540.00	26,796.00	72.75%
BENEFITS EXPENSE	37,600.00	2,521.08	24,259.65	13,340.35	64.52%
OTHER INDIRECT EXPENSE	34,362.00	2,644.99	26,002.35	8,359.65	75.67%
TOTAL INDIRECT EXPENSES:	170,298.00	13,494.03	121,802.00	48,496.00	71.52%
TOTAL ALL EXPENSES:	183,048.00	14,775.53	131,132.37	51,915.63	71.64%
NET INCOME (LOSS):	11,514.00	(14,939.53)	51,452.30		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LEGISLATIVE					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	2,500.00	82.38	1,825.10	674.90	73.00%
STAFF MEMBERSHIP DUES	450.00	-	-	450.00	0.00%
SUBSCRIPTIONS	2,000.00	-	1,981.80	18.20	99.09%
OLYMPIA RENT	1,500.00	-	1,293.76	206.24	86.25%
CONTRACT LOBBYIST	20,000.00	-	9,999.96	10,000.04	50.00%
LEGISLATIVE COMMITTEE	3,000.00	66.63	1,063.67	1,936.33	35.46%
BOG LEGISLATIVE COMMITTEE	250.00	-	-	250.00	0.00%
TOTAL DIRECT EXPENSES:	29,700.00	149.01	16,164.29	13,535.71	54.43%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.10 FTE)	87,076.00	7,441.59	63,562.06	23,513.94	73.00%
BENEFITS EXPENSE	34,491.00	2,288.87	21,795.43	12,695.57	63.19%
OTHER INDIRECT EXPENSE	30,239.00	2,318.11	22,788.69	7,450.31	75.36%
TOTAL INDIRECT EXPENSES:	151,806.00	12,048.57	108,146.18	43,659.82	71.24%
TOTAL ALL EXPENSES:	181,506.00	12,197.58	124,310.47	57,195.53	68.49%
NET INCOME (LOSS):	(181,506.00)	(12,197.58)	(124,310.47)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSING & MEMBERSHIP RECORDS					
REVENUE:					
STATUS CERTIFICATE FEES	25,000.00	2,530.32	22,447.03	2,552.97	89.79%
INVESTIGATION FEES	24,000.00	2,000.00	16,900.00	7,100.00	70.42%
PRO HAC VICE	290,000.00	28,396.00	228,247.00	61,753.00	78.71%
MEMBER CONTACT INFORMATION	11,000.00	250.00	7,765.55	3,234.45	70.60%
PHOTO BAR CARD SALES	350.00	72.00	252.00	98.00	72.00%
TOTAL REVENUE:	350,350.00	33,248.32	275,611.58	74,738.42	78.67%
DIRECT EXPENSES:					
DEPRECIATION	13,850.00	1,151.00	10,355.00	3,495.00	74.77%
POSTAGE	19,500.00	-	17,549.35	1,950.65	90.00%
LICENSING FORMS	2,253.10	-	2,253.10	-	100.00%
TOTAL DIRECT EXPENSES:	35,603.10	1,151.00	30,157.45	5,445.65	84.70%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.20 FTE)	341,930.00	33,512.56	300,236.54	41,693.46	87.81%
BENEFITS EXPENSE	126,335.00	10,316.45	93,573.07	32,761.93	74.07%
OTHER INDIRECT EXPENSE	115,458.00	8,856.28	87,063.89	28,394.11	75.41%
TOTAL INDIRECT EXPENSES:	583,723.00	52,685.29	480,873.50	102,849.50	82.38%
TOTAL ALL EXPENSES:	619,326.10	53,836.29	511,030.95	108,295.15	82.51%
NET INCOME (LOSS):	(268,976.10)	(20,587.97)	(235,419.37)		

Washington State Bar Association

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For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED LICENSE LEGAL TECHNICIAN PROGRAM					
REVENUE:					
SEMINAR REGISTRATIONS	4,344.00	8,386.00	9,182.00	(4,838.00)	211.37%
LLLT LICENSE FEES	5,735.66	616.69	4,915.80	819.86	85.71%
LLLT LATE LICENSE FEES	300.00	-	300.00	-	100.00%
INVESTIGATION FEES	300.00	-	100.00	200.00	33.33%
LLLT EXAM FEES	6,280.00	-	5,150.00	1,130.00	82.01%
LLLT WAIVER FEES	150.00	-	-	150.00	0.00%
MEMBER LATE FEES	150.00	-	150.00	-	100.00%
TOTAL REVENUE:	17,259.66	9,002.69	19,797.80	(2,538.14)	114.71%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	600.00	-	101.80	498.20	16.97%
LLLT BOARD	14,000.00	71.78	5,379.78	8,620.22	38.43%
LLLT OUTREACH	4,000.00	-	1,507.27	2,492.73	37.68%
LLLT EDUCATION	2,500.00	-	-	2,500.00	0.00%
POSTAGE	20.00	-	-	20.00	0.00%
LLLT EXAM WRITING	10,750.00	-	5,375.00	5,375.00	50.00%
LICENSING FORMS	2.50	-	-	2.50	0.00%
TOTAL DIRECT EXPENSES:	31,872.50	71.78	12,363.85	19,508.65	38.79%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.34 FTE)	103,650.00	9,070.44	78,083.02	25,566.98	75.33%
BENEFITS EXPENSE	39,631.00	2,819.63	26,630.53	13,000.47	67.20%
OTHER INDIRECT EXPENSE	36,836.00	2,853.02	28,047.41	8,788.59	76.14%
TOTAL INDIRECT EXPENSES:	180,117.00	14,743.09	132,760.96	47,356.04	73.71%
TOTAL ALL EXPENSES:	211,989.50	14,814.87	145,124.81	66,864.69	68.46%
NET INCOME (LOSS):	(194,729.84)	(5,812.18)	(125,327.01)		

Washington State Bar Association

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For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED PRACTICE OFFICERS					
REVENUE:					
INVESTIGATION FEES	1,000.00	100.00	300.00	700.00	30.00%
MEMBER LATE FEES	1,800.00	300.00	2,550.00	(750.00)	141.67%
LPO EXAMINATION FEES	26,800.00	(600.00)	22,300.00	4,500.00	83.21%
LPO LICENSE FEES	172,516.60	15,169.19	131,865.58	40,651.02	76.44%
LPO LATE LICENSE FEES	3,088.00	-	400.00	2,688.00	12.95%
TOTAL REVENUE:	205,204.60	14,969.19	157,415.58	47,789.02	76.71%
DIRECT EXPENSES:					
FACILITY, PARKING, FOOD	24.00	-	-	24.00	0.00%
EXAM WRITING	9,750.00	-	4,875.00	4,875.00	50.00%
ONLINE LEGAL RESEARCH	1,837.50	297.94	1,042.79	794.71	56.75%
LAW LIBRARY	279.00	10.48	62.88	216.12	22.54%
LPO BOARD	3,000.00	17.70	883.72	2,116.28	29.46%
LPO OUTREACH	5,000.00	-	26.64	4,973.36	0.53%
PRINTING & COPYING	-	-	70.50	(70.50)	
STAFF TRAVEL/PARKING	500.00	-	44.51	455.49	8.90%
TOTAL DIRECT EXPENSES:	20,390.50	326.12	7,006.04	13,384.46	34.36%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.09 FTE)	83,983.00	7,618.71	65,660.36	18,322.64	78.18%
BENEFITS EXPENSE	32,112.00	2,388.38	22,223.43	9,888.57	69.21%
OTHER INDIRECT EXPENSE	29,964.00	2,318.09	22,788.64	7,175.36	76.05%
TOTAL INDIRECT EXPENSES:	146,059.00	12,325.18	110,672.43	35,386.57	75.77%
TOTAL ALL EXPENSES:	166,449.50	12,651.30	117,678.47	48,771.03	70.70%
NET INCOME (LOSS):	38,755.10	2,317.89	39,737.11		

Washington State Bar Association

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For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANDATORY CONTINUING LEGAL EDUCATION					
REVENUE:					
ACCREDITED PROGRAM FEES	516,700.00	45,100.00	374,200.00	142,500.00	72.42%
FORM 1 LATE FEES	170,000.00	22,450.00	161,700.00	8,300.00	95.12%
MEMBER LATE FEES	191,000.00	23,250.00	184,325.00	6,675.00	96.51%
ANNUAL ACCREDITED SPONSOR FEES	41,750.00	-	41,750.00	-	100.00%
ATTENDANCE LATE FEES	90,000.00	8,000.00	67,850.00	22,150.00	75.39%
COMITY CERTIFICATES	29,000.00	275.01	29,350.18	(350.18)	101.21%
TOTAL REVENUE:	1,038,450.00	99,075.01	859,175.18	179,274.82	82.74%
DIRECT EXPENSES:					
DEPRECIATION	250,000.00	20,865.00	187,792.00	62,208.00	75.12%
STAFF MEMBERSHIP DUES	500.00	500.00	500.00	-	100.00%
ONLINE LEGAL RESEARCH	1,837.50	297.94	1,042.79	794.71	56.75%
LAW LIBRARY	279.00	10.48	62.88	216.12	22.54%
MCLE BOARD	2,500.00	52.46	1,089.95	1,410.05	43.60%
STAFF TRAVEL/PARKING	50.00	-	9.26	40.74	18.52%
TOTAL DIRECT EXPENSES:	255,166.50	21,725.88	190,496.88	64,669.62	74.66%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.65 FTE)	509,354.00	28,589.83	348,716.87	160,637.13	68.46%
BENEFITS EXPENSE	139,871.00	8,856.90	84,209.33	55,661.67	60.20%
OTHER INDIRECT EXPENSE	127,828.00	9,807.26	96,413.03	31,414.97	75.42%
TOTAL INDIRECT EXPENSES:	777,053.00	47,253.99	529,339.23	247,713.77	68.12%
TOTAL ALL EXPENSES:	1,032,219.50	68,979.87	719,836.11	312,383.39	69.74%
NET INCOME (LOSS):	6,230.50	30,095.14	139,339.07		

Washington State Bar Association
Statement of Activities
For the Period from June 1, 2020 to June 30, 2020
75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBER ASSISTANCE PROGRAM					
REVENUE:					
DIVERSIONS	6,750.00	1,500.00	7,500.00	(750.00)	111.11%
LAP GROUPS REVENUE	-	-	360.00	(360.00)	
TOTAL REVENUE:	6,750.00	1,500.00	7,860.00	(1,110.00)	116.44%
DIRECT EXPENSES:					
PUBLICATIONS PRODUCTION	200.00	-	-	200.00	0.00%
STAFF MEMBERSHIP DUES	225.00	-	226.00	(1.00)	100.44%
PROF LIAB INSURANCE	850.00	-	775.50	74.50	91.24%
TOTAL DIRECT EXPENSES:	1,275.00	-	1,001.50	273.50	78.55%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.90 FTE)	82,545.00	7,063.70	60,246.81	22,298.19	72.99%
BENEFITS EXPENSE	26,410.00	2,421.55	23,926.88	2,483.12	90.60%
OTHER INDIRECT EXPENSE	24,741.00	1,901.98	18,698.09	6,042.91	75.58%
TOTAL INDIRECT EXPENSES:	133,696.00	11,387.23	102,871.78	30,824.22	76.94%
TOTAL ALL EXPENSES:	134,971.00	11,387.23	103,873.28	31,097.72	76.96%
NET INCOME (LOSS):	(128,221.00)	(9,887.23)	(96,013.28)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBER SERVICES & ENGAGEMENT					
REVENUE:					
ROYALTIES	49,250.00	170.85	42,603.33	6,646.67	86.50%
NMP PRODUCT SALES	80,000.00	1,428.00	67,091.00	12,909.00	83.86%
SEMINAR REGISTRATIONS	15,000.00	(79.00)	6,894.00	8,106.00	45.96%
TRIAL ADVOCACY PROGRAM	10,000.00	-	-	10,000.00	0.00%
TOTAL REVENUE:	154,250.00	1,519.85	116,588.33	37,661.67	75.58%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	2,500.00	-	98.88	2,401.12	3.96%
SUBSCRIPTIONS	500.00	30.00	155.00	345.00	31.00%
CONFERENCE CALLS	300.00	-	60.85	239.15	20.28%
YLL SECTION PROGRAM	1,100.00	-	520.00	580.00	47.27%
WYLC CLE COMPS	1,000.00	-	-	1,000.00	0.00%
WYLC OUTREACH EVENTS	2,500.00	-	101.03	2,398.97	4.04%
WYL COMMITTEE	1,500.00	360.79	1,424.59	75.41	94.97%
TRIAL ADVOCACY EXPENSES	2,500.00	-	0.05	2,499.95	0.00%
RECEPTION/FORUM EXPENSE	3,000.00	-	947.12	2,052.88	31.57%
WYLC SCHOLARSHIPS/DONATIONS/GRANT	2,500.00	-	500.00	2,000.00	20.00%
STAFF MEMBERSHIP DUES	445.00	-	100.00	345.00	22.47%
LENDING LIBRARY	6,200.00	20.00	3,338.25	2,861.75	53.84%
NMP SPEAKERS & PROGRAM DEVELOPMENT	1,500.00	9.18	456.09	1,043.91	30.41%
TOTAL DIRECT EXPENSES:	25,545.00	419.97	7,701.86	17,843.14	30.15%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.24 FTE)	330,563.00	26,553.24	266,989.02	63,573.98	80.77%
BENEFITS EXPENSE	143,212.00	8,989.58	87,133.34	56,078.66	60.84%
OTHER INDIRECT EXPENSE	116,557.00	8,945.44	87,940.43	28,616.57	75.45%
TOTAL INDIRECT EXPENSES:	590,332.00	44,488.26	442,062.79	148,269.21	74.88%
TOTAL ALL EXPENSES:	615,877.00	44,908.23	449,764.65	166,112.35	73.03%
NET INCOME (LOSS):	(461,627.00)	(43,388.38)	(333,176.32)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBERSHIP BENEFITS					
REVENUE:					
SPONSORSHIPS	9,000.00	-	1,000.00	8,000.00	11.11%
INTERNET SALES	19,000.00	735.00	19,992.00	(992.00)	105.22%
TOTAL REVENUE:	28,000.00	735.00	20,992.00	7,008.00	74.97%
DIRECT EXPENSES:					
TRANSCRIPTION SERVICES	1,500.00	-	-	1,500.00	0.00%
LEGAL LUNCHBOX SPEAKERS & PROGRAM	2,000.00	-	-	2,000.00	0.00%
WSBA CONNECTS	46,560.00	-	42,680.00	3,880.00	91.67%
CASEMAKER & FASTCASE	136,436.00	5,416.00	125,363.69	11,072.31	91.88%
CONFERENCE CALLS	-	-	5.30	(5.30)	
TOTAL DIRECT EXPENSES:	186,496.00	5,416.00	168,048.99	18,447.01	90.11%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.69 FTE)	74,151.00	5,981.12	59,918.99	14,232.01	80.81%
BENEFITS EXPENSE	32,124.00	1,459.58	16,795.55	15,328.45	52.28%
OTHER INDIRECT EXPENSE	18,968.00	1,456.23	14,315.98	4,652.02	75.47%
TOTAL INDIRECT EXPENSES:	125,243.00	8,896.93	91,030.52	34,212.48	72.68%
TOTAL ALL EXPENSES:	311,739.00	14,312.93	259,079.51	52,659.49	83.11%
NET INCOME (LOSS):	(283,739.00)	(13,577.93)	(238,087.51)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
NORTHWEST LAWYER					
REVENUE:					
ROYALTIES	1,215.86	-	1,581.14	(365.28)	130.04%
DISPLAY ADVERTISING	423,500.00	43,783.00	305,169.00	118,331.00	72.06%
SUBSCRIPT/SINGLE ISSUES	350.00	35.82	107.82	242.18	30.81%
CLASSIFIED ADVERTISING	12,500.00	145.00	6,305.65	6,194.35	50.45%
GEN ANNOUNCEMENTS	20,000.00	-	7,615.00	12,385.00	38.08%
PROF ANNOUNCEMENTS	25,000.00	2,641.00	18,328.00	6,672.00	73.31%
JOB TARGET ADVERTISING	120,000.00	3,670.23	108,077.14	11,922.86	90.06%
TOTAL REVENUE:	602,565.86	50,275.05	447,183.75	155,382.11	74.21%
DIRECT EXPENSES:					
BAD DEBT EXPENSE	2,000.00	-	-	2,000.00	0.00%
POSTAGE	95,000.00	10,246.68	72,012.84	22,987.16	75.80%
PRINTING, COPYING & MAILING	250,000.00	24,974.17	171,230.61	78,769.39	68.49%
DIGITAL/ONLINE DEVELOPMENT	13,200.00	1,700.00	9,450.00	3,750.00	71.59%
GRAPHICS/ARTWORK	2,000.00	-	-	2,000.00	0.00%
OUTSIDE SALES EXPENSE	118,500.00	13,927.20	99,333.60	19,166.40	83.83%
EDITORIAL ADVISORY COMMITTEE	800.00	-	532.31	267.69	66.54%
STAFF MEMBERSHIP DUES	615.00	-	-	615.00	0.00%
TOTAL DIRECT EXPENSES:	482,115.00	50,848.05	352,559.36	129,555.64	73.13%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.55 FTE)	216,483.00	18,496.84	158,534.08	57,948.92	73.23%
BENEFITS EXPENSE	85,752.00	5,672.40	56,119.84	29,632.16	65.44%
OTHER INDIRECT EXPENSE	70,099.00	5,379.12	52,881.03	17,217.97	75.44%
TOTAL INDIRECT EXPENSES:	372,334.00	29,548.36	267,534.95	104,799.05	71.85%
TOTAL ALL EXPENSES:	854,449.00	80,396.41	620,094.31	234,354.69	72.57%
NET INCOME (LOSS):	(251,883.14)	(30,121.36)	(172,910.56)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF THE EXECUTIVE DIRECTOR					
REVENUE:					
	_____	_____	_____	_____	_____
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
	_____	_____	_____	_____	_____
ED TRAVEL & OUTREACH	5,000.00	-	1,603.83	3,396.17	32.08%
LAW LIBRARY	279.00	10.48	112.85	166.15	40.45%
STAFF TRAVEL/PARKING	5,400.00	17.00	203.00	5,197.00	3.76%
STAFF MEMBERSHIP DUES	1,700.00	-	-	1,700.00	0.00%
TOTAL DIRECT EXPENSES:	12,379.00	27.48	1,919.68	10,459.32	15.51%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.45 FTE)	382,572.00	33,389.44	270,691.87	111,880.13	70.76%
BENEFITS EXPENSE	118,089.00	6,800.23	61,044.95	57,044.05	51.69%
OTHER INDIRECT EXPENSE	39,860.00	3,061.06	30,092.55	9,767.45	75.50%
TOTAL INDIRECT EXPENSES:	540,521.00	43,250.73	361,829.37	178,691.63	66.94%
TOTAL ALL EXPENSES:	552,900.00	43,278.21	363,749.05	189,150.95	65.79%
NET INCOME (LOSS):	(552,900.00)	(43,278.21)	(363,749.05)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF GENERAL COUNSEL					
REVENUE:					
COPY FEES	3.96	-	3.96	-	100.00%
TOTAL REVENUE:	3.96	-	3.96	-	100.00%
DIRECT EXPENSES:					
DEPRECIATION	3,336.00	-	-	3,336.00	0.00%
STAFF TRAVEL/PARKING	300.00	-	-	300.00	0.00%
STAFF MEMBERSHIP DUES	2,725.00	-	300.00	2,425.00	11.01%
ONLINE LEGAL RESEARCH	11,205.00	1,787.68	6,598.21	4,606.79	58.89%
LAW LIBRARY	2,921.42	63.36	1,628.88	1,292.54	55.76%
COURT RULES COMMITTEE	3,000.00	15.74	950.45	2,049.55	31.68%
DISCIPLINE ADVISORY ROUNDTABLE	500.00	-	-	500.00	0.00%
CUSTODIANSHIPS	1,500.00	-	2,200.95	(700.95)	146.73%
LITIGATION EXPENSES	500.00	-	40.18	459.82	8.04%
TOTAL DIRECT EXPENSES:	25,987.42	1,866.78	11,718.67	14,268.75	45.09%
INDIRECT EXPENSES:					
SALARY EXPENSE (5.82 FTE)	460,618.00	42,983.15	355,685.61	104,932.39	77.22%
BENEFITS EXPENSE	159,114.00	16,353.74	137,559.08	21,554.92	86.45%
OTHER INDIRECT EXPENSE	159,991.00	12,273.96	120,662.42	39,328.58	75.42%
TOTAL INDIRECT EXPENSES:	779,723.00	71,610.85	613,907.11	165,815.89	78.73%
TOTAL ALL EXPENSES:	805,710.42	73,477.63	625,625.78	180,084.64	77.65%
NET INCOME (LOSS):	(805,706.46)	(73,477.63)	(625,621.82)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF GENERAL COUNSEL - DISCIPLINARY BOARD					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSE:					
STAFF MEMBERSHIP DUES	100.00	-	-	100.00	0.00%
LAW LIBRARY	1,116.00	42.39	254.34	861.66	22.79%
DISCIPLINARY BOARD EXPENSES	4,000.00	16.70	802.56	3,197.44	20.06%
CHIEF HEARING OFFICER	33,000.00	5,000.00	25,000.00	8,000.00	75.76%
HEARING OFFICER EXPENSES	2,000.00	-	(1,858.63)	3,858.63	-92.93%
HEARING OFFICER TRAINING	2,000.00	-	526.93	1,473.07	26.35%
OUTSIDE COUNSEL	55,000.00	8,000.00	40,234.36	14,765.64	73.15%
TOTAL DIRECT EXPENSES:	97,216.00	13,059.09	64,959.56	32,256.44	66.82%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.55 FTE)	231,661.00	9,357.75	79,917.36	151,743.64	34.50%
BENEFITS EXPENSE	80,024.00	2,885.96	28,539.63	51,484.37	35.66%
OTHER INDIRECT EXPENSE	42,609.00	3,269.08	32,137.71	10,471.29	75.42%
TOTAL INDIRECT EXPENSES:	354,294.00	15,512.79	140,594.70	213,699.30	39.68%
TOTAL ALL EXPENSES:	451,510.00	28,571.88	205,554.26	245,955.74	45.53%
NET INCOME (LOSS):	(451,510.00)	(28,571.88)	(205,554.26)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OUTREACH & ENGAGEMENT					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSE:					
STAFF MEMBERSHIP DUES	825.00	-	-	825.00	0.00%
ABA DELEGATES	5,000.00	-	1,765.78	3,234.22	35.32%
ANNUAL CHAIR MEETINGS	600.00	-	510.31	89.69	85.05%
JUDICIAL RECOMMENDATIONS COMMITTEE	2,000.00	14.93	207.10	1,792.90	10.36%
BOG ELECTIONS	6,500.00	28.00	4,946.63	1,553.37	76.10%
BAR OUTREACH	16,600.00	-	226.83	16,373.17	1.37%
TOTAL DIRECT EXPENSES:	31,525.00	42.93	7,656.65	23,868.35	24.29%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.73 FTE)	198,420.00	17,212.95	152,299.36	46,120.64	76.76%
BENEFITS EXPENSE	78,596.00	6,369.01	56,700.68	21,895.32	72.14%
OTHER INDIRECT EXPENSE	75,047.00	5,765.51	56,679.36	18,367.64	75.53%
TOTAL INDIRECT EXPENSES:	352,063.00	29,347.47	265,679.40	86,383.60	75.46%
TOTAL ALL EXPENSES:	383,588.00	29,390.40	273,336.05	110,251.95	71.26%
NET INCOME (LOSS):	(383,588.00)	(29,390.40)	(273,336.05)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PRACTICE OF LAW BOARD					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
PRACTICE OF LAW BOARD	12,000.00	62.70	2,597.79	9,402.21	21.65%
TOTAL DIRECT EXPENSES:	12,000.00	62.70	2,597.79	9,402.21	21.65%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.40 FTE)	39,116.00	3,495.13	29,873.67	9,242.33	76.37%
BENEFITS EXPENSE	13,512.00	1,061.50	9,422.63	4,089.37	69.74%
OTHER INDIRECT EXPENSE	10,996.00	832.14	8,180.45	2,815.55	74.39%
TOTAL INDIRECT EXPENSES:	63,624.00	5,388.77	47,476.75	16,147.25	74.62%
TOTAL ALL EXPENSES:	75,624.00	5,451.47	50,074.54	25,549.46	66.22%
NET INCOME (LOSS):	(75,624.00)	(5,451.47)	(50,074.54)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PROFESSIONAL RESPONSIBILITY PROGRAM					
REVENUE:					
<hr/>					
TOTAL REVENUE:	-	-	-	-	
<hr/>					
DIRECT EXPENSES:					
<hr/>					
STAFF TRAVEL/PARKING	4,000.00	107.62	1,459.40	2,540.60	36.49%
LAW LIBRARY	279.00	10.48	62.88	216.12	22.54%
CPE COMMITTEE	5,000.00	-	2,272.52	2,727.48	45.45%
TOTAL DIRECT EXPENSES:	9,279.00	118.10	3,794.80	5,484.20	40.90%
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INDIRECT EXPENSES:					
SALARY EXPENSE (1.55 FTE)	160,115.00	14,321.50	122,316.18	37,798.82	76.39%
BENEFITS EXPENSE	55,310.00	4,411.86	40,847.04	14,462.96	73.85%
OTHER INDIRECT EXPENSE	42,609.00	3,269.10	32,137.69	10,471.31	75.42%
TOTAL INDIRECT EXPENSES:	258,034.00	22,002.46	195,300.91	62,733.09	75.69%
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TOTAL ALL EXPENSES:	267,313.00	22,120.56	199,095.71	68,217.29	74.48%
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NET INCOME (LOSS):	(267,313.00)	(22,120.56)	(199,095.71)		
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Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PUBLIC SERVICE PROGRAMS					
REVENUE:					
DONATIONS & GRANTS	135,000.00	-	135,000.00	-	100.00%
PSP PRODUCT SALES	200.00	-	99.00	101.00	49.50%
TOTAL REVENUE:	135,200.00	-	135,099.00	101.00	99.93%
DIRECT EXPENSES:					
DONATIONS/SPONSORSHIPS/GRANTS	205,687.98	-	85,575.88	120,112.10	41.60%
STAFF TRAVEL/PARKING	2,000.00	-	69.00	1,931.00	3.45%
PRO BONO & PUBLIC SERVICE COMMITTEE	2,000.00	61.99	1,292.80	707.20	64.64%
PUBLIC SERVICE EVENTS AND PROJECTS	30,500.00	-	-	30,500.00	0.00%
TOTAL DIRECT EXPENSES:	240,187.98	61.99	86,937.68	153,250.30	36.20%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.54 FTE)	95,912.00	9,294.98	82,214.48	13,697.52	85.72%
BENEFITS EXPENSE	41,552.00	3,151.33	29,569.70	11,982.30	71.16%
OTHER INDIRECT EXPENSE	42,334.00	3,239.38	31,845.68	10,488.32	75.22%
TOTAL INDIRECT EXPENSES:	179,798.00	15,685.69	143,629.86	36,168.14	79.88%
TOTAL ALL EXPENSES:	419,985.98	15,747.68	230,567.54	189,418.44	54.90%
NET INCOME (LOSS):	(284,785.98)	(15,747.68)	(95,468.54)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PUBLICATION & DESIGN SERVICES					
REVENUE:	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL REVENUE:	<hr/> <u>-</u>	<hr/> <u>-</u>	<hr/> <u>-</u>	<hr/> <u>-</u>	<hr/> <u>-</u>
DIRECT EXPENSES:	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
EQUIPMENT, HARDWARE & SOFTWARE	330.00	-	-	330.00	0.00%
SUBSCRIPTIONS	262.00	-	179.98	82.02	68.69%
SUPPLIES	300.00	-	-	300.00	0.00%
IMAGE LIBRARY	4,680.00	-	4,100.00	580.00	87.61%
TOTAL DIRECT EXPENSES:	<hr/> <u>5,572.00</u>	<hr/> <u>-</u>	<hr/> <u>4,279.98</u>	<hr/> <u>1,292.02</u>	<hr/> <u>76.81%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (1.09 FTE)	74,534.00	6,391.37	54,758.95	19,775.05	73.47%
BENEFITS EXPENSE	29,523.00	2,056.66	19,603.95	9,919.05	66.40%
OTHER INDIRECT EXPENSE	29,964.00	2,288.36	22,496.27	7,467.73	75.08%
TOTAL INDIRECT EXPENSES:	<hr/> <u>134,021.00</u>	<hr/> <u>10,736.39</u>	<hr/> <u>96,859.17</u>	<hr/> <u>37,161.83</u>	<hr/> <u>72.27%</u>
TOTAL ALL EXPENSES:	<hr/> <u>139,593.00</u>	<hr/> <u>10,736.39</u>	<hr/> <u>101,139.15</u>	<hr/> <u>38,453.85</u>	<hr/> <u>72.45%</u>
NET INCOME (LOSS):	<hr/> <u>(139,593.00)</u>	<hr/> <u>(10,736.39)</u>	<hr/> <u>(101,139.15)</u>		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS ADMINISTRATION					
REVENUE:					
REIMBURSEMENTS FROM SECTIONS	300,000.00	2,062.50	286,068.75	13,931.25	95.36%
TOTAL REVENUE:	300,000.00	2,062.50	286,068.75	13,931.25	95.36%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	1,200.00	-	285.03	914.97	23.75%
SUBSCRIPTIONS	410.00	-	409.57	0.43	99.90%
CONFERENCE CALLS	300.00	(431.31)	39.71	260.29	13.24%
MISCELLANEOUS	300.00	-	-	300.00	0.00%
SECTION/COMMITTEE CHAIR MTGS	1,000.00	-	344.39	655.61	34.44%
DUES STATEMENTS	6,000.00	-	5,788.00	212.00	96.47%
STAFF MEMBERSHIP DUES	125.00	-	-	125.00	0.00%
TOTAL DIRECT EXPENSES:	9,335.00	(431.31)	6,866.70	2,468.30	73.56%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.24 FTE)	161,026.00	27,633.52	158,756.68	2,269.32	98.59%
BENEFITS EXPENSE	69,763.00	8,359.32	71,096.99	(1,333.99)	101.91%
OTHER INDIRECT EXPENSE	116,557.00	8,945.45	87,940.51	28,616.49	75.45%
TOTAL INDIRECT EXPENSES:	347,346.00	44,938.29	317,794.18	29,551.82	91.49%
TOTAL ALL EXPENSES:	356,681.00	44,506.98	324,660.88	32,020.12	91.02%
NET INCOME (LOSS):	(56,681.00)	(42,444.48)	(38,592.13)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
TECHNOLOGY					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
CONSULTING SERVICES	110,000.00	7,465.75	69,276.67	40,723.33	62.98%
STAFF TRAVEL/PARKING	2,500.00	-	726.39	1,773.61	29.06%
STAFF MEMBERSHIP DUES	180.00	-	90.00	90.00	50.00%
TELEPHONE	24,000.00	2,122.82	15,085.97	8,914.03	62.86%
COMPUTER HARDWARE	38,000.00	14,076.00	38,959.51	(959.51)	102.53%
COMPUTER SOFTWARE	29,000.00	7,684.00	26,385.65	2,614.35	90.99%
HARDWARE SERVICE & WARRANTIES	55,000.00	-	32,669.19	22,330.81	59.40%
SOFTWARE MAINTENANCE & LICENSING	320,000.00	7,391.87	238,331.90	81,668.10	74.48%
TELEPHONE HARDWARE & MAINTENANCE	7,000.00	4,051.80	4,326.90	2,673.10	61.81%
COMPUTER SUPPLIES	10,000.00	515.10	4,542.09	5,457.91	45.42%
THIRD PARTY SERVICES	177,000.00	8,135.86	181,212.92	(4,212.92)	102.38%
CONFERENCE CALLS	-	(93.82)	-	-	
TRANSFER TO INDIRECT EXPENSES	(772,680.00)	(51,349.38)	(611,607.19)	(161,072.81)	79.15%
TOTAL DIRECT EXPENSES:	-	-	-	-	
INDIRECT EXPENSES:					
SALARY EXPENSE (12.10 FTE)	1,063,911.00	98,646.54	835,223.23	228,687.77	78.50%
BENEFITS EXPENSE	380,432.00	29,954.23	269,231.67	111,200.33	70.77%
CAPITAL LABOR & OVERHEAD	(51,000.00)	-	(31,780.00)	(19,220.00)	62.31%
OTHER INDIRECT EXPENSE	332,628.00	25,558.33	251,258.24	81,369.76	75.54%
TOTAL INDIRECT EXPENSES:	1,725,971.00	154,159.10	1,323,933.14	402,037.86	76.71%
TOTAL ALL EXPENSES:	1,725,971.00	154,159.10	1,323,933.14	402,037.86	76.71%
NET INCOME (LOSS):	(1,725,971.00)	(154,159.10)	(1,323,933.14)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CONTINUING LEGAL EDUCATION (CLE)					
REVENUE:					
SEMINAR REGISTRATIONS	875,328.50	106,618.25	462,911.22	412,417.28	52.88%
SEMINAR-EXHIB/SPNSR/ETC	29,000.00	4,500.00	7,000.00	22,000.00	24.14%
SHIPPING & HANDLING	1,000.00	12.00	294.15	705.85	29.42%
COURSEBOOK SALES	9,000.00	260.00	4,428.00	4,572.00	49.20%
MP3 AND VIDEO SALES	878,750.00	27,790.00	607,755.55	270,994.45	69.16%
TOTAL REVENUE:	1,793,078.50	139,180.25	1,082,388.92	710,689.58	60.36%
DIRECT EXPENSES:					
COURSEBOOK PRODUCTION	3,000.00	-	169.31	2,830.69	5.64%
POSTAGE - FLIERS/CATALOGS	15,500.00	-	4,358.44	11,141.56	28.12%
POSTAGE - MISC./DELIVERY	1,000.00	-	332.64	667.36	33.26%
DEPRECIATION	5,820.00	485.00	4,365.00	1,455.00	75.00%
ONLINE EXPENSES	48,000.00	4,406.14	37,838.24	10,161.76	78.83%
ACCREDITATION FEES	3,000.00	(60.00)	2,732.00	268.00	91.07%
SEMINAR BROCHURES	21,000.00	-	6,336.70	14,663.30	30.17%
FACILITIES	232,357.35	400.00	53,650.96	178,706.39	23.09%
SPEAKERS & PROGRAM DEVELOP	62,000.00	191.62	6,882.63	55,117.37	11.10%
SPLITS TO SECTIONS	100,100.00	-	(806.60)	100,906.60	-0.81%
CLE SEMINAR COMMITTEE	250.00	-	30.19	219.81	12.08%
BAD DEBT EXPENSE	600.00	1,241.00	1,241.00	(641.00)	206.83%
STAFF TRAVEL/PARKING	6,000.00	-	529.31	5,470.69	8.82%
STAFF MEMBERSHIP DUES	1,470.00	-	1,175.00	295.00	79.93%
SUPPLIES	2,000.00	-	378.39	1,621.61	18.92%
CONFERENCE CALLS	25.00	-	8.99	16.01	35.96%
COST OF SALES - COURSEBOOKS	250.00	18.99	382.82	(132.82)	153.13%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	-	1,500.00	0.00%
POSTAGE & DELIVERY-COURSEBOOKS	500.00	-	363.45	136.55	72.69%
STAFF TRAVEL/PARKING	2,000.00	-	96.91	1,903.09	4.85%
TOTAL DIRECT EXPENSES:	506,372.35	6,682.75	120,065.38	386,306.97	23.71%
INDIRECT EXPENSES:					
SALARY EXPENSE (9.31 FTE)	587,641.00	56,477.32	473,783.26	113,857.74	80.62%
BENEFITS EXPENSE	250,427.00	17,614.27	176,718.71	73,708.29	70.57%
OTHER INDIRECT EXPENSE	255,931.00	19,674.00	193,410.38	62,520.62	75.57%
TOTAL INDIRECT EXPENSES:	1,093,999.00	93,765.59	843,912.35	250,086.65	77.14%
TOTAL ALL EXPENSES:	1,600,371.35	100,448.34	963,977.73	636,393.62	60.23%
NET INCOME (LOSS):	192,707.15	38,731.91	118,411.19		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DESKBOOKS					
REVENUE:					
SHIPPING & HANDLING	3,000.00	438.00	2,999.85	0.15	100.00%
DESKBOOK SALES	110,000.00	13,585.00	41,370.60	68,629.40	37.61%
SECTION PUBLICATION SALES	3,000.00	2,636.87	15,113.74	(12,113.74)	503.79%
CASEMAKER ROYALTIES	60,000.00	11,874.57	32,121.36	27,878.64	53.54%
TOTAL REVENUE:	176,000.00	28,534.44	91,605.55	84,394.45	52.05%
DIRECT EXPENSES:					
COST OF SALES - DESKBOOKS	75,000.00	9,639.69	19,271.14	55,728.86	25.69%
COST OF SALES - SECTION PUBLICATION	750.00	1,018.65	5,005.80	(4,255.80)	667.44%
SPLITS TO SECTIONS	1,000.00	-	456.02	543.98	45.60%
DESKBOOK ROYALTIES	1,000.00	-	758.49	241.51	75.85%
POSTAGE & DELIVER-DESKBOOKS	3,000.00	336.99	3,359.80	(359.80)	111.99%
FLIERS/CATALOGS	3,000.00	-	-	3,000.00	0.00%
ONLINE LEGAL RESEARCH	1,837.50	297.94	1,042.79	794.71	56.75%
POSTAGE - FLIERS/CATALOGS	1,500.00	-	-	1,500.00	0.00%
COMPLIMENTARY BOOK PROGRAM	2,500.00	890.64	890.64	1,609.36	35.63%
OBSOLETE INVENTORY	850.00	70.30	583.08	266.92	68.60%
BAD DEBT EXPENSE	100.00	-	-	100.00	0.00%
RECORDS STORAGE - OFF SITE	8,100.00	675.00	6,750.00	1,350.00	83.33%
STAFF MEMBERSHIP DUES	220.00	30.00	30.00	190.00	13.64%
SUBSCRIPTIONS	185.00	-	-	185.00	0.00%
TOTAL DIRECT EXPENSES:	99,042.50	12,959.21	38,147.76	60,894.74	38.52%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.25 FTE)	110,788.00	9,821.98	83,236.62	27,551.38	75.13%
BENEFITS EXPENSE	43,885.00	4,080.13	35,108.00	8,777.00	80.00%
OTHER INDIRECT EXPENSE	61,852.00	4,755.06	46,745.65	15,106.35	75.58%
TOTAL INDIRECT EXPENSES:	216,525.00	18,657.17	165,090.27	51,434.73	76.25%
TOTAL ALL EXPENSES:	315,567.50	31,616.38	203,238.03	112,329.47	64.40%
NET INCOME (LOSS):	(139,567.50)	(3,081.94)	(111,632.48)		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLIENT PROTECTION FUND					
REVENUE:					
CPF RESTITUTION	4,000.00	1,507.48	11,635.45	(7,635.45)	290.89%
CPF MEMBER ASSESSMENTS	1,000,000.00	8,340.00	1,025,730.00	(25,730.00)	102.57%
INTEREST INCOME	20,000.00	694.16	44,968.58	(24,968.58)	224.84%
TOTAL REVENUE:	<u>1,024,000.00</u>	<u>10,541.64</u>	<u>1,082,334.03</u>	<u>(58,334.03)</u>	<u>105.70%</u>
DIRECT EXPENSES:					
BANK FEES - WELLS FARGO	1,000.00	194.37	1,769.52	(769.52)	176.95%
GIFTS TO INJURED CLIENTS	500,000.00	5,000.00	58,342.53	441,657.47	11.67%
CPF BOARD EXPENSES	1,200.00	1.06	1,213.10	(13.10)	101.09%
STAFF MEMBERSHIP DUES	200.00	-	-	200.00	0.00%
TOTAL DIRECT EXPENSES:	<u>502,400.00</u>	<u>5,195.43</u>	<u>61,325.15</u>	<u>441,074.85</u>	<u>12.21%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (1.18 FTE)	79,880.00	7,142.28	61,016.59	18,863.41	76.39%
BENEFITS EXPENSE	27,593.00	2,189.34	21,661.72	5,931.28	78.50%
OTHER INDIRECT EXPENSE	32,438.00	2,496.41	24,541.59	7,896.41	75.66%
TOTAL INDIRECT EXPENSES:	<u>139,911.00</u>	<u>11,828.03</u>	<u>107,219.90</u>	<u>32,691.10</u>	<u>76.63%</u>
TOTAL ALL EXPENSES:	<u>642,311.00</u>	<u>17,023.46</u>	<u>168,545.05</u>	<u>473,765.95</u>	<u>26.24%</u>
NET INCOME (LOSS):	<u>381,689.00</u>	<u>(6,481.82)</u>	<u>913,788.98</u>		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
COVID 19					
REVENUE:	_____	_____	_____	_____	_____
TOTAL REVENUE:	<u> -</u>	<u> -</u>	<u> -</u>	<u> -</u>	<u> -</u>
DIRECT EXPENSES:	_____	_____	_____	_____	_____
COVID 19	25,000.00	2,966.72	9,213.49	15,786.51	36.85%
TOTAL DIRECT EXPENSES:	<u>25,000.00</u>	<u>2,966.72</u>	<u>9,213.49</u>	<u>15,786.51</u>	<u>36.85%</u>
INDIRECT EXPENSES:	_____	_____	_____	_____	_____
TOTAL INDIRECT EXPENSES:	<u> -</u>	<u> -</u>	<u> -</u>	<u> -</u>	<u> -</u>
TOTAL ALL EXPENSES:	<u>25,000.00</u>	<u>2,966.72</u>	<u>9,213.49</u>	<u>15,786.51</u>	<u>36.85%</u>
NET INCOME (LOSS):	<u><u>(25,000.00)</u></u>	<u><u>(2,966.72)</u></u>	<u><u>(9,213.49)</u></u>		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS OPERATIONS					
REVENUE:					
SECTION DUES	454,005.00	3,225.00	434,442.59	19,562.41	95.69%
SEMINAR PROFIT SHARE	94,118.73	6,626.52	78,319.92	15,798.81	83.21%
INTEREST INCOME	2,320.00	-	-	2,320.00	0.00%
PUBLICATIONS REVENUE	10,000.00	-	2,603.82	7,396.18	26.04%
OTHER	46,100.00	3,800.00	21,493.31	24,606.69	46.62%
TOTAL REVENUE:	606,543.73	13,651.52	536,859.64	69,684.09	88.51%
DIRECT EXPENSES:					
DIRECT EXPENSES OF SECTION ACTIVITIES	562,340.00	11,660.84	135,210.73	427,129.27	24.04%
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	298,443.75	2,062.50	286,068.75	12,375.00	95.85%
TOTAL DIRECT EXPENSES:	860,783.75	13,723.34	421,279.48	439,504.27	48.94%
NET INCOME (LOSS):	(254,240.02)	(71.82)	115,580.16		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
INDIRECT EXPENSES:					
SALARIES	11,648,994.00	1,038,612.41	8,748,327.44	2,900,666.56	75.10%
ALLOWANCE FOR OPEN POSITIONS	(212,871.50)	-	-	(212,871.50)	0.00%
TEMPORARY SALARIES	245,029.00	6,266.00	221,885.81	23,143.19	90.55%
CAPITAL LABOR & OVERHEAD	(51,000.00)	-	(31,780.00)	(19,220.00)	62.31%
EMPLOYEE ASSISTANCE PLAN	5,289.60	-	3,600.00	1,689.60	68.06%
EMPLOYEE SERVICE AWARDS	2,800.00	-	1,834.95	965.05	65.53%
FICA (EMPLOYER PORTION)	892,585.09	72,070.80	630,319.66	262,265.43	70.62%
L&I INSURANCE	49,500.00	11,206.93	31,124.41	18,375.59	62.88%
WA STATE FAMILY MEDICAL LEAVE (EMPLOYER)	17,500.00	1,407.96	12,231.71	5,268.29	69.90%
MEDICAL (EMPLOYER PORTION)	1,580,000.00	121,360.61	1,093,808.15	486,191.85	69.23%
RETIREMENT (EMPLOYER PORTION)	1,499,603.60	119,261.90	1,078,949.02	420,654.58	71.95%
TRANSPORTATION ALLOWANCE	115,000.00	-	105,635.00	9,365.00	91.86%
UNEMPLOYMENT INSURANCE	84,500.00	6,410.84	56,331.71	28,168.29	66.66%
STAFF DEVELOPMENT-GENERAL	6,900.00	-	1,375.19	5,524.81	19.93%
TOTAL SALARY & BENEFITS EXPENSE:	15,883,829.79	1,376,597.45	11,953,643.05	3,930,186.74	75.26%
WORKPLACE BENEFITS	39,000.00	208.40	14,491.61	24,508.39	37.16%
HUMAN RESOURCES POOLED EXP	161,774.10	7,308.49	41,246.32	120,527.78	25.50%
MEETING SUPPORT EXPENSES	15,000.00	54.94	7,114.20	7,885.80	47.43%
RENT	1,925,000.00	154,257.73	1,479,728.69	445,271.31	76.87%
PERSONAL PROP TAXES-WSBA	7,983.96	586.83	6,223.50	1,760.46	77.95%
FURNITURE, MAINT, LH IMP	29,798.47	-	14,145.06	15,653.41	47.47%
OFFICE SUPPLIES & EQUIPMENT	45,000.00	1,304.01	24,300.56	20,699.44	54.00%
FURN & OFFICE EQUIP DEPRECIATION	53,000.00	4,282.00	38,546.00	14,454.00	72.73%
COMPUTER HARDWARE DEPRECIATION	46,436.20	3,601.00	32,915.54	13,520.66	70.88%
COMPUTER SOFTWARE DEPRECIATION	153,866.67	10,652.00	95,561.00	58,305.67	62.11%
INSURANCE	194,743.42	17,406.94	158,055.96	36,687.46	81.16%
PROFESSIONAL FEES-AUDIT	81,000.00	-	82,116.30	(1,116.30)	101.38%
PROFESSIONAL FEES-LEGAL	100,000.00	29,839.62	177,552.93	(77,552.93)	177.55%
TELEPHONE & INTERNET	47,000.00	3,810.25	33,008.81	13,991.19	70.23%
POSTAGE - GENERAL	28,070.69	1,709.98	15,200.24	12,870.45	54.15%
RECORDS STORAGE	42,000.00	3,781.75	26,961.91	15,038.09	64.20%
STAFF TRAINING	81,400.16	1,411.81	23,311.08	58,089.08	28.64%
BANK FEES	34,000.00	2,208.72	29,693.73	4,306.27	87.33%
PRODUCTION MAINTENANCE & SUPPLIES	12,000.00	3,416.50	8,453.04	3,546.96	70.44%
COMPUTER POOLED EXPENSES	772,680.00	51,349.38	611,607.19	161,072.81	79.15%
TOTAL OTHER INDIRECT EXPENSES:	3,869,753.67	297,190.35	2,920,233.67	949,520.00	75.46%
TOTAL INDIRECT EXPENSES:	19,753,583.46	1,673,787.80	14,873,876.72		

Washington State Bar Association

Statement of Activities

For the Period from June 1, 2020 to June 30, 2020

75.00% OF YEAR COMPLETE

	FISCAL 2020 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE
SUMMARY PAGE				
LICENSE FEES	16,317,618.00	1,403,909.82	12,420,785.01	3,896,832.99
ACCESS TO JUSTICE	(358,804.00)	(20,860.90)	(203,597.71)	(155,206.29)
ADMINISTRATION	(1,058,104.00)	(84,147.72)	(723,060.22)	(335,043.78)
ADMISSIONS/BAR EXAM	92,362.21	(36,611.35)	310,641.57	(218,279.36)
BOARD OF GOVERNORS	(548,510.00)	(13,154.08)	(240,818.79)	(307,691.21)
COMMUNICATIONS	(613,602.98)	(44,842.93)	(427,626.74)	(185,976.24)
CONFERENCE & BROADCAST SERVICES	(772,124.00)	(61,793.16)	(586,037.00)	(186,087.00)
DISCIPLINE	(5,874,215.60)	(527,473.62)	(4,396,757.10)	(1,477,458.50)
DIVERSITY	(265,392.00)	(36,312.04)	(192,289.40)	(73,102.60)
FOUNDATION	(142,703.00)	(11,650.11)	(105,658.99)	(37,044.01)
HUMAN RESOURCES	(207,109.50)	(34,163.30)	(301,960.50)	94,851.00
LAP	(128,221.00)	(9,887.23)	(96,013.28)	(32,207.72)
LEGISLATIVE	(181,506.00)	(12,197.58)	(124,310.47)	(57,195.53)
LICENSING AND MEMBERSHIP	(268,976.10)	(20,587.97)	(235,419.37)	(33,556.73)
LIMITED LICENSE LEGAL TECHNICIAN	(194,729.84)	(5,812.18)	(125,327.01)	(69,402.83)
LIMITED PRACTICE OFFICERS	38,755.10	2,317.89	39,737.11	(982.01)
MANDATORY CLE ADMINISTRATION	6,230.50	30,095.14	139,339.07	(133,108.57)
MEMBER BENEFITS	(283,739.00)	(13,577.93)	(238,087.51)	(45,651.49)
MEMBER SERVICES & ENGAGEMENT	(461,627.00)	(43,388.38)	(333,176.32)	(128,450.68)
NW LAWYER	(251,883.14)	(30,121.36)	(172,910.56)	(78,972.58)
OFFICE OF THE EXECUTIVE DIRECTOR	(552,900.00)	(43,278.21)	(363,749.05)	(189,150.95)
OFFICE OF GENERAL COUNSEL	(805,706.46)	(73,477.63)	(625,621.82)	(180,084.64)
OGC-DISCIPLINARY BOARD	(451,510.00)	(28,571.88)	(205,554.26)	(245,955.74)
OUTREACH & ENGAGEMENT	(383,588.00)	(29,390.40)	(273,336.05)	(110,251.95)
PRACTICE OF LAW BOARD	(75,624.00)	(5,451.47)	(50,074.54)	(25,549.46)
PROFESSIONAL RESPONSIBILITY PROGRAM	(267,313.00)	(22,120.56)	(199,095.71)	(68,217.29)
PUBLICATION & DESIGN SERVICES	(139,593.00)	(10,736.39)	(101,139.15)	(38,453.85)
PUBLIC SERVICE PROGRAMS	(284,785.98)	(15,747.68)	(95,468.54)	(189,317.44)
LAW CLERK PROGRAM	11,514.00	(14,939.53)	51,452.30	(39,938.30)
SECTIONS ADMINISTRATION	(56,681.00)	(42,444.48)	(38,592.13)	(18,088.87)
TECHNOLOGY	(1,725,971.00)	(154,159.10)	(1,323,933.14)	(402,037.86)
CLE - PRODUCTS	638,439.00	7,281.61	434,644.63	203,794.37
CLE - SEMINARS	(445,731.85)	31,450.30	(316,233.44)	(129,498.41)
COVID 19	(25,000.00)	(2,966.72)	(9,213.49)	(15,786.51)
SECTIONS OPERATIONS	(254,240.02)	(71.82)	115,580.16	(369,820.18)
DESKBOOKS	(139,567.50)	(3,081.94)	(111,632.48)	(27,935.02)
CLIENT PROTECTION FUND	381,689.00	(6,481.82)	913,788.98	(532,099.98)
INDIRECT EXPENSES	(19,753,583.46)	(1,673,787.80)	(14,873,876.72)	(4,879,706.74)
TOTAL OF ALL	<u>19,486,434.62</u>	<u>1,658,234.51</u>	<u>12,664,602.66</u>	<u>6,821,831.96</u>
NET INCOME (LOSS)	<u>267,148.84</u>	<u>15,553.29</u>	<u>2,209,274.06</u>	

Checking & Savings Accounts

General Fund

Checking

<u>Bank</u>	<u>Account</u>	<u>Amount</u>
Wells Fargo	General	\$ 713,620

Total

Investments

	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	0.30%	\$ 9,271,198
UBS Financial Money Market	0.25%	\$ 1,081,108
Morgan Stanley Money Market	0.16%	\$ 3,352,795
Merrill Lynch Money Market	0.40%	\$ 1,982,126

General Fund Total \$ 16,400,847

Client Protection Fund

Checking

<u>Bank</u>	<u>Amount</u>
Wells Fargo	\$ 645,830

Investments

	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	0.30%	\$ 4,104,723
Morgan Stanley Money Market	0.01%	\$ 106,901

Client Protection Fund Total \$ 4,857,454

Grand Total Cash & Investments \$ 21,258,301