**EAC PLANNING MEETING MINUTES**

Wednesday, October 19, 9-11 a.m.

**Roll call**: Welcome new and returning members, staff, and new Board liaisons! **(Drew, 20 mins)**

**EAC Members:** Drew Pollom (chair), Karrin Klotz, Thom Williams, Brittany Dowd, Marc Lampson, Jesse Yoder, Allison Foreman, Jim Baker, Evelyn Emanuel. **WSBA Staff:** Kirsten Abel, Connor Smith, Margaret Morgan, Jessica Randklev, Sara Niegowski, Colin Rigley.

* **Introductions:** Each member provided their name, place/location of work, one book they read and enjoyed recently, and why they were interested in serving on the Editorial Advisory Committee.

**The role of the EAC (Drew, 5 mins)**

* Among many significant tasks, EAC members write articles for Bar News, recruit authors to write, act as article managers for content, develop story ideas and themed issues, review past issues of the magazine and provide feedback, and help set editorial policies (such as the letters to the editor policy).
* The magazine’s mission statement is: *Washington State Bar News* will inform, educate, engage, and inspire by offering a forum for members of the legal community to connect and to enrich their careers. The EAC serves as a “focus group” to advise on what content will be most interesting and useful to the largest number of WSBA members.
* Attending meetings! As a WSBA committee, the EAC must reach a quorum in order to hold a meeting—this means that at least half of members plus one must be in attendance in order to hold a meeting. Most of the EAC’s work gets done during meetings, so attendance is very important.

**How the magazine gets made (Kirsten, 30 mins)**

* **Bar News flow chart**
  + The magazine is made up of **unsolicited submissions** (articles sent in by members and others in the legal profession), **solicited submissions** (articles written by EAC members or other authors we ask to write), and **regular columns** (articles like [Ethics & the Law](https://wabarnews.org/2022/10/12/ghostwriting-in-washington-state-courts/), [From the Spindle](https://wabarnews.org/2022/09/07/sept-2022-recent-significant-cases-decided-by-the-washington-supreme-court/), [Write to Counsel](https://wabarnews.org/2022/06/09/say-goodbye-to-bad-digital-presentations/), and more).
  + The *Bar News* team keeps a running editorial calendar to track what articles will appear in future issues.
    - **Bar News is published 9 times per year** (three double issues—April/May, July/August, and December/January); deadlines are two months prior to the 1st of the issue month (example: Jan. 1 deadline for the March issue).
  + Each article goes through fact checking, editing, and design.
  + Each issue of the magazine is reviewed by WSBA General Counsel Julie Shankland, Executive Director Terra Nevitt, and the Equity and Justice Team.
* **EAC member contributions (**we encourage members to write at least on article and/or recruit at least one author to write an article per year)
  + EAC members who have written articles:
    - **Karrin Klotz** (many, including [“Women Empowering Women” April 2019](https://wabarnews.org/wp-content/uploads/2021/10/NWLawyer-April-2019.pdf))
    - **Marc Lampson** [(“And the Temple Rocked,” April 2021](https://wabarnews.org/2021/04/02/and-the-temple-rocked/))
    - **Drew Pollom** (two articles including [October 2022 Beyond the Bar Number](https://wabarnews.org/2022/10/12/beyond-the-bar-number-drew-pollom/))
    - **Allison Foreman** (“Ten Statutes to Know in Rural Practice” November 2022 issue)
    - **Brittany Dowd** [(“Not Just the Service Member Who Serves” November 2021](https://wabarnews.org/wp-content/uploads/2021/10/Bar-News-Nov.-2020.pdf))
    - **Thomas Williams** ([“Weathering Coronavirus” June 2020](https://wabarnews.org/wp-content/uploads/2021/10/Bar-News-June-2020.pdf))
  + EAC members who have recruited authors to write and acted as “article managers”: Evelyn Emanuel, Allison Foreman, Karrin Klotz, Marc Lampson.
    - An **article manager** finds an author for a specific story idea, communicates deadlines and word count, helps the author keep to publication deadlines by sending reminders, and communicates with Bar News editor Kirsten.
    - Evelyn Emanuel discussed process for working with authors as an article manager. Law firm blogs and list servs can be a good place to find article writers.
* **Tips for writing an article**
  + Read other [*Bar News* articles](http://www.wabarnews.org/archive) that are similar in style or topic area.
  + Use the *Bar News* [article outline sheet](https://wabarnews.org/wp-content/uploads/2022/03/Bar-News-Story-Ideas-Outline.docx) as a starting point.
  + Check in with the *Bar News* team to get deadlines, word count, and other feedback.
  + Use *Bar News* editor as a resource to help you in the drafting process – developmental editing
  + Check out the *Bar News* equity lens/DEI best practices sheet.
  + Cite your sources (in the text or in endnotes).
  + Read your work out loud.

**Story ideas (Drew, 45 mins)**

* Members broke into small groups to brainstorm story ideas, then came back to the full group and reported what each group came up with. Those ideas included an Indian Law themed issue, legal history articles, estate planning, and more.

**Questions/Good of the order/Announcements**

**Upcoming meeting dates:** Nov. 15, Dec. 20, Jan. 17, Feb. 21