

Planning for FY25: Budgeting and Programming

April 8, 2024 | 11:00 a.m. – 1:00 p.m. | Virtual via [Zoom](#)

AGENDA

11:00 a.m.	Welcome & Plan for The Day	Carolyn MacGregor, <i>Sections Program Specialist</i> Kevin Plachy, <i>Director of Advancement</i>
11:05	Icebreaker	Noah Baetge, <i>Sections Program Coordinator</i>
11:15	FY25 Budget Planning	Maggie Yu, <i>Controller</i> Carolyn MacGregor, <i>Sections Program Specialist</i> Shanthi Raghu, <i>Education Programs Manager</i>
12:20 p.m.	New Member Engagement – Why and How	Chelle Gegax, <i>Member Services and Engagement (MSE) Administrative Assistant</i>
12:30	Executive Committee Retreats – What and Why	Carolyn MacGregor, <i>Sections Program Specialist</i>
12:40	Sections Team Updates	Noah Baetge, <i>Sections Program Coordinator</i> Carolyn MacGregor, <i>Sections Program Specialist</i> Paris Eriksen, <i>Volunteer Engagement Advisor</i>
12:55	Closing Remarks & Adjourn	Noah Baetge, <i>Sections Program Coordinator</i>

*Your commitment as a section leader is valued and appreciated—
thank you for being here today!
This meeting will be recorded and available for viewing after the event.*

2024 Spring Section Leaders Meeting
Icebreaker Question & Answers

What experience as a future legal professional helped you feel connected to other attorneys in your section and/or practice area?

“Developing CLE programs helped me to get to know people, as I recruited them or worked with other Section members on the program. I learn more by working with.”

“Ongoing CLE, practice group and affinity group meetup opportunities, and general outreach (emails, magazine, etc).”

“I started as a deputy prosecuting attorney, which had its own program—WAPA—that provides annual training for various levels of criminal caseloads. I believe I was a member of the criminal section at the beginning, but I did not engage with the committee in any meaningful way because WAPA met my needs.”

“I had an attorney who mentored me extensively throughout my first few years in practice.”

“Having a mentor.”

“Older Mentors being generous with their time, teaching me the profession, taking me to depositions, mediations, and trials, and trusting me to work on unfamiliar projects.”

“Being a member of the DR section, I am not an attorney. I am a conflict resolution practitioner.”



ANNUAL SPRING SECTION LEADERS MEETING

Planning for FY2025: Budgeting and Programming

Monday, April 8, 2024
11:00 a.m. – 1:00 p.m.

WELCOME AND PLAN FOR THE DAY

- Icebreaker
- FY25 Budget Planning
- New Member Engagement—Why and How
- Executive Committee Retreats—What and Why
- Sections Team Updates
- Closing Remarks & Adjourn

Carolyn MacGregor, *Sections Program Specialist*
Kevin Plachy, *Director of Advancement*



Welcome to the 2024 Section Leaders Spring Meeting

THANK YOU!

- Sections are key partners in promoting the WSBA's mission to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.
- Sections Further WSBA's Purpose under GR12.2
- (2) Promote an effective legal system, accessible to all. (3) Provide services to its members and the public. (4) Foster and maintain high standards of competence, professionalism, and ethics among its members. (8) Administer programs of legal education.

BREAKOUT ROOMS AND ICEBREAKER

- ▶ **Name**
- ▶ **Position/role**
- ▶ **When entering the legal profession, what experience helped you feel most connected to other attorneys in your section and/or practice area?**

FY 2025 BUDGET PLANNING

Maggie Yu, Controller

Shanthi Raghu, Education Programs Manager

Carolyn MacGregor, Sections Program Specialist



FISCAL YEAR (FY) 2025 BUDGET SCHEDULE

- ▶ **April 15:** Budget materials sent to Section Leaders
- ▶ **May 1:** Budget Process Drop-In Call
- ▶ **May 31:** B&A reviews/approves PMC
- ▶ **June 7:** Section Leaders submit first draft of budget worksheet and dues change request
- ▶ **June 24:** Sections Team sends draft budget comments to Section Leaders
- ▶ **July 19:** Deadline for Sections to submit final budget worksheet
- ▶ **August 9:** WSBA Budget & Audit (B&A) Committee meeting reviews Section budgets
- ▶ **September 6 – 7:** WSBA Board of Governors approves budget

DOCUMENTS

- ▶ **Items for Submission:**
 - ▶ FY25 Section Budget Request Worksheet
 - ▶ Request to Change Member Dues
- ▶ **Informational Items:**
 - ▶ Section Membership Dues History
 - ▶ Section Membership Count History
 - ▶ Section Fiscal Policies
 - ▶ FY25 Per-Member Charge Calculation
 - ▶ Section Split Cover Memo (if applicable)

All materials distributed on April 15th

ITEMS FOR SUBMISSION

1. FY25 Section Budget Request Worksheet

- ▶ Sample request worksheet included in meeting materials
- ▶ Worksheet includes:
 - FY19 – FY23, and FY24 (as of February) budget and actual financial information
 - FY 2025 Budget column for Section leaders to input dollar amounts
 - “Section Narrative” column to be filled out by Section explaining the purpose of the funds and any calculations or additional information to support the FY 2025 budget figure

2. Request to Change Member Dues

- ▶ Only needed if planning a change to member dues for 2025

Both items due by June 7, 2024

INFORMATIONAL ITEMS

1. Section Membership Dues History

- Document shows the membership dues for each section for the past 5 years (2020-2024)

2. Section Membership Count History

- Document shows the membership counts for your section over the past 5 years as well as the year-to-date count (2020-2024)

3. Section Fiscal Policies

- Provides information about WSBA's guidelines for section financial activity
- Fund balance guidelines:
 - Section fund balance should be enough to sustain a consistent level of programming in the event there are severe fluctuations in annual section membership (six months' worth of direct programming expenses are recommended as a guideline)
 - Sections are discouraged from maintaining fund balances in excess of two years' worth of direct programming expenses and specified purposes
 - Sections cannot budget for a deficit fund balance

INFORMATIONAL ITEMS

4. FY25 Per-Member Charge Calculation

The FY25 Per-Member Charge is scheduled to be reviewed and approved by the Budget & Audit Committee at their May 31st meeting.

5. Section Split Cover Memo (if applicable)

BUDGET PLANNING TIPS

1. Review budget timeline and EC meeting dates to allow for voting on proposed budgets within meetings.
2. Involve chair-elect (if applicable) in the planning to be sure proposed budget allows for new ideas, direction.
3. Provide budget narrative to capture planning rationale and serve as a reference for future years.
4. Allow and account for flexibility in the budget narrative, relative to fund balance. An inflated budget over successive years can obscure actual expense history and confuse future planning.
5. Remember that current fund balances when creating draft budget do not reflect all FY24 expenses. Consider all FY24 expenditures (complete and remaining) when calculating FY 25 estimates.

Sample Budget Worksheet

1 ADD ADDITIONAL REVENUE/EXPENSE LINES IF NEEDED: (see "Accounts" tab for list of accounts)		Washington State Bar Association							
		SAMPLE SECTION BUDGET							
		Sections Narrative: Enter description of how the budgeted funds will be used.							
		WSBA Comments							
		9/30/2025	9/30/2024	9/30/2024	9/30/2023	9/30/2022	9/30/2021	9/30/2020	9/30/2019
		FY 2025	FY 2024	2024	2023	2022	2021	2020	2019
		Budget	Budget	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
5	ENTER NUMBERS BELOW:								
6	Planned number of members in FY2025:								
7	Planned FY2025 Dues Rate:								
8	Per Member Charge (PMC) - provided by WSBA	\$18.73							
REVENUE:									
	40500 INTEREST - INVESTMENTS		172	-	900	111	4	65	147
	41805 MINI-CLE REVENUE		4,400	-	945	2,000	5,000	123	-
	41850 SEMINAR SPLITS W/ CLE	1,000		-					
	41875 SEMINAR SPLITS W/ OTHERS		1,000	-	-	-	-	-	-
	48200 SECTION DUES REVENUE	1,250	5,000	2,212	2,226	2,242	1,949	3,150	2,010
TOTAL REVENUE:		2,250	10,572	2,212	4,071	4,353	6,953	3,338	2,157
DIRECT EXPENSES:									
	50165 CONFERENCE CALLS		165	-	-	-	-	70	202
	58125 ANNUAL OR OTHER MEETING EXPENS		4,000	-	-	-	-	-	-
	58150 ATTENDANCE AT BOG MEETINGS		100	-	-	-	-	-	-
	58300 EXECUTIVE COMMITTEE EXPENSES		100	-	126	-	-	-	-
	58325 LDSHIP/PROF DEVELOP/RETREATS		700	-	1,443	486	240	537	-
	58350 MEMBERSHIP & RECRUITING EXP		500	-	-	-	-	180	88
	58400 PER MEMBER CHARGE	1,375	5,500	1,400	1,332	1,408	1,186	1,969	1,294
	58500 NEW LAWYER OUTREACH		200	-	-	-	-	-	-
	58525 SCHOLARSHIPS/DONATIONS/GRANT		200	-	-	-	-	-	-
	58600 SECTION SPECIAL PROJECTS		500	-	-	-	-	-	-
	58620 MINI-CLE EXPENSE		112	-	112	112	112	-	-
	58625 SEMINAR EXPENSE - SECTIONS		100	-	-	-	-	-	-
TOTAL DIRECT EXPENSES:		1,375	12,177	1,400	3,013	2,006	1,538	2,756	1,584
NET INCOME:		875	(1,605)	812	1,057	2,348	5,414	582	573
PRIOR YEAR FUND BALANCE:		17,392	18,997	18,997	18,039	15,522	7,097	6,515	5,943
NEW FUND BALANCE:		18,267	17,392	19,809	19,097	17,869	12,512	7,097	6,515

Budget

Accounts



Sample Budget Worksheet – CLE Table

A	B	C	D	E	G	H	I	J	K	L	M	N	O	P
ADD ADDITIONAL REVENUE/EXPENSE LINES IF NEEDED: (see "Accounts" tab for list of accounts)					Washington State Bar Association									
					SAMPLE SECTION BUDGET									
					ENTER NUMBERS BELOW:									
Planned number of members in FY2025:														
Planned FY2025 Dues Rate:														
Per Member Charge (PMC) - provided by WSBA														
					WSBA Comments	9/30/2025 FY 2025	9/30/2024 FY 2024	9/30/2024 2024	9/30/2023 2023	9/30/2022 2022	9/30/2021 2021	9/30/2020 2020	9/30/2019 2019	
NET INCOME:						(125)	(1,605)	812	1,057	2,348	5,414	582	573	
PRIOR YEAR FUND BALANCE:						17,392	18,997	18,997	18,039	15,522	7,097	6,515	5,943	
NEW FUND BALANCE:						17,267	17,392	19,809	19,097	17,869	12,512	7,097	6,515	
					(IF APPLICABLE) PLEASE LIST ANY CLEs TO BE PLANNED IN PARTNERSHIP WITH WSBA CLE									
					MONTH/YEAR			DESCRIPTION			HALF, FULL, OR MULTI-DAY			

QUESTIONS/CONTACTS

If you have any questions or need assistance with your budget, please reach out to your Sections Team or the Finance Team.

- Sections Team Contacts:
 - Sectionbudgets@wsba.org or call Carolyn at 206-727-8311
- CLE Contact:
 - Shanthi Raghu, Education Programs Manager
 - shanthir@wsba.org
- Finance Team Contacts:
 - Maggie Yu, Controller
 - maggiey@wsba.org
 - Darshita Patel, Senior Accountant & Budget Analyst
 - darshitap@wsba.org

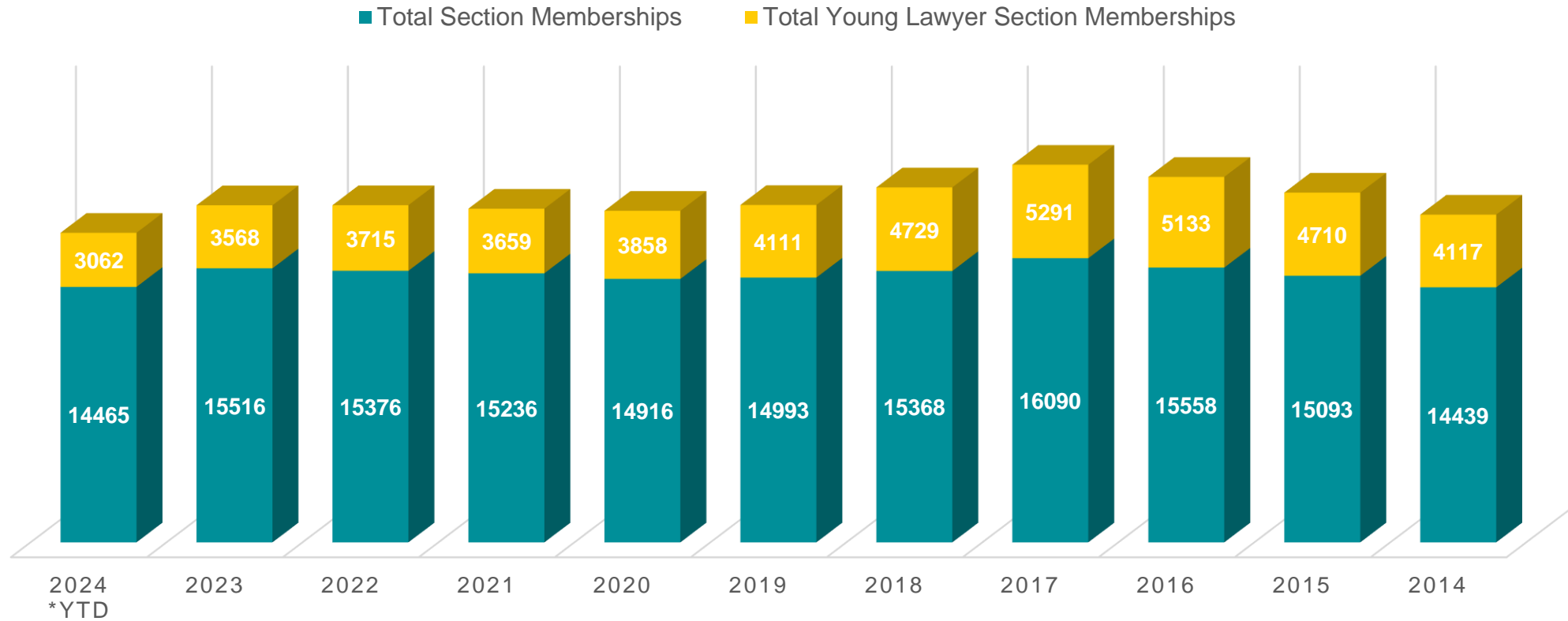
NEW MEMBER ENGAGEMENT—WHY AND HOW

*Chelle Gegax, Member Services and Engagement (MSE)
Administrative Assistant*



SECTION MEMBERSHIP TRENDS

10 YEAR SECTION MEMBERSHIPS



WSBA NEW MEMBER PROGRAMMING

Ways to Engage with New Members:

[Washington Young Lawyers Committee](#)

[Young Lawyer Liaison to Sections Program](#)

[Practice Primers](#)

[Trial Advocacy Program](#)

[Mentorship](#)

WASHINGTON YOUNG LAWYERS COMMITTEE

Members of the [Washington Young Lawyers Committee](#) (WYLC) share an interest in programs, benefits, and issues facing new and young lawyers.

- Bi-monthly Committee meetings, held on Saturdays
- Collaboration opportunities such as the WYLC Financial Focus CLE
 - Public Service Leadership Award

YOUNG LAWYER LIAISON TO SECTIONS

[Young Lawyer Liaisons](#) (YLL) to Sections are participants of a voluntary program that creates opportunities to strengthen the connection between WSBA Sections and the new and young lawyers of the legal community.

- Offers a direct connection between new & young lawyers and your Section
- Many YLLs have continued into additional leadership roles, including section EC's, committee chairs, and Board of Governors members
- Program Kick-off for YLL positions beginning Oct. 1, 2024, will take place Tuesday, April 9, 2024

WSBA NEW MEMBER EDUCATION

Practice Primers

The WSBA Practice Primer takes a substantive area of law and develops a series of learning tracks that build upon one another.

Trial Advocacy Program

The annual WSBA Trial Advocacy Program (TAP) offers a two-day trial skills training from seasoned trial lawyers and a one-day mock trial a few weeks later. This seminar is designed to give attorneys working in the criminal or civil arenas the skills to become effective trial lawyers. No trial experience is required to participate.

WSBA MENTORSHIP

- [Mentorship Program Toolkit](#): Developing an MCLE Accredited or non-MCLE Accredited Program
 - Mentorship Program Consultations: *Shout out to Administrative Law, Taxation & Health Law Sections!*
- [Mentorship Curriculum](#): The mentorship curriculum guide and worksheets below offer best practices, coaching tips, and training to support and strengthen your mentoring relationship. Also includes ways for individual mentors and mentees to obtain MCLE credits for mentorship.
- Find a Mentorship Program: Searchable [List](#) Maintained by WSBA
- [MentorLink Mixers](#): Virtual; free to attend. Open to anyone! Great partnership opportunity for Sections
 - Upcoming Mixers: September 2024 – Artificial Intelligence in Law
- Additional resources for members available [online](#)!

QUESTIONS/CONTACTS

If you have any questions or need assistance:

- Member Services and Engagement
 - Chelle Gegax, Member Services and Engagement (MSE) Administrative Assistant
 - michelleg@wsba.org
 - 206-733-5921
- New Members
 - newmembers@wsba.org

EXECUTIVE COMMITTEE RETREATS—WHAT AND WHY

Carolyn MacGregor, *Sections Program Specialist*



WHAT IS AN EXECUTIVE COMMITTEE RETREAT?

Gathering of the committee outside of regular meeting times

- Extended meeting time – half-day, whole-day, multi-day event
- Remote, hybrid, or in person – if budget allows, in-person option is ideal
- Can be in office (WSBA or a law firm), restaurant, or hotel/resort
- Opportunity for more in-depth focus and attention

WHY HAVE AN EXECUTIVE COMMITTEE RETREAT?

Purpose/Potential Benefits:

- Extended time allows for brainstorming, focused discussion, and strategic planning
- “Big picture” planning for the year (or two) ahead
- Social connection and networking within EC
- Subcommittee breakouts

RETREAT PLANNING TIPS

- Plan thoroughly and communicate the purpose of your retreat to the EC members well in advance and share an agenda
- Put on calendar early so EC members can prioritize it in their schedule
- Consider location amenable to all EC members
- Adapt retreat to what your section's budget will allow
- Sections with smaller fund balances may need to start with a virtual or donated office space option and focus on strategic planning
- Have a designated facilitator – possibly from outside of EC, or chair-elect (share the role)
- Determine the focus, especially with shorter length format, you may need to focus on one or two “benefit” areas
- Consider asking firms for sponsorship if you are looking for things that WSBA can't pay for (i.e., alcohol)

SECTIONS TEAM UPDATES

Noah Baetge, *Sections Program Coordinator*
Carolyn MacGregor, *Sections Program Specialist*
Paris Eriksen, *Volunteer Engagement Advisor*



ELECTIONS

Elections Timeline

- April 15 - Applicant Portal Closes*
 - Nominating committees have access to review applications while portal is open
- May 13 - Candidate slate form due*
- May 28 – Ballots approved by section contact*
- June 3 - Voting begins*
- July 7 - Final results sent to section chairs

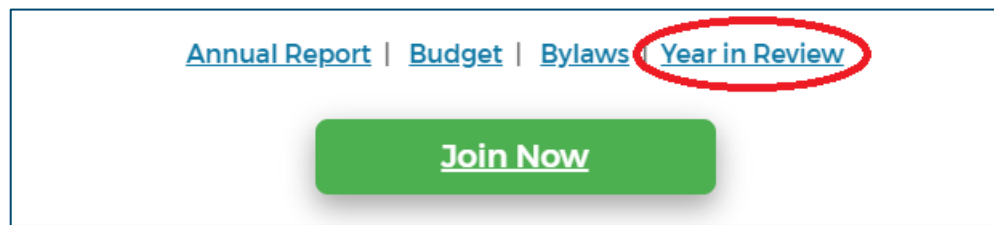
**Some sections are following an alternate timeline*

Important Elections Notes

- Those interested in another term in their current position must complete an application on the portal
- Best avenues for attracting applicants:
 - Section List Serve
 - Personal & Professional Networks
 - Social Media
- If your section does not have many applicants, consider extending your application portal deadline

YEAR-IN-REVIEW INFOSHEETS

- Available now via link on each section webpage



- Content taken from Section Bylaws, Section Financial Reports, Section Annual Budget, and WSBA Demographics Report
- Designed as tool for section publicity/member recruitment

YEAR-IN-REVIEW EXAMPLE

Section Description

Section Accomplishments

Section Highlights

WSBA SECTIONS YEAR IN REVIEW • OCTOBER 1, 2022 – SEPTEMBER 30, 2023
FY23

Maritime Law Section

The *MARITIME LAW SECTION* is designed to serve the interests of public and private sector attorneys who work with state and local regulatory agencies to improve and facilitate the administration of justice in the waterways of Washington State. Members include assistant general attorneys, city attorneys, county prosecutors, and private practitioners who either contract to represent government entities or represent clients subject to government regulation on Washington Waterways.

SECTION ACCOMPLISHMENTS 10/1/22 – 9/30/23

5 Newsletter	3 Mini-CLEs
1 Reception/Forum	1 Recognition/Award Given
23 Legislative Bills Tracked	

OUR MEMBERS:

TOTAL MEMBERSHIPS 783
as of 12/31/23

Young Lawyers 15.55%

MEMBER LOCATIONS

King County	44.54%
Peninsula & Southern WA	10.92%
Central & Eastern WA	2.10%
Northern WA	3.36%

EMPLOYMENT

Public Sector/Government	40.34%
In-House	5.04%
Solo	15.97%
Small Firm (2 – 10)	18.49%
Medium Firm (11 – 50)	14.71%
Large Firm (51+)	11.76%

HIGHLIGHTS OF THE YEAR 10/1/22 – 9/30/23

- Held regular executive committee meetings via Zoom or Microsoft Teams.
- Hosted annual retreat in May at the Fun Times Beauty Lodge in Reunion, WA.
- Awarded the Posiden Award to Chita Rivera and held reception at Salty's in December.
- Produced 3 Mini-CLEs using the On24 webinar program.
- Started a new mentorship program to match new attorneys with seasoned mentors.

SECTION FINANCIAL REVIEW 10/1/22 – 9/30/23

Dues	\$30.00
Total Revenue (actual)	\$15,741.30
Total Expenses (actual)	\$13,862.04
Total Fund Balance (actual)	\$38,249.72

EXPENSES (ACTUAL)

Member Benefits	\$1,997.70	14.37%
Per-Member Charge	\$4,122.46	32.83%
CLE-Related	\$1,516.42	11.01%
Executive Committee	\$5,355.46	41.79%

WASHINGTON STATE BAR ASSOCIATION

Sources: Section Bylaws, Section Financial Reports, Section Annual Report, and WSBA Demographics Report

Section Demographics

Section Financials

WEBPAGE AUDITS & UPDATES

Audits

- Quarterly Section Webpage Audits
 - Checking dates are current, past events are removed
 - Testing links

Updates

- Updating Section Webpages
 - Aug-Sept
 - Best time to make major changes to your sections webpages

SECTION LEADERS NOON DISCUSSION SERIES

- Next session – Wednesday, June 26 at noon
- Intended for sections currently participating in or who've expressed interest in the Young Lawyer Liaison to Sections program
- Section Leaders and Sections Team staff will offer tips for:
 - How to get the most value from the program for the YLL and the section
 - How to engage your YLL in section activity and project planning
 - How to incorporate your YLL's insight and perspective as a newer legal professional

WSBACommunity

What Is WSBACommunity?

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

WSBA *Community*

What Do We Hope to Accomplish?

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

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

* This tool is powered by Higher Logic, LLC.

WSBA *Community*

Pilot Participants:

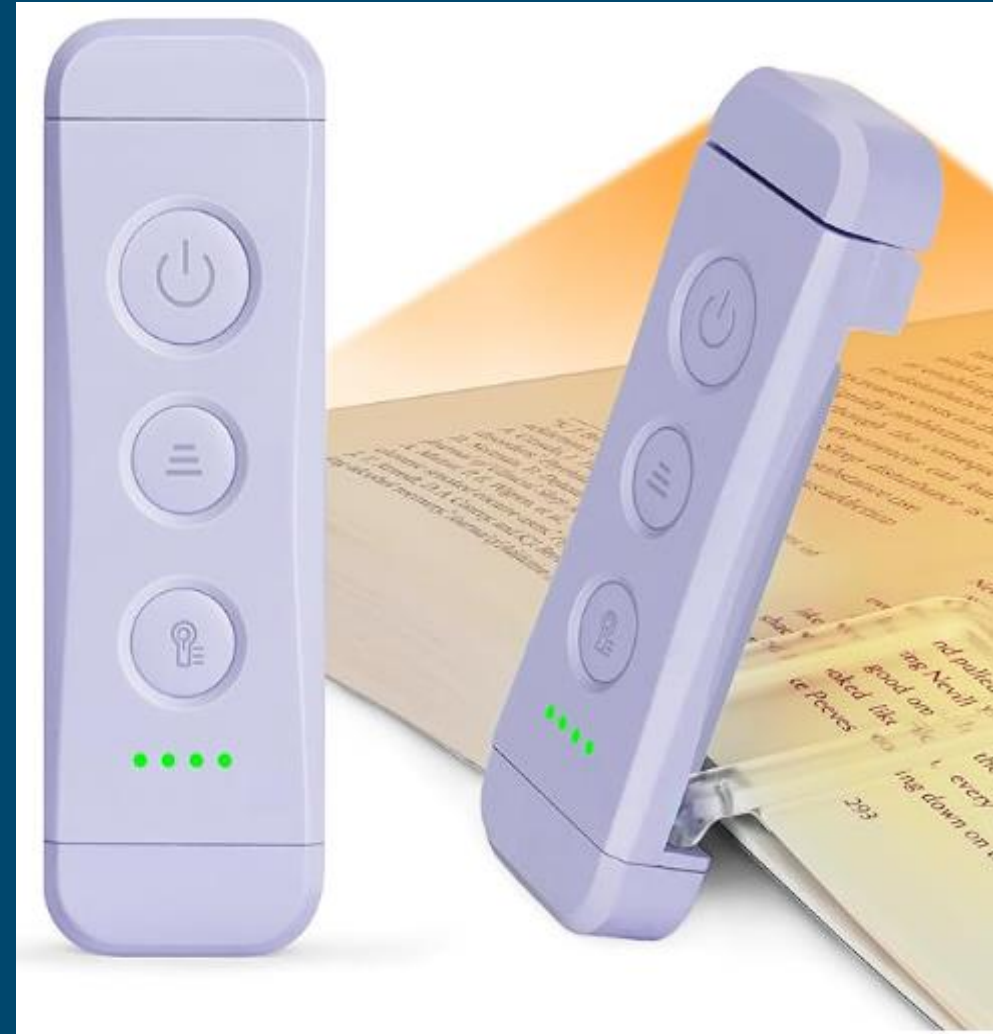
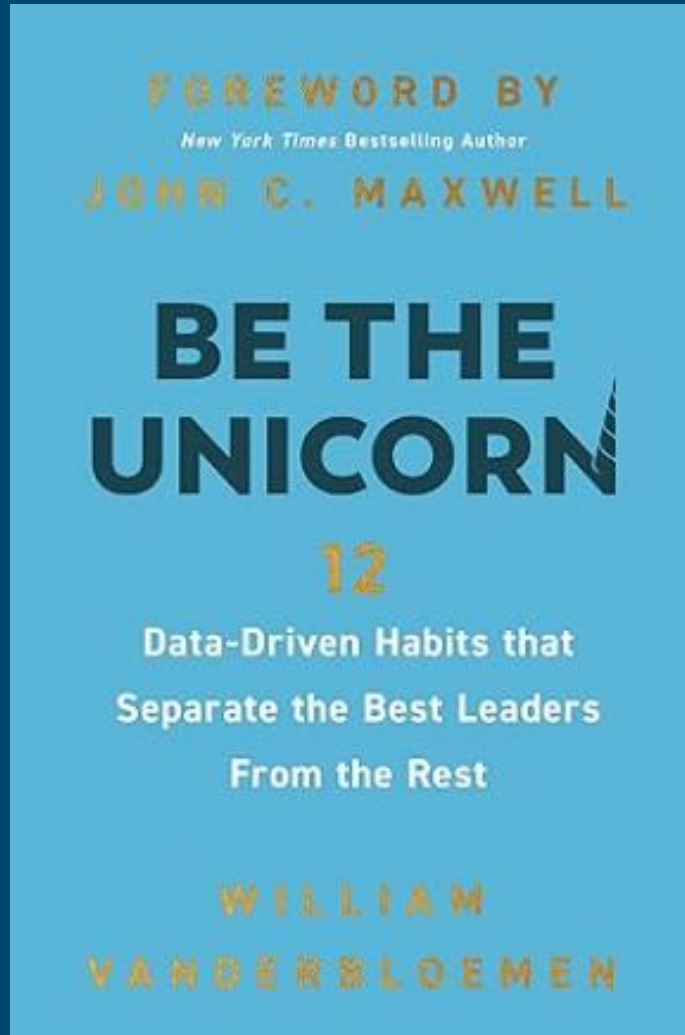
- Council on Public Defense
- Editorial Advisory Committee
- Indian Law Section Executive Committee
- Law Clerk Board
- Member Engagement Council
- Practice of Law Board
- Pro Bono and Public Service Committee
- Real Property, Probate & Trust Section Executive Committee
- Senior Lawyers Section
- Small Town and Rural Committee

**Pilot Project
Extended to
June 2025**



QUESTIONS?

DOOR PRIZES!



CLOSING REMARKS & ADJOURN





Image credit: WSBA Celebrates National Volunteer Week April 18 - 24, 2021

Thank you!

Sections are partners in promoting the WSBA's mission to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.

