

## EAC PLANNING MEETING AGENDA

Oct 21, 2020 9:00 A.M. – 11:00 A.M.

### Editorial Advisory Committee

Members of the Editorial Advisory Committee work with the editor and WSBA staff overseeing publication of WSBA’s official magazine, *Washington State Bar News*. This may include establishing guidelines and editorial policy, maintaining an editorial calendar, writing articles, securing content, identifying topics and issues relevant to members, identifying authors for content, reviewing articles, and advising on issues related to content. The maximum committee size is 14 members. Appointment is for a two-year term. **Per WSBA bylaws, there must be a quorum (7 members present in person or remotely at the start of the meeting) in order for the Committee to meet.**

9:00 a.m. – 9:10 a.m.

Welcome by Chair and Roll Call

Ralph Flick, Chair

*Special welcome to new members and very brief introductions.*

9:10 a.m. – 9:45 a.m.

Role of EAC

Ralph Flick, Chair

*“How the Editorial Advisory Committee contributes to Bar News” document*

Role of BOG Liaison

Sunitha Anjilvel,  
Board of Governors Liaison

Editorial Process

Kirsten Abel, Editor

*Editorial process flowchart*

Graphic Design Process

Jessica Randklev, Graphic Designer

NWSidebar

Colin Rigley, Comm. Specialist

Social media

Connor Smith, Comm. Coordinator

9:45 a.m. – 10:00 a.m.

[GR 12.2](#)

Julie Shankland, WSBA General Counsel

10:00 a.m. – 10:25 a.m.

Small group work: story idea brainstorming with handouts

10:25 a.m. – 10:50 a.m.

Small groups report story ideas to larger group

10:50 a.m. – 11:00 a.m.

Questions/Good of the order/Announcements

Upcoming meeting dates: Nov. 18, Dec. 16, Jan. 20

## LOGISTICS FOR ATTENDING EAC MEETINGS

When: Wednesday, October 21, 2020

Time: 9 to 11 a.m.

Where: via Zoom only

### **TO ATTEND VIA ZOOM VIDEOCONFERENCE:**

- 1) Link to access the Zoom meeting: Link to access the Zoom meeting:  
<https://wsba.zoom.us/j/91512894823?pwd=eIZPN20wbE11aG55ZDI3dEliUC9pQT09>
- 2) Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099
- 3) Meeting ID: 915 1289 4823 || Passcode: 274757
- 4) Click on the link and launch and run the Zoom application. Continue with your computer's audio. Close any other programs you are using, as they affect the bandwidth available to you, which can impact the quality of your audio.
- 5) **Please use your mute button** when not speaking to reduce background noise.
- 6) Please feel free to contact Kirsten Abel at [kirstena@wsba.org](mailto:kirstena@wsba.org) or (253) 576-6708 if you have any questions.