

NWLawyer Editorial Advisory Committee Meeting

February 19, 2020 • 12 - 1 p.m. • St. Helens conference room, 6th floor

Editorial Advisory Committee

Members of the Editorial Advisory Committee work with the editor and WSBA staff overseeing publication of WSBA's official magazine, [NWLawyer](#). 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.

AGENDA

- Roll call
 - EAC Liaison Report
 - NWLawyer name change update
 - NWLawyer author recruitment form: <https://forms.gle/7EAr8g8ZrVKPSaXe8>
 - Editor's Report: Review six-issue editorial calendar
 - Story ideas (each member should come with at least one story idea to share with the group, **as well as an update on any progress on prior story ideas**)
 - Link to Google Docs spreadsheet for tracking story ideas:
<https://docs.google.com/spreadsheets/d/1Zr0Qj7GTO8ZSI7YsECTsEQXF3ZMlgAuLFz4S3SVmYU8/edit?usp=sharing>
 - Beyond the Bar Number solicitations (4 in reserve)
 - Questions/Good of the order/Announcements
 - Upcoming meeting dates: March 18, April 15, May 20, June 17, July 15, August 19
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LOGISTICS FOR ATTENDING EAC MEETINGS

TO ATTEND IN PERSON:

When: Wednesday, February 19, 2020

Time: 12 to 1 p.m.

Where: WSBA Office - 1325 4th Ave, St. Helens conference room, 6th floor, Seattle, WA 98101

TO ATTEND VIA ZOOM VIDEOCONFERENCE:

- 1) Link to the online meeting room: <https://zoom.us/j/242014220>
- 2) Click on the link and launch and run the Zoom application.
- 3) Although there is a Zoom audio option, you will be using the WSBA conference call system for audio (trust us, there are reasons for this). Before you call in to WSBA, close Zoom audio. When you see the pop-up box with the question "How do you want to join the audio conference?" ignore the choices "Join Audio by Computer" and "Test Computer Audio." Exit out of the prompt by hitting the "x" on the top right corner of the pop-up box (don't close Zoom itself). Another pop-up box will appear, asking "Do you want to continue without audio?" Click "Continue" which will close Zoom audio.
- 4) Close any other programs you are using, as they affect the bandwidth available to you, which can impact the quality of your audio.
- 5) Call in to WSBA using the steps below.

Audio by phone via WSBA Conference Call system:

Shortly BEFORE noon, dial [1-866-577-9294](tel:1-866-577-9294) from any touch-tone phone. The meeting will start at noon.

At the prompt, dial the entry code **52750** plus #.

After you enter the code, you will hear a "beep," a voice will ask you to state your name for roll call purposes.

As you are connected, you may hear music if the moderator has not already joined the conference.

If possible, please use a land line, as cell phones may disconnect or interfere with the quality of the call. **Please use your mute button** when not speaking to reduce background noise.

During the meeting, please **ANNOUNCE YOUR NAME** before speaking, so others will know who is talking and for minute-taking purposes.

"Zoom: How to Guide for Remote Participants" is a separate attachment, if you would like to consult it. Please feel free to contact Kirsten Abel at kirstena@wsba.org, or (206) 239-2127, if you have any questions.