

NWLawyer Editorial Advisory Committee Meeting

May 20, 2020 • 12 - 1 p.m. • Via Zoom videoconferencing (virtual only)

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.

AGENDA

- Roll call
- EAC Liaison Report
 - Letters to the editor policy
 - Letters to the editor records request and data tracking
- Editor's Report: Review six-issue editorial calendar
 - *Bar News* Book Reviews (for July/Aug issue):
<https://forms.gle/qHeNFNvK25ycUqd16>
 - Ideas for a "Meet the EAC" feature in September?
 - Also in the September issue, we plan to run an infographic explaining the editorial process, as well as the content that makes up the magazine (unsolicited/solicited content, technical/feature content, etc.)
- 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 (**only 2 in reserve**)
- Questions/Good of the order/Announcements
- Upcoming meeting dates: June 17, July 15, August 19

LOGISTICS FOR ATTENDING EAC MEETINGS

When: Wednesday, May 20, 2020

Time: 12 to 1 p.m.

Where: via Zoom only

TO ATTEND VIA ZOOM VIDEOCONFERENCE:

- 1) Link to the online meeting room:
<https://wsba.zoom.us/j/95034396594?pwd=blhRT2s4cjN4dmtFendDb0Vrb21jUT09>
 - a. Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099
 - b. Zoom Meeting ID: 950 3439 6594 || Password: 938128
- 2) Click on the link and launch and run the Zoom application. Continue with your computer's audio. We will not be using the WSBA's conference call system.
- 3) Close any other programs you are using, as they affect the bandwidth available to you, which can impact the quality of your audio.
- 4) **Please use your mute button** when not speaking to reduce background noise.
- 5) Please feel free to contact Kirsten Abel at kirstena@wsba.org if you have any questions.