

WASHINGTON STATE BAR ASSOCIATION

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WSBA Legal Technology Task Force Agenda

Thursday, February 20, 2025

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/87552258474?pwd=z5RRKxZ3zEl6tH2mAjYroepaxdjUFz.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 875 5225 8474 || Passcode: 570739

Quorum Bylaw "Quorum" means the presence of a majority of the voting membership (i.e., more than half the voting members). A quorum must be present when votes are taken.

Quorum: 5 members

Governing Document

1. The WSBA Legal Technology Task Force [Charter](#), approved by the Board of Governors on March 7, 2024.
2. Task Force members are appointed by the WSBA President and confirmed by the Board of Governors.

Membership:

Voting: Jenny Durkan, Michele Carney, Laura Lemire, Nicholas Pleasants, Kenneth Zigler, Patrick Palace, Kirk Arthur, Drew Simshaw, Judge Sean O'Donnell, Judge Christon Skinner, Margaret Chon

Non-Voting: Kari Petrasek (BOG Liaison), Professor LeighAnne Thompson (Ex Officio), Craig Shank (POLB Liaison), Kevin Plachy (Staff Co-Liaison), Margeaux Green (Staff Co-Liaison), Ad Hoc: Faisal Akhter, Jacob Wall, Dan Lear, Carol Mullins-Hayes, Leslie Volez, Joshua Hawkins, Leslie English, Joshua Field, Rebecca Garland, Jacqueline Schaefer, Denise Farr, Matt Dyor, Jonathan Franklin

1. Approve December 12 Meeting Minutes (*All, 5 min*)

2. Calendar and Deadlines (*Jenny Durkan, 5 min*)

Report Writing Focus Group – Final outline	February 3, 2025
Member Engagement Council update	February 2025 (drafted by Jenny, Kevin, and Margeaux)
<i>Workgroups Finalize Substantive Work</i>	<i>March 1, 2025</i>

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<i>Recommendation Reviews and Finalization by Workgroups</i>	<i>March 1-10, 2025</i>
<i>Writing and Editing Assignments</i>	<i>March 10-31, 2025</i>
Report Writing Focus Group – Report draft 1	April 1, 2025
Workgroup update report	April 4, 2025
Report Writing Focus Group – Report draft 2	May 1, 2025
Final report due to chair	June 1, 2025

**New dates are italicized. Details are in the attached Report Writing Cover Memo.*

1. Outline of Report Recommendations (*Drew Simshaw, 20 min*)

- a. Format/structure and process
- b. Workgroup reports due date
- c. Discussion

2. Workgroup Updates (*Judge Criston Skinner, Dan Lear/Drew Simshaw, Jonathan Franklin, 15 min*)

3. Survey Report (*Craig Shank, 10 min*)

- a. Purpose of report
- b. Discussion

4. Technology Access (*Margeaux, 3 min*)

- a. [TF SharePoint](#)
- b. File path for the group editing folder: Documents (blue button on right-hand side) → *Folder: Workgroups* → *Folder: 6 Report Writing Workgroup* → *Folder: 3 Group Drafting* → *Folder: 3 All Task Force Edits*

5. Resources (*Margeaux, 3 min*)

- a. Caitlin Clarke (new member!) collecting resources

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- b. Email: (cclarke1@seattleu.edu) and cc Margeaux

6. Adjourn

Attachments:

1. **Report Writing Documents**
 - a. Cover Sheet Memo
 - b. Key Points
 - c. Executive Summary
 - d. Outline
2. **Survey Report Documents**
 - a. Survey Report
 - b. NBRI Executive Summary
 - c. Survey Results November 2024 Slide Deck
3. **January 2025 Meeting Materials**