

# WASHINGTON STATE BAR ASSOCIATION

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## WSBA Legal Technology Task Force Agenda

Thursday, December 12, 2024

4:30 to 5:30pm

### Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/86167077845?pwd=xRHM45kwRTyngf65T4maKYdQFHwCnS.1>

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

Meeting ID: 861 6707 7845 || Passcode: 060610

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**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

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### 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

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- Approve November 14 Meeting Minutes (All, 5 min)
  - Calendar and Upcoming Deadlines (Jenny Durkan, 5 min)
    - Final interim report submitted to BOG for January meeting: December 13, 2024
    - Workgroup update report #3: January 3, 2025
      - Requesting an update on:
        - Survey
          - Analysis

- Do the survey results change the recommendations or add to them?
- Draft preliminary recommendations
- Final research plan:
  - Summary of completed research
  - Plan for additional research and identify any support needed by staff liaisons (e.g. creating a focus group)
- *Report Writing Focus Group - First meeting by: By the week of January 6, 2025*
- *Report Writing Focus Group – Determine writing style and communicate to the chair: By January 10, 2025*
- *Report Writing Focus Group – Draft outline: Due to the chair January 22, 2025*
- *Report Writing Focus Group – Final outline: Due to the chair by February 3, 2025*
- Member Engagement Council update: February 2025 (drafted by Jenny, Kevin, and Margeaux)
- *Report Writing Focus Group – Report draft 1: Due to the chair by April 1, 2025*
- Workgroup update report: April 4, 2025
- Report Writing Focus Group – Report draft 2: Due to the chair by May 1, 2025
- Final report due to chair: June 1, 2025
- Please note: Italicized deliverables denote a new deadline – these are also in the attached: Report Writing Workgroup Charter and updated Deadline and Deliverables
- Report Writing Focus Team (Jenny Durkan, 10 min)
  - Charter and timeline (attached)
  - Members
    - Chair: Patrick Palace (Interim Chair: Drew Simshaw; Deputy Chair: Dan Lear)
    - Members: Jackie Schafer (Impacts on the Courts), Dan Lear (Impacts on Practice), Jonathan Franklin (Education and Ethics), Craig Shank (POLB Liaison)

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- BOG Interim Report (Margeaux Green, 5 min)
  - Information about the upcoming presentation to the BOG
- Workgroup Updates (Judge Christon Skinner, Dan Lear/Drew Simshaw, Jonathan Franklin, 15 min)
- Survey (Craig Shank, 10 min)
  - Request workgroups schedule Craig and Margeaux to attend workgroup meeting to discuss the survey by January 10, 2025
- Adjourn