

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Agenda

Friday, May 17, 2024

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/89371059355?pwd=PbETHSsEs59tDqDzPcX6MHbvZDv3mw.1>

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

Meeting ID: 893 7105 9355 || Passcode: 773557

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

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

Membership: 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

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.

- Welcome. Summary of meeting Agenda. (Jenny, 5 min)
- Introductions. What motivated you to apply for the task force and what do you hope the task force will accomplish over the next 15 months (what does success look like to you)? (25 min)
- Volunteer Roles and Responsibilities (Kevin, 10 min)
 - [Bylaws](#) (Sections VII and XI)
 - Open Meetings and Public Records Requests
 - Committees and Boards Policies

WASHINGTON STATE BAR ASSOCIATION

- Roles of liaisons. Framework for communicating.
 - Staff Liaisons
 - BOG Liaison
- Collaboration Tools and Meeting Materials/Resources (Margeaux, 5 min)
- Reviewing the charter. Framework for meetings. (Jenny, 15 min)
 - Scheduling, frequency
 - Timeline for Deliverables
 - Defining workgroups and the survey.
 - Next Steps
- Adjourn