

**Minutes**  
**October 2, 2020**

The meeting of the Mandatory Continuing Legal Education Board was called to order by Board Chair Ayanna Colman at 10:02 AM on Friday, October 2, 2020. This meeting was held via videoconference. Board members in attendance were:

Ayanna Colman, Chair  
Todd Alberstone, Vice Chair  
Asia Wright  
Chris Bueter  
Merri Hartse  
Melissa Skelton  
Robert Malae

Liaisons and Staff in attendance were:

|                |  |
|----------------|--|
| Adelaine Shay  | MCLE Manager/MCLE Board Staff Liaison              |
| Robert Henry   | Associate Director, Regulatory Services Department |
| Gabriel Moore  | MCLE Analyst                                       |
| Michael Tonkin | MCLE Analyst                                       |

**Review of Minutes for August 7 and September 22, 2020**

The MCLE Board reviewed the minutes from their August 7, 2020 meeting, as well as their September 22, 2020 special meeting. The Board approved all minutes without change.

**Board Orientation**

MCLE Staff Liaison Adelaine Shay gave an update on MCLE Board orientation materials, and discussed potential online diversity training offered by the WSBA Equity and Justice team. MCLE Board requested to wait until online training is finalized before deciding on Board member attendance timeline.

**Suggested Amendment to APR 11**

The MCLE Board reviewed the GR-9 coversheet and suggested amendment in order to send all documents to Washington Supreme Court for consideration. MCLE Board directed MCLE staff to add a definitions section to the GR-9 coversheet, and approved all documents for submission pending this update.

**Discussion: MCLE Updates**

At the August 7, 2020 MCLE Board meeting, the MCLE Board directed MCLE staff to explore CLE application trends. MCLE Analyst Gabriel Moore presented application statistics and figures covering both WSBA member and CLE sponsor submissions over the past three years. The yearly comparison demonstrated a slight decrease in sponsor submissions, and an increase in WSBA member submissions. The MCLE Board also heard from the MCLE Staff Liaison regarding ongoing work with WSBA IT for a new MCLE online system, and heard an update regarding carryover credit procedures.

**Issue Summary: Sponsor Fees during COVID-19**

MCLE staff provided an overview of sponsor application fee procedures in the midst of the COVID-19 pandemic - including charging separate application fees for formerly in-person seminars that are divided into unique webcast offerings/separate applications. The MCLE Board agreed with the current fee assessment procedures, and requested that MCLE staff watch for any unique application issues that may require an additional assessment.

**Discussion: Mitigation of Bias in MCLE Petitions**

The MCLE Board discussed ways to mitigate potential bias with regards to review of MCLE petitions of undue hardship. MCLE Board recommended that certain information be redacted from petitions, including bar numbers, names, and emails. MCLE Board expressed concern for redacting other member-submitted information, and suggested that other supplemental information voluntarily provided should remain. MCLE Staff Liaison informed the Board that an external equity expert will be evaluating WSBA procedures in the coming months.

**MCLE Hardship Petitions**

The MCLE Board reviewed and decided by motion on two hardship petitions. No listing of these motions is included in order to protect member confidentiality.

**Adjournment**

There being no further business at hand, the Board meeting was adjourned at 12:06 PM. The next regularly scheduled Board meeting will be held at 10:00 AM on Friday, January 8, 2021.

Respectfully submitted,



Adelaine Shay  
MCLE Board Staff Liaison