

WASHINGTON STATE B A R A S S O C I A T I O N

13047.23

WSBA SECTION ANNUAL REPORT

FY 2025: October 1, 2024 – September 30, 2025

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2024 – September 30, 2025. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 17: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Administrative Law Section
Chair or Co-Chairs:	Susan Dumph
Staff Liaison: (include name, job title, and department if known)	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Parvin Price
Purpose: May be stated in Bylaws, Charter, Court Rule, etc.	
The purpose of the Administrative Law Section is to seek participation of all interested members of the Bar to benefit section members, their clients, and the general public by: Exchanging ideas and sharing knowledge in administrative law, including the Washington Administrative Procedure Act, Public Records Act, and Open Public Meetings Act, through CLEs, publications, meetings, and other means of communication; Initiating and implementing common projects; Improving and facilitating the administration of justice in administrative law through the review of pending legislation and regulations, the development of proposed statutes, and the promotion of uniformity in legislation and administration; and providing other services that may benefit section members, the legal profession, and the public.	
Strategy to Fulfill Purpose:	

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The Section's Diversity Outreach Committee actively solicits and recruits individuals to join the Administrative Law Section through recruiting events. The Section's Nominating Committee actively solicits and recruits individuals to join the Section's Executive Committee when openings arise. The Section's CLE Committee routinely hosts and puts on Mini-CLEs concerning various topics in administrative law. The Section's Legislation Legislative Committee tracks pending legislation, writes articles on legislative activity and agency actions, and where appropriate gives feedback back to the WSBA Legislative Liaison on pending legislation of concern to the section. The Section's Newsletter Committee publishes a Newsletter that includes articles on administrative law, and advertises events like the Section's CLEs; the Homan Award Committee solicits and reviews nominations for the Homan Award and awards it to individuals who have shown a strong dedication and commitment to administrative law through their actions and accomplishments. The Section's Publications and Practice Manual Committee ensures that the Section's Public Records Act Deskbook and Administrative Law Practice Manual are updated regularly and published.

How does the section's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?

The Section's purpose furthers this mission through the exchange of ideas and sharing of knowledge via publications the Section produces (The Public Records Act (PRA) Deskbook & Administrative Law Practice Manual); the CLEs it sponsors and produces; the Newsletter it publishes with articles and case law summaries; tracking proposed legislation and agency actions and best practices; and providing current knowledge on administrative law to the public and members of the Bar. It serves to better the practice of administrative law in Washington through both knowledge and awareness, which aids members of the Bar in championing justice

Top 2024-2025 Section Accomplishments:

Between October 1, 2024 and September 30, 2025, the Executive Committee held regular meetings via TEAMS video conferencing. These were typically scheduled for the third Monday of each month, unless an alternative date was chosen due to conflicts.

Mini-CLEs were produced on topics including the Computer Fraud and Abuse Act, Teacher Discrimination & Strict Liability, and IDEA/Special Education Issues in an Administrative Practice.

The Section authorized our Legislative Committee to send the Attorney General's Office (AGO) an expression of interest in the AGO's announced review of certain of its model Public Records Act (PRA) rules in response to a petition submitted by various media groups. The AGO issue WSR 22-21-023, a CR 101 Proposal Statement of Inquiry concerning possible changes to "WAC 44-14-010 through 44-14-040." This would include WAC 44-14-030(2) regarding record indexes. This letter included preliminary input on how that model rule and its related Comment could be corrected and improved. This expression of interest on the part of the Section did not result in our being included in any discussions between the AGO and the media petitioners about the proposed changes, if any, to the model rules. Our

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leaders in this effort were Richard Potter, Chairman of the Legislative Affairs Committee, and John Gray.

Next Fiscal Year: 2025-2026 Top SMART Goals & Priorities:

Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound

[Use this worksheet](#) (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.

1	Develop at least 5 Mini-CLE presentations for the year
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2	Annual Meeting/Retreat Development
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3	Increase Newsletter Production to 3 – 4 times per year
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Looking Ahead: Please share any long-term goals and/or priorities that your entity aims to address.

1	Increase awareness in the Section re: the Homan Award
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2	Further development of the Mentorship program
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3	Begin work on updates for Section publications
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Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?

The Administrative Law Section is involved in all areas of administrative law of interest to Washington lawyers, including Washington State administrative law, federal administrative law, tribal administrative law, and interstate compact administrative law. We recognize that most attorneys in Washington practice some type of administrative law, even if they never directly apply the Washington Administrative Procedure Act. The Section welcomes anyone as a member who has an interest in administrative law. Our members include: Assistant attorneys general; Public agency in-house attorneys; City attorneys (on private contract as well as municipal employees); County prosecutors; Private practitioners who represent clients subject to government regulation; Judicial officials; and Administrative Law Judges. The Section's Executive Committee strives to recruit members and board members from historically underrepresented backgrounds, LGBTQ+ attorneys, young/new attorneys, and attorneys from all over the state. The Section's Diversity and Outreach co-chairs have focused primarily on both creating awareness within the Section leadership about bias, equality and equity while developing a mentorship program that is designed to provide guidance and support to new and underrepresented attorneys as they begin their practice in administrative law. Instead of working directly with minority bar associations, we are focused on developing a Section that is inclusive and supportive of minorities in the practice area which we hope will foster a diverse population for the practice in the future. In addition, the Section tries to recruit attorneys for the Section Executive Committee and sub-

committees who have been practicing for a broad range of years, including attorneys who are planning for retirement and attorneys who have just begun their careers. We encourage all board and committee members—including new attorneys—to serve in all leadership positions, including as Section officers and Committee chairs. The Section's Young Lawyer Liaison is a voting member of the Section's Executive Committee.

Please share feedback regarding the support and engagement provided by WSBA staff and leadership

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison*
- *Ideas you have on ways WSBA can continue to strengthen/support your entity.*

The Administrative Law Section has regular communication with our Section liaisons, particularly Carolyn MacGregor. She regularly attends our Section meetings and we could not be happier with the assistance we receive. The liaisons coordinate with the Section's graphic designer and WSBA legal counsel to review content in the draft Newsletter before publication. WSBA staff assist with the technical details and On24 support that help us create a more successful and accessible continuing legal education program. The Section also has the opportunity to interact with WSBA staff regarding legislation related to administrative law. Also very much appreciated is the annual new leaders orientation sponsored by the Bar in the fall.

Please quantify your section's 2024-2025 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
Click or tap here to enter text.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.
Annual Meeting/Retreat at Alderbrook w/ CLE re: ADA	Receptions/forums hosted or co-hosted
Click or tap here to enter text.	\$ amount given through donations/scholarships/grants.
	Newsletters/publications produced
3 Mini-CLEs produced	Mini-CLEs produced
Click or tap here to enter text.	New Lawyer Outreach events/benefits
We did not receive any nominations this FY for the Homan Award	Recognitions/Awards given

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During the 2025 “long session” of the Washington legislature, the Section’s Legislative Committee reviewed 24 bills (not counting companion bills) and monitored 19 of them as they moved through the legislative process. The areas of interest to the committee were the Administrative Procedure Act (34.05 RCW), the Public Records Act (42.56 RCW), the Open Public Meetings Act (42.30 RCW), the Office of Administrative Hearings law (34.12 RCW), and other statutes that affect administrative agency procedures, processes, hearings, rulemakings, appeals/judicial review, etc. (as opposed to the substantive law implemented by agencies). Ten bills of interest were passed by the legislature. The committee reported on these bills in the Section’s newsletter. In 2025 the Section continued to monitor state agency rulemakings and to submit comments and testify on best practices for complying with the records indexes requirements of RCW 42.56.070(5) in the Public Records Act. It also advised state agency staff on creating their agency's online records indexes.	Legislative activity (Bills reviewed, tracked, proposed)	
Click or tap here to enter text.	Other (please describe):	
Click or tap here to enter text.	Other (please describe):	
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>		
Section Membership Information:	242	Membership Size: <i>As of September 30, 2025.</i>
	13047.23	FY25 Revenue (\$): <i>As of September 30, 2025.</i>
	429	FY25 Direct Expenses (\$) <i>As of September 30, 2025. This does not include the Per-Member-Charge.</i>
Section Executive Committee Information:	15 voting/0 non-voting	Full Size of Executive Committee (per Section bylaws): <i>Include and specify voting and non-voting positions.</i>
	1	Number of Vacancies for FY26:

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		<i>The number of vacant positions as of October 1, 2025 (FY26).</i>
	6	Number of Applicants for FY26 open positions: <i>Applications submitted in the Spring of 2025 for vacant positions and terms beginning October 1, 2025 (FY26)</i>