

# Administrative Law Section

*of the Washington State Bar Association*



## Administrative Law Section Executive Committee Telephonic Meeting April 20, 2020

**Executive Committee Members Present:** Robert Krabill (Chair), Eileen Keiffer (Chair-Elect), Richelle Little (Secretary), Michael Addams (Young Lawyer Liaison), Lea Anne Dickerson (2018-2021), Marjorie Gray (2019-2022), Alexis Hartwell-Gobeske (2019-2022), Katy Hatfield (Treasurer), Bob Murphy (2017-2020), Bill Pardee (2019-2022), Susan Pierini (2018-2021).

**Also Present:** Richard Potter (Legislative Committee Chair), Gabe Verdugo (Publications and Practice Manual Committee Chair), John Gray, Bryn Peterson, Eileen Trang.

**Absent Executive Committee Members:** Jonathon Bashford (Immediate Past Chair), Scott Boyce (2018-2021), Robert Rhodes (2019-2020), Chad Standifer (2017-2020).

**Meeting called to order at 12:04 p.m.**

**1. Approval of Minutes (all)**

A motion was made and seconded to approve the minutes from the March 16, 2020, meeting; the motion passed unanimously.

**2. Approval of Agenda (all)**

The agenda was proposed, as distributed by Robert Krabill prior to the meeting. A motion was made and seconded to approve the agenda; the motion passed unanimously.

**3. COVID Quarantine and its Effects on Section Plans**

Not discussed as a separate agenda item.

**4. Cancelling June Retreat (Margie Gray)**

The pros and cons of cancelling or rescheduling the June 2020 retreat were discussed, including financial considerations and the need to meet to approve our budget for the next fiscal year.

Robert Krabill made a motion that we hold a meeting to approve the next budget via Zoom on June 6, 2020, from 8:00am-12:00pm using the WSBA Zoom account if available; and if WSBA's Zoom account is not available, the section will purchase a Zoom subscription for the purposes of holding the budget meeting. Richelle Little seconded the motion. The motion passed unanimously.

Richelle Little moved to cancel the 2020 retreat, and consider an in-person meeting at a future date when more information is available; Robert Krabill seconded. The motion passed unanimously.

Margie will contact Alderbrook to cancel the 2020 dates and move the deposit to reserve a weekend in June 2021.

**5. Replacing June Retreat (Margie Gray)**

See item 4, above. We will forego having a retreat this year, and schedule one for June 2021.

**6. Zoom Meeting**

See item 4, above. We will use the WSBA Zoom account for our June 6, 2020, meeting; if WSBA's Zoom account is not available, the section will purchase a Zoom subscription for the purposes of holding the budget meeting.

**7. October Retreat**

See item 4, above. We will not have a multiple-day retreat in 2020. At our next meeting, we will discuss the possibility of scheduling an in-person meeting this fiscal year.

**8. Cancelling or Postponing CLEs (Eileen Keiffer)**

See committee updates.

**9. Replacing Mentorship Program Stand Up (Alexis Hartwell-Gobeske/Robert Rhodes)**

See committee updates.

**10. Financial update (Katy Hatfield)**

There were no updates today. Katy provided information as needed to inform our decision to cancel the retreat during discussion of item #4, above.

**11. Retreat Update (Marjorie Gray)**

See item 4, above.

**12. Committee updates**

**12.1 CLE (Eileen Keiffer, Robert Krabill, Susan Pierini, Lea Dickerson)**

The CLE committee is looking at options for conducting fully remote CLEs. The Cougar Den CLE was cancelled, and options are being considered for rescheduling and/or making it a remote event. The committee is also discussing putting together a mini-CLE on the new PRA Deskbook supplement, which would be remote only.

**12.2 Legislative (Richard Potter)**

There were no updates today.

**12.3 Publications and Practice Manual (Gabe Verdugo)**

The committee has completed its work for this year.

12.4 Diversity and Outreach (Alexis Hartwell-Gobeske / Robert Rhodes)

Alexis provided an update. The mentorship in-person kick-off event was postponed indefinitely. The committee is discussing options of shortening the mentorship program or starting it late and rolling it into next year's program. For now, they are extending the deadline for applications and using the delay to continue promoting the program and increase participation.

The outreach committee is also looking into planning a membership recruitment event, which may be a joint event with other sections, possibly sometime in October.

12.5 Homan Award (Lea Anne Dickerson)

There were no updates today.

12.6 Newsletter (Bill Pardee)

There were no updates today.

12.7 Elections (Robert Krabill, Lea Dickerson)

Robert Krabill stated that the election committee does not have any further meetings planned at this time. Applications were received for the following positions, from the following individuals:

Chair-Elect, Bill Pardee; Treasurer, Katy Hatfield; Secretary, Richelle Little; Member-at-large, Robert Rhodes.

Robert Krabill moved to accept these nominees and place on the ballot; Michael Addams seconded; motion passed unanimously.

Robert Krabill noted that we will have two at-large vacancies during the next cycle, due to insufficient applications being received to fill all at-large positions.

The elections committee will also take care of filling out the form needed for our section to continue participating in the Young Lawyer Liaison program. Richelle received an email indicating that a form needs to be returned to WSBA by May 8, 2020; she will forward the form to the elections committee.

**13. Next Meeting**

Next meeting is May 18, 2020 at 12:00 p.m.

The meeting adjourned at 1:00 p.m.