

Administrative Law Section

of the Washington State Bar Association



Minutes Administrative Law Section Executive Committee Telephonic Meeting August 9, 2017

Executive Committee Members Present: Stephen Manning (chair), Gabe Verdugo (immediate past chair), Polly McNeill (chair elect), Jon Bashford (treasurer), Chad Standifer, Robert Krabill, Susan Pierini, Margie Gray. **Also Present:** John Gray, Julianne Unite, Robert Murphy, Eileen Keiffer. **Absent Members:** Katy Hatfield (secretary), Thomas Fain, Lisa Malpass, Robert Rhodes, Courtney Beebe, Janelle Stewart, Richard Potter, Suzanne Mager, Alex Caggiano

Minutes taken by Jon Bashford in the Secretary's absence.

Meeting called to order at 12:05 p.m.

1. Vote to approve minutes from June 10th and July 11th meetings

Susan Pierini moved to approve 6/10/2017 and 7/11/17 minutes with the changes discussed. Robert Krabill seconded. Motion approved by unanimous vote in favor.

2. **Financial Update (Jon Bashford)**

WSBA CLE, Accounting, and Sections teams met and recommended the following two changes to the section proposed budget for FY2018: (1) Seminar Splits with CLE decreased from \$2000 to \$400 based on the projected financials provided by the WSBA CLE team. This line is net revenue after CLE costs and any split with WSBA. The \$2000 figure in the original proposed budget had specifically been identified as an area the section was seeking WSBA guidance on reasonableness. Jon recommends amending to match WSBA recommendation, reducing CLE splits to \$400. (2) Scholarships/Donations/Grants reduced from \$8200 to \$8000 by eliminating postage. The postage appears to have been a holdover from when the donations budget included donation of books. Gabe notes that books are being donated in FY2017, but no such further donations are expected in FY2018. Jon recommends amending to match WSBA recommendation, removing \$200 postage costs.

Gabe Verdugo moved to approve budget with the changes discussed above. Polly McNeill seconded. Motion approved by unanimous vote in favor.

3. **Committee Updates**

- a. **Newsletter (Eileen)**

July newsletter is out. In planning stages for a newsletter for October. Legislative updates are not needed, so that space will be replaced by other regulatory updates and additional case updates. Reaching out to State Library regarding article on free legal research options. Annual Homan Award blurb and grant recipient announcement. Eileen's observation is that it takes about 1 month for material to clear WSBA review and get layout arranged by graphic designer.

b. Public Service (Janell)

Janelle absent; no report.

c. Legislative (Richard)

Report provided by email. The Legislature is out of session, so there are no further updates since the post-extra session update Richard sent to the Executive Committee on June 26.

d. Publications and Practice Manual (Gabe)

Gabe has identified 7 nonprofit organizations that would appreciate and use our spare practice manuals. They will be mailed before the end of FY2017.

Asking authors for update topics to practice manual by mid-August.

e. CLE (Jonathon)

Tentatively looking at Friday 10/27 as the date of the Public Records CLE.

Under the new bylaws, the Annual Meeting is completely discretionary, as is the annual Chair report. As such there is no need for an annual meeting this year. Jon and Marjorie will coordinate including for a reception. Polly suggests perhaps the reception and award can happen during a midafternoon break to maximize audience.

f. Diversity and Outreach (John)

Note from Robin Nussbaum (Bar staff member, Inclusion and Equity Specialist) offering to provide this section with diversity training. Julienne notes the initial training is about an hour long; can include CLE credit. Can be further extended beyond an hour, and follow-up presentations/training are also available. Stephen suggests holding this during our winter in-person board meeting.

g. Homan Award (Marjorie)

Marjorie asks for volunteers to sit on selection committee. The committee will consist of Marjorie, Stephen, Polly, and Susan.

Robert Murphy asked whether the award can be shared by multiple people. It has been once. Jon Bashford spoke in favor of awarding it to one person to avoid dilution. Both he and Robert noted that they support whatever the committee decides.

h. Law Student Grants (Susan)

We received a large number of applications for the grant—19, from all three in-state law schools. By and large it was an impressive group of applicants. The committee reviewed and recommends Sabiha Ahmad as the most impressive of the applicants.

Stephen notes that the committee talked extensively about whether to issue 2 grants. In the end, they did not feel there were 2 equally-qualified candidates: Ms. Ahmad stood a bit above the other well-qualified candidates.

Marjorie Gray moves to award the Administrative Law Section grant to Sabiha Ahmad. Polly McNeill seconds. Motion carries unanimously.

4. Next Meeting (Stephen Manning)

Stephen notes that the next meeting will be under Polly's watch, so he will allow her to select the date. Marjorie will be ordering a momento for Stephen's time as Chair, to be presented along with the Homan Award. Polly notes that this award cost is contained in the approved budget, so no further vote of approval is necessary.

Meeting adjourned at 12:44 p.m.

[These minutes approved at the October 13, 2017 Executive Committee meeting.]