

Administrative Law Section

of the Washington State Bar Association



Minutes Administrative Law Section Executive Committee Telephonic Meeting October 13, 2017

Executive Committee Members Present: Polly McNeill (chair), Stephen Manning (immediate past chair), Katy Hatfield (treasurer/secretary), Robert Krabill, Susan Pierini, Robert Murphy, Eileen Keiffer, Janell Stewart, Margie Gray. **Also Present:** Gabe Verdugo, Alexis Quinones, Julianne Unite, Shanti Raghu. **Absent Executive Committee Members:** Jon Bashford (chair elect), Chad Standifer, Robert Rhodes, Courtney Beebe.

Meeting called to order at 12:02 p.m.

1. Vote to approve minutes from August 8, 2017 meeting

Margie Gray moved to approve 8/8/2017 minutes with minor changes discussed. Robert Krabill seconded. Motion approved, with Katy abstaining.

2. Financial Update (Polly)

For last fiscal year, through August, Section was above our budgeted amount for revenue and below our budgeted amount for expenses. Section did lose money last year, but not as much as we had budgeted to lose. Julianne noted that WSBA policy is that sections should aim to have no more than 6 months of annual expenses as a reserve. Suggestion was made that perhaps Section could pay to send members to ABA Seminars on topic of administrative law. If opportunity arises, notify Polly.

3. Committee Updates

a. Newsletter (Eileen)

Fall newsletter is in final WSBA review process. Thanks to Bob Murphy for writing lead article, Susan Pierini for writing section about law student grant recipient, and Robert Krabill for doing case law updates. Homan Award blurb will be included. Next newsletter will likely have article by Courtney Beebe about evidentiary issues in administrative hearings, a Homan update by Margie, and possibly legal research options from State Law Library.

b. Public Service (Janell)

For first time, Section did not have any applications for Public Service Grant. Discussion regarding how to get the word out more efficiently to notify more groups about grant. Gabe to provide Janell with his contact at King County Bar Association, and Julianne will do more research with WSBA staff regarding additional ideas.

c. Legislative (Polly for Richard)

Nothing to report.

d. Publications and Practice Manual (Gabe)

Two chapters of Administrative Practice Manual were updated and sent to Lexis – Indian County and Ethics.

Gabe identified 7 nonprofit organizations that would appreciate and use our spare practice manuals and mailed books out. He missed mailing it in FY2017, but postage was only \$40 due to media rate. There is room in this year's budget for Gabe to be reimbursed for postage.

Gabe planning to reach out to Kristal Wiitala to get ideas regarding a possible update to the Public Records Act Deskbook.

e. CLE (Margie)

Mini CLE on November 30 at Mercato in Olympia. Speaker is Lisa Dublin, who will speak about sexual assault guidelines on college campuses. Margie's son will do sound for free for event, but Section may want to look into buying microphone and speaker in the future rather than renting AV equipment. Reception will be 5:30-6:30, hosted food by Section (alcohol cannot be hosted anymore pursuant to new WSBA policy). Homan award will be presented. Dinner CLE likely will be \$40/members and either \$50 or \$55/non-members (including dinner, tax, and tip).

There appears to be interest from both Washington and Oregon in doing another joint CLE in 2018.

Alex has done WSBA's webinar training, and Section exploring option of including a webinar aspect to future CLEs.

Polly and Margie asked WSBA for a copy of current Section members.

Margie reported that some entity put on an administrative law CLE at Seattle University the day before, but no one at meeting had been aware of it. OAH Chief Judge Lorraine

Lee had been a speaker. Margie plans to follow up with Chief Lee regarding more collaboration.

f. Diversity and Outreach (Alexis)

Margie and John Gray will attend the Open Section's Night. John Gray is investigating purchasing a new banner for the Section, as no one knows what happened to the old one. Sections asked to contribute \$55 to help put on event. Discussion regarding whether to contribute additional money for door prize or table goodies. Section authorized to contribute \$55 to WSBA to put on event. Also Alexis, in her discretion, is authorized to purchase table goodies and to decide whether and how much to make as a nominal contribution to a door prize.

g. Homan Award (Margie)

Section got well-qualified candidates and nominating committee has selected a winner. Winner will be presented with award at the November CLE reception.

h. Law Student Grants (Susan)

Grant awarded to Sabiha Ahmad. Susan has contacted her and she did receive the funds. Sabiha has been invited to the retreat in June, and an article about her will be in next newsletter.

4. Next Meeting (Polly)

Next meeting will be in person at Polly law firm in Seattle. December or early January. Meeting will likely include Inclusion and Equity/Diversity training from WSBA staff.

5. Miscellaneous (Julianne)

- a. Annual Report due today (Stephen is submitting it)**
- b. Last year's Fiscal Year expenses must be submitted by October 27**
- c. Fall Leader's meeting is on October 26 at WSBA office and will be webcast**
- d. New Section Program Lead will be starting Monday; unknown if Admin Law Section will stay assigned to Julianne or be assigned to new staff member**

Meeting adjourned at 1:08 p.m.

[These minutes approved at the December 18, 2017 Executive Committee meeting.]