



# Alternative Dispute Resolution Section

Washington State Bar Association

1325 Fourth Ave., Ste. 600  
Seattle, WA 98101-2539

2016-2017 Executive Committee

Adrienne Keith Wills, Chair  
Courtney Kaylor, Chair-Elect  
Craig Beles, Past Chair  
Courtland Shafer, Treasurer  
Joanna Roth, Secretary

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Paul McVicker  
Lish Whitson  
Sasha Philip  
Mel Simburg  
Alan Alhadeff  
John Butler

## EXECUTIVE COMMITTEE MEETING MINUTES

March 17, 2017

12:00 – 2:30pm

### 1. Roll Call – Meeting called to order at 12:05.

- a. In-Person: Adrienne Keith Wills, Craig Beles, Julianne Unite, Mel Simburg, Joanna Roth, John Butler, Paul McVicker, Courtney Kaylor, Alan Alhadeff.
- b. By-Phone: Courtland Shafer, Sasha Philip

### 2. Update from Julianne Unite:

- a. Web content migration timeline is final. Migration will begin May 1. ~~Adrienne and John will coordinate on this project because of Adrienne's leave. , and the section will need a complete backup. John offered to create the backup; Adrienne will coordinate with him.~~ Beginning mid-April, content cannot be changed until the migration is complete 1-2 months later. Mel reiterated his offer to create a reflective practices statement for mediators, and Alan also has ideas for appealing content to post. He requested that each person featured on an existing video on the Ning website edit his/her content to make it more useful on the website.

### 3. Meeting Minutes:

- a. Approved unanimously as amended by email; thanks to John for taking minutes in the last meeting.

### 4. Financial Report (Treasurer – Courtland Shafer):

- a. 1/3 of the fiscal year is complete. Section dues revenue is \$11,515, which is 82.25% of usual revenues. It's possible this is an artifact of people paying their licensing fee late. Julianne added that on February 28, membership in the section was at 12,950, or 92.5% of usual membership. Licensing renewals will continue to be counted, and that figure could rise a bit more. Courtland noted that the budget can tolerate lower membership as long as the DR conference is successful. Expenses are as expected.
- b. Budgets for next year are due in early July, before the executive committee meeting. We will consider budget requests in the next two meetings, and have an up or down vote in the June meeting. New or significant projects should be brought up at the April meeting.

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- c. Adrienne reported that current registration for the DR conference is up this year, compared to last year's lower attendance. She will attend the next section leader's meeting, and Courtney will ~~begin attending at that meeting as well~~[aim to attend via webcast](#). Julianne confirmed that all executive committee members are invited, and Courtland indicated that he is available to attend in April. Courtney will function as chair in the May budgeting discussion.

## **5. Chair Updates (Craig Beles, Adrienne Keith Wills, Courtney Kaylor):**

- a. DR Conference Table. Signup sheets to join the section are available on-line; Julianne will send Adrienne a link. The sign-up sheet to man the table has circulated, and Adrienne will re-send. To demonstrate the value of section membership, Julianne suggested that we use the handout developed for Sections night. Alan offered to put together a sheet for the table to gather suggested colloquium topics to resume that effort. The colloquia could be interesting to mediators of a variety of backgrounds.
- b. Bylaws.
  - i. The BoG will approve new section bylaws in their May meeting (meaning we need to submit by April 27) or on the consent calendar in July (meaning we need to submit in late June). Both dates fall on Adrienne's leave, and her suggestion is to submit by April 27, so that we have another chance to submit if needed. Julianne has a redline version of the old bylaws to bring them into compliance with the new requirements. It will be up to our section to add in the 2014 changes. Craig and Lish prepared the 2014 changes originally, and may have a redlined version. Mel, Paul and Adrienne graciously offered to prepare the final set of bylaws to submit for approval to the BoG.
  - ii. We will need an electronic elections process as part of the new bylaws; our annual meeting is optional from the WSBA's point of view. Julianne will assist with the creation, dispersion and collection of ballots. We could have our annual meeting just before the opening of the DR conference, which would not conflict with the WMA meeting at Friday lunch. Paul suggested that the bylaws note that the annual meeting is optional, phrased as "may" rather than "shall;" this suggestion was approved.
  - iii. Motion to carry out our elections this year electronically was proposed by Mel and seconded by Sasha. Adrienne suggested that the election this year be in August; this was agreed. It will be in March-April beginning 2018. We could still have a member event in the fall, when we would have had our annual meeting.

## **6. Committee Reports submitted by email.**

## **7. Retreat Task Review**

- a. Early mediation: King County early mediation rule and the state early mediation bill are both in play. Paul suggested a forum with the KCBA section on early mediation, and perhaps tie it into the research paper. He will meet with Lori Buchsbaum next week to discuss. Alan suggested outreach to low-bono; Judge Parisien, Kathleen Wareham and Kathleen Royer could be integral as well. Joanna suggested discussing at the DR conference, perhaps at the table. We could develop a focus group or colloquium.

- b. Resolution Washington: Courtney recollected the goal was to maintain a relationship with that group, and there is no specific task at this time. Paul reflected that there are a number of allied groups to keep in touch with. Sasha noted that the credentialing piece is politically sensitive, and is not one for us as attorneys to spearhead.
- c. Inn of Court: John, Lish and Craig have spoken; John has contacted Alan Kirtley. Craig spoke with Jim Verellen, who is interested in lending his name to the Inn. In development.
- d. Create content from the DR conference to re-use: Adrienne anticipates using the webinar tool starting in the fall, once the website migration is complete. In development.
- e. Task force to reach law students and new attorneys: subsumed into the Professional Development Committee. John raised a concern that law students are unwilling to pay the 18.75 fee to join the section. Julianne responded that the section would pay the 18.75 if the law students did not. Law students could participate on the Ning site and attend events at no cost.
- f. Joint Committee on Land Use and Mediation: Courtney—In process.
- g. Professional Development Committee: John—In process.
- h. Law School Curriculum: Sasha/Mel/Courtland.
- i. Redo WSBA Invite to Join Section: Included in “Review of Exterior Communications.” Craig—In process.
- j. Add Resources to Ning Website: Adrienne would like to survey people to learn what resources would be most useful. Adrienne will ask our web person Jen to [help refine the website set up linking of Twitter and Facebook to our website](#).
- k. DR Conference: In an effort to increase attorney participation for next year, Sasha will reach out to a few others to create attractive programming. Adrienne proposed a meeting for committee planners and the section to coordinate efforts. Conference co-chairs raised funds personally, and this model is unsustainable. Julianne suggested clarifying the duties of the committee and the section; the proposed agreement would need to be approved by the bar on behalf of the section.

## 8. Adjourn – 2:30

### SUMMARY OF TASKS

#### Before the April meeting:

- o Prepare new or significant budget items to present at the April meeting.
- o Julianne will send Adrienne a link for signup sheets to join the section for the section table at the DR conference.
- o Adrienne will re-send the sign-up sheet to man the table at the DR conference.
- o Who has the handout from the Sections night? It would be great to have at the table.
- o Alan will put together a sheet for the table to gather suggested colloquium topics.

#### Before the May meeting:

- o Some combination of Adrienne/Courtney/Courtland will attend the April section leaders’ meeting.
- o Mel, Paul and Adrienne offered to prepare the final set of bylaws to submit for approval to the BoG by April 27.

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- o Craig and Courtney will look for a redline version of the 2014 bylaws, and send to Mel, Paul and Adrienne.
- o Adrienne will reach out to Kathy after the conference to discuss the allocation of responsibilities between the section and the committee.

By a future date:

- o John offered to ~~create~~be the section website backup; Adrienne will coordinate with him.
- o Mel and Alan have ideas for appealing content to post on the new website.
- o Alan requested that each person featured on an existing video on the Ning website edit his/her content to make it more useful on the new website.
- o Hold electronic elections in August.
- o Host a member event in the fall.
- o Hold an annual meeting o the first day of the DR Conference in 2018.