



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

Hon. Paris K. Kallas
Paul McVicker
Lish Whitson
Sasha Philip
Mel Simburg
Alan Alhadeff
John Butler

EXECUTIVE COMMITTEE MEETING MINUTES

April 21, 2017

12:00 – 2:30pm

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

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

2. **WSBA Update:**

- a. Bylaws. There have been no changes to the requirement for updates to the Bylaws. Bylaw updates must be submitted by April 27 to get on the next BOG agenda. If they are not submitted by that date, the next deadline is June 29 to be on the agenda for the July BOG meeting. Section leaders' meeting. The section leader's meeting included a discussion of the Bylaw update. If the June 29 deadline is not met then the sections will get the redlined version of the Bylaws that was provided by the WSBA. The sections may then make amendments. There was discussion and Craig, Lish, Mel and Paul volunteered to work on the Bylaw amendments for our section.
- b. Transitioning web content. Adrienne is transitioning this to John. The deadline is April 28 to look at the section page on the WSBA website and decide what is still helpful and relevant. Julianne will keep the section updated on this process.
- c. CLEs. This was also discussed at the section leaders' meeting. The information is posted on the WSBA website.

3. **Meeting Minutes:**

- a. Approved unanimously as amended by email.

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

- a. Revenues are down slightly this year. The budget for next year will be discussed later in the meeting.

5. **Chair Updates (Adrienne Keith Wills):**

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- a. The Northwest Dispute Resolution Conference Planning Committee has requested approval of a letter relating to the attendance of 10 students from Afghanistan. The committee approved the request.
- b. Clark McIsaac, WSBA Legislative Assistant, requested section response regarding ABA statement on the division of the 9th Circuit. The committee discussed and determined this is not a legislative committee matter. Adrienne will ask Clark whether this relates to ADR.

6. Discussion.

- a. The committee approved a floral reimbursement request relating to the Northwest Dispute Resolution Conference.
- b. Budgets for next year are due in early July, before the executive committee meeting. We will consider budget requests at the May meeting, and have an up or down vote in the June meeting. Budget requirements for committees and projects were discussed. Committees should provide their budget requests (if different from last year) to Courtland. Generally we have a good financial outlook for 2018.
- c. One budget consideration is the retreat. The Committee discussed holding the retreat at the Sleeping Lady again, and the options of one night plus flexibility for one additional night or a paid facilitator. Any day after October 1 works for the budget.

7. Committee Reports.

- a. Professional development. John reported on the professional development committee. The Inn of Court is moving forward. Work with Gonzaga is on hold while they focus on getting recertified by the ABA. The committee would like to get a new banner.
- b. Craig is chairing a mediation and arbitration CLE in the fall. Anyone who wants to help should contact him.
- c. Legislative. Paul reported that two of the bills we've been following have passed the legislature. The first provides for mediation between seed buyers and sellers and the second relates to public records act requests. A third bill did not pass.
- d. Colloquium. Alan reported on the Colloquium schedule. The one scheduled for 4/27 has been canceled. There are two more on 5/24 and 6/21 from 3-5 at the Impact Hub. Courtney will look into how to announce these by email or Ning.
- e. Mel requested the committee have follow up discussion on (1) debrief on the Northwest Dispute Resolution Conference, including substantive presentations; (2) agreement about the section's participation in the Northwest Dispute Resolution Conference; (3) planning of fall membership event.

8. Adjourn

SUMMARY OF TASKS

Before the May meeting:

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- Courtland will work on the budget; everyone should get budget requests (that are different than last year) to Courtland
- Craig, Lish, Mel and Paul will work on the Bylaws with a goal of having them ready to submit to the BOG by June 29
- Courtney will follow up with the Northwest Dispute Resolution Conference planning committee to discuss the allocation of responsibilities between the section and the committee.
- Courtney will start retreat planning
- Courtney will chair the May and June meetings in Adrienne's absence
- John is in charge of the section website in Adrienne's absence

By a future date (copied from the April minutes):

- Mel and Alan have ideas for appealing content to post on the new website.
- 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.
- Hold electronic elections in August.
- Host a member event in the fall.
- Hold an annual meeting on the first day of the DR Conference in 2018.