

**A. Quorum Needed: Three Section Officers**

**Quorum Achieved: Yes**

Office	Name	Roll Call
Chair	John R. Christiansen	Present
1st Vice Chair	Leanne Park	Present
2nd Vice Chair	Gerald Tarutis	Present
Secretary	Tierney Edwards	Present
Treasurer	Luke Campbell	Present
At Large	Lee Kuo	Present
At Large	Katie Kolan	Via phone
At Large		
Young Lawyer Liaison	Morgan Gabse	Present
WSBA Section Liaison – Health Law	Juilianne Unite	Present
	Guests	0
<b>Total Present</b>		

**B. Review of Minutes of August 25, 2016 Meeting: Tierney Edwards**

Amended and Approved as amended.

**C. Discussion of Elections and Executive Committee Membership**

At large positions were offered and accepted, Chair appointed.

**D. Committees – draft descriptions offered in agenda, revised in meeting and captured herein.**

1. Education: “The Education Committee is charged with developing and implementing the Section’s Annual Meeting, as well as mini-CLEs and other educational offerings which may be proposed from time to time by Section members or other parties, in consultation with and supported by the Executive Committee and WSBA staff. This Committee would also be charged with partnering and outreach among other WSBA Sections and professional associations in order to develop or promote joint educational offerings.”

Moved to adopt, and approved.

2. Legislative: “The Legislative Committee is charged with identifying Washington State legislative and regulatory filings material to health care providers, health insurance carriers and other payors, and health care consumers, and notifying the Executive Committee of such developments. As necessary, will include WSBA staff and lobbyists.”

Moved to adopt, and approved.

3. Membership: “The Membership Committee is charged with developing strategies and opportunities for recruiting lawyers who practice health law to the Section, and participation in Section activities, in consultation with and supported by the Executive Committee. Membership and outreach offerings could include: WSBA Open Section Night, local law school outreach, networking events, mentorship events and opportunities.”

Moved to adopt, and approved.

4. Communications: “The Communications Committee is charged with oversight of the Section’s WSBA list serve, webpage, and other social media, including arranging for content, in consultation with and supported by the Executive Committee and WSBA staff. The Secretary is also the Chair of this Committee.”

Moved to adopt, and approved.

5. Sections Outreach: “The Sections Outreach Committee is charged with developing strategies and opportunities for reaching out to other WSBA Sections, and sharing of other Section activities that would be of interest to the Section, in consultation with and supported by the Executive Committee and WSBA staff. The Young Lawyer Liaison is welcomed to this Committee.”

Moved to adopt, and approved.

6. Professional Licensing. “The Licensing Committee is charged with identifying Washington State licensing and certifications issues material to health care providers, and providing updates and education offerings to Section membership, in consultation with and supported by the Executive Committee.”

Moved to adopt pending final approval by Gerald. Gerald approved.

**E. Other Business: All**

i. 2016-2017 EC Meeting Schedule

- October 28th – 12-1pm, by phone
- December 2nd – 12-1pm, by phone, subject to change
- January 27th – 9:30am-1:30pm, in person + retreat, lunch provided
- February 24th – 12-1pm, by phone
- March 24th – 12-1pm, by phone
- April 28th – 12-1pm, by phone
- May 26th – 11am-1pm, in person, lunch provided
- June 23rd – 12-1pm, by phone

ii. WSBA governance updates (Luke)

- a. Add WSBA governance update to agenda for ongoing opportunities for updates and housekeeping notes

iii. Section List Serve

- a. Want to start using it more, encourage members to use it more
- b. Licensing agencies interested in sending meeting invites through Gerald to the list serve
- c. Also forwarding employment opportunities for health law attorneys
- d. Refer to list serve instructions and guidelines in toolbox
  - i. More focused on professional tone and decorum
  - ii. Caution of endorsement of candidates etc
- e. Re-share / promotion of other CLEs of interest to the section membership

- f. Ask general counsel of hospitals if they and risk managers are members of section and if they want to have information shared to the list serve
- iv. For next meeting's agenda – set date for annual CLE
- v. WSBA Reminders –
  - a. Sept 30 is close of fiscal year 2016, and final renewal of membership for new year;
  - b. Annual report from the section is due Oct 14<sup>th</sup>
  - c. Spokane Open Sections Night Oct 20<sup>th</sup> @ Gonzaga
    - i. Leanne will attend, Morgan will send info for table
  - d. Fall sections leadership meeting, all executive committee members encouraged - Nov 7<sup>th</sup> @ WSBA + webcast
  - e. Governance workgroup
    - i. All section elections electronic
    - ii. Starting 2018 Section membership year will match WSBA membership year (which will have some adjustments for budgets to align)
    - iii. Sept 29<sup>th</sup> BOG meeting will vote on the recommendations
- vi. Adjorned.

**Welcoming of new participants:**

Office	Name	Roll Call
Past Chair	John R. Christiansen	Present
Chair	Leanne Park	Present
1st Vice Chair	Gerald Tarutis	Present
2nd Vice Chair	Tierney Edwards	Present
Treasurer	Luke Campbell	Present
Secretary	Morgan Gabse	Present
At Large	Lee Kuo	Present
At Large	Michael L. Farrell	
At Large	Alisha N. Trotter	Present
Position	Name	
Education Committee Chair	Nabil Istafanous	
Education Committee Member	Sumona Das Gupta	
Education Committee Member	Susan Matt	Via phone
Education Committee Member	Thomas H. Grimm	Present
Membership Committee Chair	Laura Cacek	
Membership Committee Member	Robert R. King	Present
Membership Committee Member	John Christiansen	
Membership Committee Member		

Legislative Committee Chair	Katie Kolan	Via phone
Legislative Committee Member	Zosia Stanley	Present
Section Outreach Committee Chair	John Christiansen	
Section Outreach Committee Member	Julie Kim, Young Lawyer Liaison	
Professional Licensing Committee Chair	Gerald Tarutis	
Professional Licensing Committee Member		
Communications Committee Chair	Morgan Gabse	
Communications Committee Member	Lee Kuo	
Young Lawyer Liaison	Julie Kim	
WSBA Liaison	Julianne Unite	
	Guests	1 via phone
<b>Total Present</b>		

Base standard asks of the committees:

- Monthly/quarterly meetings?
  - o Education at least monthly
    - Set a tentative schedule for educational events for the year
- Reporting to the EC?
- **Expectations:**
  - o Monthly call for the committee (10/yr)
    - Informal notes or minutes for record of committee work
    - Section conference line
  - o Quarterly report to the EC (by chair or any member)
  - o Hold first meeting in October
    - Set tentative meetings for the years
    - Report to EC at Oct 28<sup>th</sup> meeting tentative plan for year