

1) **Quorum Needed:** Three Section Officers

Quorum Achieved: Yes

Office	Name	Roll Call
Past Chair	John R. Christiansen	X
Chair	Leanne Park	X
1st Vice Chair	Gerald Tarutis	X
2nd Vice Chair	Tierney Edwards	A
Treasurer	Luke Campbell	X
Secretary	Morgan Gabse	A
At Large	Lee Kuo	X
At Large	Michael L. Farrell	X
At Large	Alisha N. Trotter	X
Position	Name	
Education Committee Chair	Nabil Istafanous	X
Education Committee Member	Sumona Das Gupta	X
Education Committee Member	Susan Matt	A
Education Committee Member	Thomas H. Grimm	A
Membership Committee Chair	Laura Cacek	X
Membership Committee Member	Robert R. King	A
Legislative Committee Chair	Katie Kolan	A
Legislative Committee Member	Zosia Stanley	A
Young Lawyer Liaison	Position open	
WSBA Liaison	Julianne Unite	X
BOG Liaison	Rajeev Majumdar	A
	Guests: Traci L. McCall	
Total Present		

2) **Review of Minutes of Previous Meeting:** Leanne Park

a) **ACTION TAKEN:** Approved.

3) **Old Business**

- a) WSBA Annual Fall Section Leader Meeting
 - i) Review potential impact of proposed changes

Leanne Park attended part of the section leader meeting, and sent out hyperlink to material.

1) Leanne raised concerns over changes to reimbursement for travel related expenses. Asked Julianne for clarification limiting reimbursement if meeting is less than 3 hours. Julianne said reimbursement if traveling 50 miles or meeting is 3 hours.

2) Leanne raised two issues of open meetings policy, and asked Julianne to respond. Julianne: (a) Notify Julianne of all meetings. If subcommittee meets irregularly, notify Julianne of the person responsible for responding to inquiries about scheduling of meetings, Julianne will publish this contact person, and this is sufficient notice of the ad hoc meetings. Julianne will use list of committee members from the last

meeting minutes to publish contact persons. Nobody on the line had any privacy concerns regarding such publication.

(b) A committee can take action by email vote, but such vote must be recorded and reflected in the next meeting's minutes. This applies to a subcommittee if the subcommittee has authority to act on behalf of the executive committee. **ACTION NEEDED**: Update minute form to include a section for recording votes by email.

3) Julianne said the PPT associated with the meeting has a checklist for putting on an event, and strongly recommended reviewing these slides when the time comes to put on an event.

b) Communication committee: John to convert email to blog post?

John reaffirmed commitment to work on it.

4) New Business

a) Need Volunteers - Seattle WSBA Open Sections Night (Jan 19, 2017)

Leanne said we need volunteers, and generally described the event. Laura Cacek volunteered. Thank you Laura!

b) Young Lawyer Liaison resignation

i) Need to recommend a new YLD liaison to WSBA

ii) Application from Traci McCall, JD

Leanne gave background information. Another application submitted immediately before the meeting. **ACTION NEEDED**: Leanne will send email putting forth applications, and needs email votes selecting which applicant to recommend.

c) Planning for HLS Board retreat - January 27, 2017

Leanne said agenda not ready, but hoped to have it done by first week in January, and wanted a lot of focus on CLE. Julianne will start process to arrange lunch, and will get WSBA to pay the expense directly. **ACTION NEEDED**: Comments on agenda when circulated.

5) Committee Updates

a) Education

Nabil said we need someone to plan annual CLE (June 6, 2016), and mildly questioned whether the effort was worthwhile, particularly if no one is volunteering to lead. Those on the line had general discussion on this issue, and our CLE's competitive place relative to WSSHA. Julianne clarified that there is full support from WSBA for half day events, and lower support for mini-CLEs. Lee said she may be willing to co-lead, but needs to reach out to some of her resources. Leanne and Morgan may send out announcement asking for person to lead annual retreat once Lee provides an update.

i) Spring Mini-CLE planning?

ii) WSBA Webinar training

6) Adjourn