

**WSBA IP SECTION  
EXECUTIVE COMMITTEE**

**FY 2019  
ANNUAL PLANNING SESSION  
JUNE 18, 2020, 3:30 PM TO 5 PM**

- I. INTRODUCTION
- II. REGULAR BUSINESS
  - a. *UPDATE ON CLEs*
    - i. Eastern WA Mini-CLE
    - ii. 24<sup>th</sup> Annual IP Institute
    - iii. IP Licensing CLE
    - iv. IP for the Rest of Us
- III. ANNUAL PLANNING SESSION
  - a. Overview of IP Section
    - i. **865** Members in FY2020
      - 1. Historically:
        - a. FY 2019 – **875**
        - b. FY 2018 – **895**
        - c. FY 2017 – **960**
        - d. FY 2016 – **943**
        - e. FY 2015 – **861**
        - f. FY 2014 – **848**
        - g. FY 2013 – **827**
        - h. FY 2012 – **795**
      - ii. Most of our membership in Western Washington

iii. Diversity: Statistics are TBD

1. FY2019 diversity statistics provided the following:

- a. \_\_\_% female
- b. \_\_\_% new lawyers
- c. \_\_\_% persons of color

2. FY2018 diversity statistics provided the following:

- a. \_\_\_% female
- b. \_\_\_% new lawyers
- c. \_\_\_% persons of color

3. FY2017 diversity statistics provided the following:

- a. 33% female
- b. 22.6% new lawyers
- c. 18.6% persons of color

b. Overview of IP Section Financials

- i. IP Section fund balance as of April 2020 is \$81,844.67.
- ii. IP Section fund balance as of April 2019 is \$79,064.97.
- iii. IP Section fund balance in April 2018 is \$87,218.00.
- iv. IP Section fund balance in April 2017 is \$87,287.46.
- v. The WSBA has in past years asked Sections to spending down their surplus funds to a six-month reserve in line with Bar guidelines; we are making progress.

c. Important Policies and Procedures:

- i. When planning, all contracts must be signed by Bar (must allow for enough lead time for Bar to review).
- ii. The Section cannot sponsor alcohol at any event, but we can have sponsors do so.
- iii. Our Section Program Coordinator is Ms. Eleen Trang.

- iv. Our Section CLE Coordinator is Ms. Miriam Gordon.
- v. Section Expense procedures (to be discussed during Budget portion of planning session).

**d. OVERVIEW OF YEARLY CALENDAR**

- i. **October 1** – FY 2021 Executive Committee takes office
- ii. **Mid-October** – Submission of Annual Report
- iii. **November** – Appointment of Nominating Committee
- iv. **January** – Open Sections Night
- v. **January-February** – Eastern Washington CLE
  - 1. GU scholarship awarded
- vi. **March** Executive Committee Meeting – Finalization of slate of Executive Committee candidates for FY 2021 Open Positions
  - 1. **Vote needed**
- vii. **April/May** – FY2021 Annual IP Institute (Chairs are KS and BQ)
  - 1. UW and SU scholarship awarded
  - 2. FY2021 date has been set for \_\_\_\_\_
  - 3. FY2021 venue has been set for \_\_\_\_\_
  - 4. Recommended that date and venue are set in summer, 2020, pending COVID-related issues
- viii. **May** – FY 2021 Electronic Elections occur
- ix. **May/June** – FY2021 IP Licensing CLE
- x. **June** – FY 2022 Annual Planning Meeting
- xi. **July** – Submission of FY 2022 Budget Request
  - 1. [July – August is traditionally our summer break, but submission of a budget will require a meeting to approve the budget, which pursuant to the Open Meetings Policy now applicable to the Sections, requires us to convene formally, even if only briefly]
- xii. **September** – FY2021 IP for the Rest of US

e. Overview of Annual CLE Schedule

i. CLEs:

1. Eastern Washington IP mini-CLE (formerly IEIPI)

- a. 2-hour Mini-CLE – can be expanded if shifted from Mini-CLE
- b. Traditionally held in fourth quarter (Q4) of calendar year; more recently held in first quarter (Q1) of calendar year
- c. Traditionally held at GU's Law School
- d. Award presentation for GU IP scholarship
- e. Chairs should be appointed now
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_

2. Annual IP Institute

- a. Full, one-day CLE
  - i. Two morning tracks: Patents & Copyright/Trademark
  - ii. Keynote speaker
  - iii. Afternoon plenary session
- b. Traditionally held early in second quarter (Q2) of calendar year
- c. Targets our entire membership – Our premier CLE
- d. Venue – traditionally held at Wash. State Convention Center
- e. FY2020 Annual Institute Chairs are KS and BQ

3. IP Licensing CLE

- a. Full, one-day CLE

- b. Traditionally held late in second quarter (Q2) of calendar year
- c. Targets licensing professionals and in-house counsel
- d. Venue - WSBA Conference Center in Seattle
- e. Chairs need to be appointed early in fourth quarter (Q3) of calendar year

4. IP for the Rest of Us

- a. Full, one-day CLE
- b. Traditionally held in September
- c. Targets new/young lawyers, in-house counsel, and business professionals who need a crash-course in Intellectual Property law
- d. Venue – WSBA Conference Center in Seattle
- e. Chairs need to be appointed first quarter (Q1) or early second quarter (Q2) of calendar year

f. Overview of Other Section Activities

- i. Washington Lawyers for the Arts sponsorship requests have ended, but could come back
- ii. Scholarships to Washington Law Schools
  - 1. One scholarship of \$2500 to each Washington Law School (GU, UW, and SU)
  - 2. Process:
    - a. We reach out to the universities in third or fourth quarter (Q3 or Q4) of calendar year (*e.g.*, GU in September; and UW and SU in December)
    - b. We inform them of the opportunity to participate in the scholarship and ask them to solicit nominations for students who have shown a demonstrable interest in IP Law
      - i. See appendix A for example
    - c. We and the schools review the scholarship applications, and then generally reach consensus regarding the recipients

(usually the schools take the lead, but we offer input when requested)

- d. We award the scholarship for GU at the Eastern Washington CLE, and the scholarships for UW and SU at the Annual Institute (at Meet and Greet)
- e. The checks are written to the Universities, not the students themselves, and the checks are issued by the Bar

3. Contact information:

a. Gonzaga:

- i. Professor Jessica M. Kiser  
Assistant Professor  
Gonzaga University School of Law  
721 N. Cincinnati Street  
Spokane, WA  
509-313-3709  
[kiser@gonzaga.edu](mailto:kiser@gonzaga.edu)

b. University of Washington:

- i. Mathiew Le  
Assistant Dean of Admissions & Financial Aid  
206-543-6470  
[mathiewl@uw.edu](mailto:mathiewl@uw.edu)
- ii. Anna Bakhmetyeva  
Assistant Director, Center for Advanced Study and  
Research on Innovation Policy  
[annaba@uw.edu](mailto:annaba@uw.edu)

c. Seattle University:

- i. Donna Deming  
Associate Dean for Student Affairs  
206-398-4307  
[dcdeming@seattleu.edu](mailto:dcdeming@seattleu.edu)
- ii. Margaret Chon  
Professor  
209-398-4042  
[mchon@seattleu.edu](mailto:mchon@seattleu.edu)

iii. Elections:

1. *FY2020 Elections:* Connie Wan, Sally White Harmeling, and Rodney Tullet were elected as non-officer member; Secretary-Treasurer is currently vacant.
2. *FY2021 Elections:* Section Chair KS is tasked with appointing a Nominating Committee in November; the Nominating Committee will prepare recommendations for candidates early enough for the full Executive Committee to select a final slate of candidates by the March meeting

iv. Social Events:

1. We usually have two meet & greets each year. One following the Annual Institute, and one in the fall.
2. The meet & greets have traditionally been held in downtown Seattle.
3. One challenge is to find sponsors for beverages, but our Young Lawyers Liaison BZ has done a great job in this regard.
4. In previous years, a Networking & Membership Committee Chair has been named to arrange these events, and this Chair usually takes on the IP Section Scholarship responsibilities as well.

v. Open Sections Night:

1. Occurs in January of each year.
2. Two Executive Committee Members usually attend.
  - a. One has often been the Young Lawyer Liaison

vi. Legislation Review:

1. Bylaws also allow for appointment of a Legislation/Judiciary Committee
2. This committee ostensibly would be for review of legislation introduced at the annual legislative sessions, which commence in January
  - a. In odd-number years, the legislature considers the biannual budget, and the legislative session is 105 days
  - b. In even-number years, the legislature convenes for 60 days
3. This position takes very little time – review of bills touching on intellectual property matters (few are introduced)

4. We work with the Bar's Legislative Affairs Department when proposed IP legislation is introduced
  5. RJ and KS are on the Committee in FY2020
- vii. WSBA Leadership Steering Committee:
1. WSBA Website updated June 19, 2019 to add comments
  2. Attorney comments submitted predominantly favor a very limited, focused bar (association or regulatory agency) tasked only with licensing, CLE accounting, and discipline.
- g. Other Activities – Proposed
- i. Careers in IP Law – presentation to law schools
  - ii. Combined dinner/CLE event with corporate counsel section
  - iii. Survey of Section Membership – focus and enhance services offered to members
- h. Submission of Annual Report
- i. October of each year

IV. BUDGET SESSION – PRELIMINARY BUDGET DUE JULY 12<sup>TH</sup>:

- a. We can work through preliminary matters now, although setting dues will require knowledge of the per-member charge
- b. FY2021 IP Section Budget Dates
  - i. May 24 – Budget materials to be distributed to Section leaders
  - ii. Jun. 14 – Budget Q&A
  - iii. Jun. 28 – Per member charge provided to Sections
  - iv. Jul. 10 – Budget proposal due to WSBA (KS / BQ)
  - v. Aug. 16 – Last day to submit changes to FY2020 budget
  - vi. Sep. 5 – WSBA Budget & Audit Committee review/approval
  - vii. Sep. 27 – WSBA BOG review/approval
- c. We need to set short call/email chain/meeting before July 10<sup>th</sup> to approve budget. What dates work?



V. OTHER BUSINESS?

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

VI. CONCLUSION

## APPENDIX A

### IP SCHOLARSHIP – EMAIL TO UNIVERSITY

Hi \_\_\_\_\_:

I write regarding the Washington State Bar Association, Intellectual Property Section's scholarship program. As you are aware, we have historically awarded \$2500 annually to \_\_\_\_\_ University's School of Law, contingent upon the selection of one or more qualified recipients for the scholarship. We are pleased to offer this program again this year.

To participate, we ask that \_\_\_\_\_ University advertise for students to apply for the scholarship based on a demonstrable interest in the practice of intellectual property law. We further ask that you make the decision about selection of the scholarship using merit-based criteria (e.g., grade point, extracurricular activities) in addition to the demonstrable interest in IP law.

Once you have made your selection(s), please promptly email me. We are planning on presenting the scholarships at the [Eastern Washington IP CLE] [Meet and Greet following the 2020 Annual IP Institute] (which will be held on \_\_\_\_\_. We will need to request the funds from the WSBA at least two weeks before the presentation, so that the bar association has sufficient time to disburse the funds. When you provide me with the names of the recipients, please also provide me with the federal tax-identification number for your institution. The WSBA needs this number to disburse the funds.

As mentioned above, we are planning to present the scholarships at the [...]. The location of the event has yet to be finalized, but I will update you when I have further details.

Finally, I will inquire with the IP Section's Executive Committee about scholarships for students to attend the 2020 Annual IP Institute. I'll let you know when I hear back.

Please let me know if you have any comments or questions. Please also let me know if \_\_\_\_\_ will be participating in this program this year.

Thank you and best regards,