

**EXECUTIVE COMMITTEE MEETING
WSBA REAL PROPERTY, PROBATE & TRUST SECTION**

Friday, October 9, 2020
Zoom Conference Meeting:

<https://us02web.zoom.us/j/81847350875?pwd=cG9rT1UyWFJLSUNOS2IGSFA2NkdDQT09>

Meeting ID: 818 4735 0875
Passcode: 054514

AGENDA

	Item	Ex Comm Member	Tab
1.	Call to Order, Welcome (Roster), Introductions, Establishment of Quorum	Lewis	A
2.	Approval of Minutes (June 19, 2020 Meeting)	Lewis	B
3.	Financial and Section Membership Report; Discussion of Per Member Charge 2020-2021 Budget <i>Note: RPPT's fiscal year starts October 1</i>	Gorton Lewis	C D

4.	<p>Board of Governors</p> <ul style="list-style-type: none"> • BOG Meeting Recaps (June, July, September) • RPPT BOG tracking committee • Upcoming BOG Meetings <p>Nov. 13-14, 2020 Jan. 14-15, 2021 March 18-19, 2021 April 16-17, 2021 May 20-21, 2021 July 16-17, 2021 Aug. 20-21, 2021 Sept. 23-24, 2021</p> <p><i>Note: RPPTs' BOG Liaison is TBD as of 10/6/2020</i></p>	Carr, McComb, Lee, Taylor	E
5.	Newsletter Update	Rutberg	
6.	<p>Continuing Legal Education</p> <ul style="list-style-type: none"> • Real Property • Probate & Trust • Mini CLE/Webinar 	McCullum Cashman Safren	
7.	Website and Technology Update	Safren	F
8.	<p>Legislation</p> <ul style="list-style-type: none"> • Real Property • Probate 	Benis Gorton/Cashman	
9.	Young Lawyers/Fellows Report	Lee, Li, Kaur, May	
10.	Section Leader Calls	Bennis	G
11.	<p>Midyear Meetings</p> <ul style="list-style-type: none"> • 2021 – June 4-6 at Whitman Hotel, Walla Walla • 2022 – Skamania Lodge, Stevenson 	Gorton McComb/Lewis	
12.	Open/New Business	Lewis	
13.	Adjourn/Expense Approval	Lewis	H

UPCOMING MEETINGS 2020-2021

Friday, November 13, 2020: 12-4 pm (if necessary)

Friday, February 12, 2021: 12-4 pm

Friday, April 30, 2021: 12-4 pm

Saturday, June 5, 2021: 12-4 pm (mid-year, Walla Walla)

**WSBA Real Property, Probate, & Trust Section
Executive Committee 2020-2021**

SECTION OFFICERS

<p>Chair</p> <p>Brian Lewis (2) Ryan, Swanson & Cleveland PLLC 1201 3rd Avenue, Suite 3400 Seattle, WA 98101</p> <p>Phone: (206) 654-2206 Email: lewis@ryanlaw.com</p>	<p>Chair Elect & Secretary/Treasurer</p> <p>Tiffany Gorton (3) Kutcher Hereford Bertram Burkart 705 2nd Ave, Suite 800 Seattle, WA 98101</p> <p>Phone: (206) 382-4414 Email: tgorton@khbblaw.com</p>
<p>Real Property Council Director</p> <p>Devin P. McComb (4) Perkins Coie LLP 1201 Third Avenue, Suite 4900 Seattle, WA 98101-3099</p> <p>Phone: (206) 359-3260 Email: dmccomb@perkinscoie.com</p>	<p>Probate & Trust Council Director</p> <p>Anna Cashman (5) Kutcher Hereford Bertram Burkart 705 2nd Ave, Suite 800 Seattle, WA 98101</p> <p>Phone: (206) 382-4414 Email: acashman@khbblaw.com</p>
<p>Past Chair</p> <p>Stephanie Taylor (1) Randall Danskin, P.S. 601 West Riverside Avenue Spokane, WA 99201-0626</p> <p>Phone: (509) 747-2052 Email: srt@randalldanskin.com</p>	

(#) Denotes years remaining on committee.

COUNCIL MEMBERS

PROBATE AND TRUST	REAL PROPERTY
<p>Director</p> <p>Anna Cashman (5) Kutcher Hereford Bertram Burkart 705 2nd Ave, Suite 800 Seattle, WA 98101</p> <p>Phone: (206) 382-4414 Email: acashman@khbblaw.com</p>	<p>Director</p> <p>Devin P. McComb (4) Perkins Coie LLP 1201 Third Avenue, Suite 4900 Seattle, WA 98101-3099</p> <p>Phone: (206) 359-3260 Email: dmccomb@perkinscoie.com</p>
<p>Jessica Carr (1) Barron Smith Daugert, PLLC PO Box 5008 Bellingham, WA 98227-5008</p> <p>Phone: (360) 733-0212 Email: jcarr@barronsmithlaw.com</p>	<p>Jemima McCullum (1) Gordon Thomas Honeywell 1201 Pacific Ave Ste 2100 PO Box 1157 Tacoma, WA 98401-1157</p> <p>Phone: (253) 620-6520 Email: jmccullum@gth-law.com</p>
<p>Elizabeth Stephan (1) [New Position – TBD]</p> <p>Phone: Email: lzbthstphn@yahoo.com</p>	<p>Anna Revelle Stock (1) Cairncross & Hempelmann PS 524 2nd Ave, Ste 500 Seattle, WA 98104-2323</p> <p>Phone: 206-587-0700 Email: astock@cairncross.com</p>
<p>Maggie Lassen (2) Kutcher Hereford Bertram Burkart 705 2nd Ave, Suite 800 Seattle, WA 98101</p> <p>Phone: (206) 382-4414 Email: mlassen@khbblaw.com</p>	<p>Chris Benis (2) Hecker, Wakefield & Feilberg, PS 321 1st Ave W Seattle, WA 98119-4103</p> <p>Phone: (206) 447-1900 Email: chrisb@heckerwakefield.com</p>
<p>Lindsey Weidenbach Gatens Green Weidenbach, PLLC 305 Aplets Way Cashmere, WA 98815-1012</p> <p>Phone: (509) 662-3685 Email: lindsey@ggw-law.com</p>	<p>Keaton Hille (1) Hanson Baker Ludlow Drumheller P.S. 2229 - 112th Avenue NE, Suite 200 Bellevue, Washington 98004-2936</p> <p>Phone: (425) 454-3374 Email: khille@hansonbaker.com</p>

EX OFFICIO

<p>Webpage Editor Michael Safren Ballard Escrow 8746 Mary Avenue NW, Suite 1 Seattle, WA 98117-3489</p> <p>Phone: (206) 454-7002 Email: msafren@bwmlegal.com</p>	<p>Newsletter Editor Sharon Rutberg Salmon Bay Law Group, PLLC 1734 NW Market St Seattle, WA 98107-5224</p> <p>Phone: (206) 735-3177 Email: sharon@salmonbaylaw.com</p>
<p>Assistant Webpage Editor</p> <p>Stephen R. King Talis Law PLLC 915 118th Avenue SE, Ste. 360 Bellevue, WA 98005-3875</p> <p>Phone: (425) 943-9968 Email: steve@talislawfirm.com</p>	<p>Assistant Newsletter Editor</p> <p>Alysha Ygoda Karr Tuttle Campbell 701 5th Avenue Ste 3300 Seattle, WA 98104-7055</p> <p>Phone: (206) 233-2313 Email: ayagoda@karrtuttle.com</p>
<p>Emeritus Heidi Orr (1) Lane Powell PC 142- 5th Avenue Ste 4200 Seattle, WA 98101-2375</p> <p>Phone: (206) 223-7000 Ext. 7742 Email: orrah@lanepowell.com</p>	
<p>Fellow - PT</p> <p>Manpreet Kaur (1) Lane Powell 1420 Fifth Ave, Suite 4200 Seattle, WA 98111-9402 Phone: 206-223-7018 Email: KaurM@LanePowell.com</p>	<p>Fellow RP</p> <p>Tom Lee (1) Kerr Ferguson Law PLLC 7025 W Grandridge Blvd Ste A Kennewick, WA 99336-7826 Phone: (509) 735-1542 Email: tlee@kerrlawgroup.net</p>
<p>Fellow – PT</p> <p>Michael May (2) Ridgway Law Group, P.S. 701 Fifth Avenue, Suite 4640 Seattle, WA 98104</p> <p>Phone: (206) 838-2501</p>	<p>Fellow - RP</p> <p>Carol Li (1) Cutting Law Office PC 2701 1st Ave Seattle, WA 98121</p> <p>Phone: (206) 788-8840</p>

Email: michael@ridgwaylawgroup.com	Email: carol@cuttinglaw.com
---	---

WSBA	
<p>BOG Liaison</p> <p>PJ Grabicki Randall Danskin PS 601 W Riverside Ave Ste 1500 Spokane, WA 99201-0653</p> <p>Phone: (509) 747-2052 Email: pjg@randalldanskin.com</p>	<p>Section Liaison</p> <p>Eleen Trang Washington State Bar Association 1325 Fourth Avenue Suite 600 Seattle, WA 98101</p> <p>Phone: 206-239-2116 Email: eleent@wsba.org</p>
<p>Education Programs Manager</p> <p>Kevin Plachy (Interim Dir. of Advancement) Washington State Bar Association 1325 Fourth Avenue, Suite 600 Seattle, WA 98101</p> <p>Phone: (206) 727-8225 Email: kevinp@wsba.org</p>	<p>Young Lawyer Liaison</p> <p>Harman Kaur Bual 520 Kirkland Way, Ste. 400 Kirkland, WA 98033-6256</p> <p>Phone: (425) 822-2228 Email: harman@kirklandlaw.com</p>
<p>Education Programs Lead</p> <p>Miriam Gordon Washington State Bar Association 1325 Fourth Avenue, Suite 600 Seattle, WA 98101-2539</p> <p>Phone: 206-727-8225 Email: miriamg@wsba.org</p>	



Real Property, Probate and Trust Section

FY2021: October 1, 2020 – September 30, 2021

Executive Committee

Name	Bar #	Position	Term Start	Term End
Brian L Lewis	33560	Chair	10/1/2020	9/30/2021
Tiffany Gorton	42602	Chair-Elect and Secretary/Treasurer	10/1/2020	9/30/2021
Stephanie Ruth Taylor	32038	Immediate Past Chair	10/1/2020	9/30/2021
Elizabeth Ann Stephan	30479	At-Large Member (Probate/Trust)	10/1/2019	9/30/2021
Jessica Aurelia Carr	43439	At-Large Member (Probate/Trust)	10/1/2019	9/30/2021
Jemima McCullum	31543	At-Large Member (Real Property)	10/1/2019	9/30/2021
Anna Revelle Stock	39623	At-Large Member (Real Property)	11/1/2019	9/30/2021
Devin Paul McComb	43514	At-Large Member (Real Property)	10/1/2019	9/30/2021
Anna M Cashman	41782	At-Large Member (Probate/Trust)	10/1/2020	9/30/2022
Lindsey Jean Weidenbach	43523	At-Large Member (Probate/Trust)	10/1/2020	9/30/2022
Maggie McLaughlin Lassen	43644	At-Large Member (Probate/Trust)	10/1/2020	9/30/2022
Christopher Thomas Benis	17972	At-Large Member (Real Property)	10/1/2020	9/30/2022
Keaton Gene Hille	50032	At-Large Member (Real Property)	10/1/2020	9/30/2022
Harman K Bual	54379	Young Lawyer Liaison (nonvoting member)	10/1/2020	9/30/2022

BOG Liaison (nonvoting):

TBD + email

Executive Committee meeting quorum: 7 voting members (*as of 10/1/2020*)

Executive Committee Meeting Minutes
WSBA Real Property, Probate & Trust Section

Friday, June 19, 2020
11:00 a.m. – 3:00 p.m.
Zoom Call

Minutes of Meeting

Present: Stephanie Taylor (chair), Annie Fitzsimmons, Paul Firuz, Tiffany Gorton, Anna Stock, Chris Benis, Devin McComb, Clay Gatens, Michael Safren, Tom Lee, Manpreet Kaur, Jessica Carr, Stephen King, Brian Lewis, Mike Barrett, , Sharon Rutberg, Alysha Yagoda, Elizabeth Stephan, Lindsey Weidenbach, Carol Li, Eleen Trang (WSBA rep)

Not Present: Yonicio Hernandez, Jemima McCullum, Sheila Ridgway, Keaton Hille

1. Call to Order, Welcome (Roster), Introductions, and Establishment of Quorum.

Stephanie Taylor called the meeting to order at 11:06 a.m. Introductions of all members and council roles.

Quorum established.

2. Approval of Minutes (April 10, 2020, Executive Committee Meeting).

No discussion. Minutes approved as drafted.

3. Financial and Section Membership Report.

Stephanie and Brian reported on the financials. The section continues to be in good shape. Attendance at the Midyear webinar on June 5 exceeded expectations and included a healthy number of paid registrations. Stephanie and Brian are working on the 2021 budget. Stephanie asked that members send her any requests for expenses to include in the budget.

4. Board of Governors.

BOG Meeting Report – Annie and Devin reported on the May 14-15 meeting. The next meeting is June 26-27, and Jessica will attend. Jessica, Devin, and Tom plan to attend the subsequent meeting on July 24.

Update on Legislative Committee – Committee discussed the update to the policy for sections to comment publicly on legislation proposed by the Legislative Committee. Annie, Chris, Devin, and other members of this committee prepared and delivered a letter to BOG in advance of the BOG's vote on the draft policy at the May meeting, and the vote was delayed. Stephanie, Devin,

and Mike B. participated in the June 3 meeting of the Legislative Committee and commented on the proposed policy.

Brief discussion of the recent order of the Washington Supreme Court granting diploma privilege and temporarily modifying admission and practice rules.

Upcoming BOG Meetings –

- a. June 26-27, 2020 (Jessica)
- b. July 23, 2020 (Jessica, Devin, Tom)
- c. August 28-29, 2020: Spokane, WA (Stephanie)
- d. September 17-18, 2020: Seattle, WA (Devin)

5. **Newsletter update.** Sharon reported. Spring 2020 newsletter is being finalized and will be out in a few weeks. Moving forward with Summer 2020. The new editorial board has its first meeting next week, and still has one opening for a PT editor. Sharon noted that recent editions of the newsletter have not consistently included legislative updates. Brian said that for the moment he or Devin can do RP updates. Tiffany said she can do PT updates.

6. **CLE Report.**

RP - Devin reported. The RP Spring CLE, which took place online on April 20, had 97 attendees. As of today, nothing yet in the pipeline for the next CLE.

PT – Tiffany reported.

The PT litigation CLE that took place online on April 27 had 119 attendees. Comments received afterward were very positive; the only negative comments were a few related to the interface. Tiffany noted it is interesting to look at attendance by county now that everyone attends online.

The PT seminar is to take place December 4. Stephanie noted the EC membership change occurs as of October 1 but the seminar is only two months after that, so there may need to be coordination between former and current members.

Mini-CLEs – Michael S. reported. The planned May mini-CLE did not occur. Carol and Tom discussed using a mini-CLE as a platform to share information about the fellow program.

7. **Website and Technology Update.**

Michael S. reported that there are 2,138 section members. There were 616 distinct visitors to the section website in the last reporting period, with 777 unique page views.

There was discussion of the section's policy to address inappropriate posting on the listserv, and of the nature of the listserv as a venue for professionals, not for political debate. Stephanie suggested a review of the policy and discussion with other sections. Chris will send the policy to Elen to follow up.

- 8. Election Results.** Annie reported. 300 votes were received, a return rate of 13.7%. Discussion of results. Discussion of who will be the liaison with the Young Lawyers Section. Application deadline is tomorrow.

Heidi Orr will be the emeritus committee member next year.

- 9. Section Leaders Call.** Chris has continued to attend the section leader calls. Chris said the calls include a lot of questions on how to get section members to serve on section committees, and the division of tasks and roles on committees. Stephanie noted that the committee first got word of the update to the policy for public comment via a section leader call and thanked Chris for continuing to attend.

10. Legislation.

RP – Devin reported. Nothing currently being considered. Discussion of whether the newsletter should include updates on local matters (e.g., local eviction moratoriums stemming from COVID-19)..

PT – Tiffany reported. An EC subgroup continued to work on RCW 11.68 changes relating to Rathbone. Jessica said that committee is close to finalizing commentary. Discussion of working with the Taxation section and Elder Law section on coordinating comments by the various sections on estate tax and other relevant legislation.

11. Young Lawyer Fellows Report

Carol and Tom reported. Discussion of roles of fellows, conducting a mini-CLE. Discussion of a breakout meeting for fellows at the October retreat.

12. Midyear Meeting.

The June 5 webinar stood in for the on-site Midyear meeting that had been scheduled at Skymania. The 2021 midyear meeting is planned for June 4-6 at the Whitman Hotel in Walla Walla. The 2022 midyear meeting is planned for Skymania from June 5-7.

- 13. October 2020 Retreat.** Brian reported that we are confirmed to hold the retreat October 9-11 at Campbell's in Chelan. Discussion about incorporating a CLE to make up for the cancelled Midyear meeting. The venue appears to have capacity for hosting while complying with social distancing requirements, including options for live telecasts into guest rooms. Venue indicated it has 45, and possibly up to 75, additional rooms available to accommodate an event with more attendees. Further discussion about practicality and logistics of combining a retreat with a CLE. Most members indicated a desire to create a combined event. Brian will follow up with Campbell's and WSBA. **[[This event changed to the October 9 Zoom EC meeting due to COVID-19 concerns.]]**

14. Expenses.

There were no lunch expenses to approve due to the online meeting.

Meeting of the full EC adjoined at 1:22 p.m. There were no breakout council meetings.

WASHINGTON STATE BAR ASSOCIATION

To: Section Chairs, Chair-Elects, and Treasurers

From: Kevin Plachy, Interim Advancement Department Director

cc: Sections Team

Re: FY 2021 Section Per-Member Charge

Date: September 8, 2020

The Section Per-Member Charge is calculated as part of the WSBA annual budget process. It is based on the first draft of the budget for costs of the administrative support to WSBA Section leaders and executive committees for the upcoming fiscal year as reflected in the Sections Administration cost center. These costs include: (1) salaries and benefits, (2) overhead, and (3) direct expenses.

The Budget and Audit Committee of the Board of Governors reviewed the third draft FY 2021 Budget on September 10, 2020. The Committee unanimously agreed to a reduced Per-Member Charge of \$18.18 In the case the final budget numbers reflect higher expenses than those used to arrive at this charge, the Per-Member Charge will be capped at the previous level of \$18.75

FY2021 PER-MEMBER CHARGE CALCULATION

1. SALARIES AND BENEFITS

The Per-Member charge includes the salaries and benefits of employees that directly support Sections. *It does not include any staffing costs for mini-CLEs, Section membership dues processing, or any other work performed by WSBA employees in support of Sections.* Benefits are calculated as a percentage of total salaries. The percentage is derived from the WSBA's total salaries and benefits budget for the fiscal year. Items included in employee benefits are employer federal taxes and insurance, medical coverage, retirement plan contributions, employee bus passes, and employee service awards and assistance plan.

Direct Employee Support	Full Time Equivalent (FTE)
• Sections Administration Employees	2.60
• Administrative Employee Time ¹	0.08
Total FTE	2.68
• Salaries for 2.68 FTEs	\$162,549
• Benefits (29% of estimated salaries)	\$46,430

Total FY21 Salaries and Benefits Budgeted for Sections	\$208,979
---	------------------

¹ Includes cost of employee time for processing accounts payable arising from section activities.

2. OVERHEAD

This charge includes expenses related to general operations attributable to all WSBA employees. Overhead cost is calculated based on a per-FTE dollar amount, which is derived by taking the total cost of overhead divided by the total number of WSBA FTEs. This generates a per-FTE cost, which is multiplied by the total number of FTEs allocated to Sections. Overhead costs in the first draft FY20 budget consist of:

Overhead Category	Cost
• Rent	1,951,000
• Furniture, Maintenance & Leasehold Improvements	30,000
• Office Supplies & Equipment	44,000
• Computer Software Depreciation	133,089
• Telephone & Internet	33,000
• Production Services	12,000
• Workplace Benefits	39,000
• HR Expenses	200,838
• Personal Property Taxes	11,500
• Furniture & Equipment Depreciation	51,533
• Computer Hardware Depreciation	51,782
• Insurance	195,300
• Professional Fees-Audit	46,000
• Bank Fees	50,500
• Information Technology Department Expenses	845,750
Total Overhead Budgeted for FY21	\$3,695,292

- Estimated total WSBA FTEs for FY 2021 = 137.50
- Overhead per FTE = $\$3,695,292 / 137.50 = \$26,874.85$

Total Estimated FY21 overhead² to be charged to Sections ($\$26,874.85 \times 2.68$ FTEs) = \$72,024.60

3. DIRECT EXPENSES

These are out-of-pocket costs of administering Sections, and include:

- Dues Statements (paper, postage, and printing of annual Section membership dues statements)
- Section Meetings Expenses (Fall & Spring Section Leaders meeting costs for food, supplies, and conference calls)
- Employee Travel (costs for Sections staff to attend Executive Committee meetings and other Section events)

Direct expenses budgeted for all Sections = \$9,875

² Historically, there are small overhead differences between the first and final draft WSBA budgets.

FY 2021 PER-MEMBER CHARGE CALCULATION BASED ON FIRST DRAFT FY 2020 BUDGET

1. Total Salaries and Benefits	+ \$208,979
2. Total Overhead	+72,024.60
3. Direct Expenses	+9,875
Total expenses for Sections Administration cost center	= \$290,878.60

Estimated total # of section memberships for FY 2021 = 16,000 members

2021 Per-Member Charge: \$18.18/member

FY 2021 SECTION BUDGETS

As a reminder, Section Budget Requests and Request to Change Dues are due on July 12th. You may make additional changes after the budget has been submitted until August 16th. Please email all budget documents to your Sections Program Specialist or mail to them at 1325 4th Avenue, Suite 600, Seattle WA 98101.

If you have any questions about any of the information contained in this memo or need additional information, please feel free to contact Finance or your Sections Team for assistance.

Finance:

Elizabeth Wick elizabethw@wsba.org 206-727-8247

Sections Leaders Team:

Julianne Unite julianneu@wsba.org 206-727-8258

Eleen Trang eleent@wsba.org 206-733-5996

Washington State Bar Association

Statement of Activities

For the Period from August 1, 2020 to August 31, 2020

91.67% OF YEAR COMPLETE

	FISCAL 2020 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
REAL PROPERTY, PROBATE & TRUST SECTION					
REVENUE:					
INTEREST - INVESTMENTS	1,000.00	-	-	1,000.00	0.00%
SECTION DUES REVENUE	58,000.00	75.00	56,845.00	1,155.00	98.01%
SEMINAR SPLITS W/ CLE	38,418.73	-	35,952.96	2,465.77	93.58%
TOTAL REVENUE:	97,418.73	75.00	92,797.96	4,620.77	95.26%
DIRECT EXPENSES:					
CONFERENCE CALLS	-	-	42.38	(42.38)	
PER MEMBER CHARGE	43,500.00	56.25	42,637.50	862.50	98.02%
LEGISLATIVE/LOBBYING	500.00	-	-	500.00	0.00%
NEWSLETTER EXPENSES	2,500.00	-	1,693.75	806.25	67.75%
WEBSITE EXPENSES	5,000.00	337.50	3,262.50	1,737.50	65.25%
SEMINAR EXPENSE - SECTIONS	6,000.00	-	588.43	5,411.57	9.81%
MEMBERSHIP & RECRUITING EXP	500.00	-	-	500.00	0.00%
NEW LAWYER OUTREACH	1,500.00	-	-	1,500.00	0.00%
SCHOLARSHIPS/DONATIONS/GRANT	4,000.00	-	-	4,000.00	0.00%
ATTENDANCE AT BOG MEETINGS	500.00	-	-	500.00	0.00%
EXECUTIVE COMMITTEE EXPENSES	10,000.00	-	4,494.39	5,505.61	44.94%
EXECUTIVE COMM EXP - OTHER	16,000.00	-	2,826.92	13,173.08	17.67%
LDSHIP/PROF DEVELOP/RETREATS	20,000.00	-	13,353.08	6,646.92	66.77%
SECTION COMMITTEE EXPENSE	500.00	-	-	500.00	0.00%
TOTAL DIRECT EXPENSES:	110,500.00	393.75	68,898.95	41,601.05	62.35%
NET INCOME:	(13,081.27)	(318.75)	23,899.01		
FUND BALANCE AS OF 9/30/19:	42,572.72		42,572.72		
NEW FUND BALANCE:	29,491.45		66,471.73		

Txn Date	GL Txn Batch	Order No	Invoice	Invoice Dt.	Bill Customer	Txn Type	Txn Func Account	Amount (dr)	Amount (cr)
PRODUCT CODE: REALPROPERTY									
17-Aug-2020	18524675 2020081701	1016259893-1	0002291000	17-Aug-2020	000000051948-0	Sales	REVENUE 48200-SRPPT+-++++	0.00	25.00
					Maxwell Brooks Glasson				
25-Aug-2020	18524675 2020082501	1016261765-1	0002292773	25-Aug-2020	000000054165-0	Sales	REVENUE 48200-SRPPT+-++++	0.00	25.00
					Karen Gail Malella-Manker				
04-Aug-2020	18524675 2020080401	1016258636-1	0002289842	04-Aug-2020	000000056638-0	Sales	REVENUE 48200-SRPPT+-++++	0.00	25.00
					Teresa Jean Koza				
RODUCT_CODE: REALPROPERTY								0.00	75.00
Net Amount									75.00

Detail Trial Balance

Tuesday, September 15, 2020 4:43 PM

Includes Activities from August 1, 2020 to August 31, 2020

Page 1

Washington State Bar Association

WSBA\ DARSHITAP

Accounts without activities or balances during the above period are not included.

G/L Account: No.: 40000..59999, Global Dimension 1 Filter: SRPPT

Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
Account: 41850		SEMINAR SPLITS W/ CLE			Beginning Balance			-35,952.96
Account: 41850		SEMINAR SPLITS W/ CLE			Ending Balance			-35,952.96
Account: 48200		SECTION DUES REVENUE			Beginning Balance			-56,770.00
8/31/2020	T08312020		SRPPT		Section Dues Revenue - SRPPT		75.00	
Account: 48200		SECTION DUES REVENUE			Beginning Balance			-56,770.00
					Total Activities	0.00	75.00	-75.00
Account: 48200		SECTION DUES REVENUE			Ending Balance			-56,845.00
Account: 50165		CONFERENCE CALLS			Beginning Balance			42.38
Account: 50165		CONFERENCE CALLS			Ending Balance			42.38
Account: 58300		EXECUTIVE COMMITTEE			Beginning Balance			4,494.39
Account: 58300		EXECUTIVE COMMITTEE			Ending Balance			4,494.39
Account: 58305		EXECUTIVE COMM EXP - OTHER			Beginning Balance			2,826.92
Account: 58305		EXECUTIVE COMM EXP - OTHER			Ending Balance			2,826.92
Account: 58325		LDSHIP/PROF			Beginning Balance			13,353.08
Account: 58325		LDSHIP/PROF			Ending Balance			13,353.08
Account: 58375		NEWSLETTER/PUBLICATION			Beginning Balance			1,693.75
Account: 58375		NEWSLETTER/PUBLICATION			Ending Balance			1,693.75
Account: 58400		PER MEMBER CHARGE			Beginning Balance			42,581.25
8/30/2020	0820MISC		SRPPT		08/20 Per-Member Charge	56.25		
Account: 58400		PER MEMBER CHARGE			Beginning Balance			42,581.25
					Total Activities	56.25	0.00	56.25
Account: 58400		PER MEMBER CHARGE			Ending Balance			42,637.50
Account: 58625		SEMINAR EXPENSE - SECTIONS			Beginning Balance			588.43
Account: 58625		SEMINAR EXPENSE - SECTIONS			Ending Balance			588.43

Detail Trial Balance

Includes Activities from August 1, 2020 to August 31, 2020

Washington State Bar Association

Tuesday, September 15, 2020 4:43 PM

Page 2

WSBA\DARSHITAP

Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
Account: 58675		WEBSITE EXPENSES			Beginning Balance			2,925.00
8/28/2020	PI+151513	V7989	SRPPT		PID10152 July 2020/Hourly Web First Step Internet	337.50		
Account: 58675		WEBSITE EXPENSES			Beginning Balance			2,925.00
					Total Activities	337.50	0.00	337.50
Account: 58675		WEBSITE EXPENSES			Ending Balance			3,262.50
					Report Total Beginning Balance			-24,217.76
					Report Total Activities	393.75	75.00	318.75
					Report Total Ending Balance			-23,899.01

Washington State Bar Association
Fiscal Year 2021 Budget Request
REAL PROPERTY, PROBATE & TRUST SECTION

Account Number & Name	2019 Budget	2020 Budget	2021 Budget	% +/- over 2020 budget	Narrative (Please provide a detailed description for each account)	WSBA Comments
Revenues						
Operational Revenue	2019 2020	2340 Dues Rate 2320 Dues Rate	\$ 25.00 \$ 25.00			
48200- Section D	2021	2275 Dues Rate	\$ 25.00		The Executive Committee has determined it appropriate to retain current membership dues, and anticipate that the number of members may remain neutral.	Current paid membership is 2,266. Recommend lowering membership to 2,275. RPPT COMMENT: Changed
40500- Interest Income			\$ 500.00	-50%	It is anticipated that the interest income will remain neutral or decline somewhat based on the market.	
Total Operational Revenue			\$ 59,000.00	-3%		
Other Revenue						
40800- Publications			\$ -	0%	RPPT does not charge a separate fee for its Newsletter. Although advertisers have approached RPPT, RPPT has determined that it will not accept paid advertising at this time.	
Total Other Revenue			\$ -	0%		
CLE Related Revenue						
41850- Seminar Splits w/CLE			\$ -		This was based on WSBA Projections (June 19, 2020 EM from Shanthi Raghu)	Projected split breakdown added to columns D/E. Which seminars do you plan for next year? RPPT COMMENT: We are planning 2 fall seminars and 2 spring seminars, as well as our mid-year. In addition, we will be offering one or more joint venture seminars with other sections, as well as webinars put on by our Fellows
RPPT Midyear [FY18] 18704		\$1,450				
RPPT Probate and Trust Fall [FY19] 19497		\$2,000				
RPPT Real Property Fall [FY19] 19702		\$1,300				
RPPT Real Property Spring [FY19] 19707		\$0				
RPPT Probate Spring [FY19] 19498		\$1,900				
RPPT Midyear [FY19] 19704		\$16,200				
RPPT Probate and Trust Fall [FY20] 20497		\$0				
RPPT Real Property Fall [FY20] 20702		\$4,150				
RPPT Probate Spring [FY20] 20498		\$1,500				
RPPT Real Property Spring [FY19] 20707		\$0				
RPPT Midyear [FY20] 20704		\$7,500				
41805- Mini-CLE Revenue		\$ -	\$ 34,300.00	\$ 36,000.00		
Total CLE Related Revenue		\$ -	\$ 34,300.00	\$ 36,000.00	5%	RPPT plans on holding various mine-cles as a member benefit, with no charge. RPPT COMMENT: 2
TOTAL REVENUES		\$ 59,000.00	\$ 93,300.00	\$ 93,375.00	0%	
Expenses						
Operational Expenses	2019 PMC 2020 PMC		\$ 18.75 \$ 18.75			
58400- Per Mem	2021 PMC		\$ 18.18	-5%	Per WSBA BOG, the per member charge is remaining at is current rate	Are you planning on continuing to use Zoom? Add Zoom cost here rather than Website expenses below.
50165- Conference Calls			\$ 50.00	0%		RPPT COMMENT: Ok
Total Operational Expenses			\$ 43,925.00	-5%		
CLE-Related Expenses						
58620- Mini-CLE Expense			\$ -	0%	We anticipate that the budget may remain the same (assuming we can resume normal operating procedures for FYE 2021)	Mini-CLE expenses will need to be accounted for - \$12 per event (for accreditation) and \$100 per event for webinar platform. RPPT COMMENT: We have modified the item to include the cost of 2 webinars Expenses for seminars with WSBA CLE should be covered under the Fiscal Sharing Policy. Do you anticipate expenses beyond the CLE budget (i.e. speakers, lunches)? Please explain.
58625- Seminar Expense			\$ 6,000.00	4%		RPPT COMMENT: This line item has remained consistent with historical practices - this covers the cost of food for lunches and some networking events hosted at the CLEs
Total CLE Related Expenses			\$ 6,000.00			
Member Benefits Expenses						
58326- Legislative/Lobbying			\$ 500.00	0%	RPPT anticipates that legislative efforts may increase for FYE 2021 and may require in-person testimony	How many newsletters are you planning?
58375- Newsletter/Publications			\$ 2,500.00	0%	Neutral	RPPT COMMENT: RPPT puts out four (4) newsletters each year.

Split out Zoom account expenses to Conference Call line item above.

RPPT COMMENT: Done

58675- Website Expenses	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	0%
Total Membership Benefits Expenses	\$ 9,000.00	\$ 7,000.00	\$ 7,500.00	7%

Public Service/Outreach

Please provide further explanation.

RPPT COMMENT: RPPT's robust Fellows program operates networking events and meetings to develop membership and interest in RPPT

58350- Membership & Recruiting	\$ 1,000.00	\$ 500.00	\$ 500.00	0%
58525- Scholarships/Donations/Grants	\$ 8,000.00	\$ 7,000.00	\$ 7,000.00	
58500- New Lawyer Outreach	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	0%
Total Service/Outreach Expenses	\$ 10,500.00	\$ 8,500.00	\$ 8,500.00	0%

Neutral.
RPPT is hopeful to bring back new member/student involvement for FYE 2021.
RPPT will continue its efforts to engage with new lawyers and students

Executive Committee-Related Expenses

58150- Attendance at BOG Meetings	\$ 1,000.00	\$ -	\$ 1,000.00	0%
58300- Executive Committee Meetings	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	100%
58300- Executive Committee Meetings	\$ 5,000.00	\$ -	\$ -	0%

Although there may be some need for inperson attendance, it is anticipated that RPPT will utilize technology to attend; however, RPPT has noticed the opportunity to comment is stilted during on-line attendance
It is anticipated that RPPT will have in person quarterly meetings

Please explain. Are you planning on paying for EC members to attend Midyear? The section will have to request an exemption to the Fiscal Policy from WSBA Treasurer.

RPPT COMMENT: Is this a new policy? The RPPT has historically covered the cost of the EC to attend the mid-year as this is an essential part of their obligation - including a meeting for the mentorship of new EC members by the out-going members.

58305- Executive Committee Expense- Other	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	0%
58550- Section Committees Expense	\$ 500.00	\$ 500.00	\$ -	-100%
58325- Leadership/Professional Development/Retreats	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	0%
Total Executive Committee Expenses	\$ 47,500.00	\$ 41,500.00	\$ 47,000.00	13%

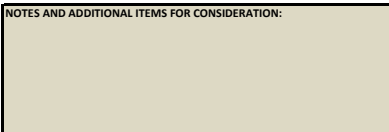
Neutral.
It is anticipated that committee expenses are absorbed under other line items
The retreat will be held in Chelan in October

Note: fixed FY2020 budgeted number.

TOTAL EXPENSES	\$116,925.00	\$106,500.00	\$110,683.50	4%
BUDGETED NET INCOME (LOSS)	\$ (57,925.00)	\$ (13,200.00)	\$ (17,308.50)	31%

Fund Balance as of September 30, 2018	\$ 70,575.00
Fund Balance as of September 30, 2019	\$ 81,152.00
Fund Balance as of March 31, 2020	\$ 92,117.00
Plus Budgeted Net Income/(Loss) for Fiscal Year 2021	\$ (17,308.50)
PROJECTED FUND BALANCE AT 9/30/2021	\$ 74,808.50

NOTES AND ADDITIONAL ITEMS FOR CONSIDERATION:



**Washington State Bar Association
Fiscal Year 2019 Budget Request
Real Property, Probate and Trust Section**

Account Name	WSBA Account #	2018 Budget	2019 Budget	Please Provide a Detailed Budget Narrative for Each Revenue/Expense Accounts
Revenues				
Operational Revenue				
Interest Income on Section Fund Balance	40500	\$ 200.00	\$ 500.00	Section Dues - its anticipated that membership will grow slightly in 2019 for a total membership of 2,340
Section Dues	48200	\$ 58,000.00	\$ 58,500.00	
Total Operational Revenue		\$ 58,200.00	\$ 59,000.00	
CLE Related Revenue				
Seminar Splits with CLE- profit or (loss) (co-sponsored with WSBA CLE)				Seminar Splits with CLE Revenue - NOTE: if approved, the new revenue sharing policy between WSBA CLE and Sections will begin Fiscal Year 2019; however any revenue earned will not be paid until the FY 2019 books are closed and audited in Fall 2019 and will be paid in early FY20. Therefore, the budget for Seminar Splits w/CLE should be \$0 for FY19.
<i>(Indicate planned CLE here, if known, and any applicable details)</i>		\$ 18,000.00	\$ -	
Total Seminar Splits with CLE	41850	\$ 18,000.00	\$ -	
Total CLE Related Revenue		\$ 18,000.00	\$ -	
Total Revenues		\$ 76,200.00	\$ 59,000.00	
Expenses				
Operational Expenses				
Conference Calls	50165	\$ 200.00	\$ 50.00	Conference Calls - Per Member Charge - \$18.75 x 2,340 members
Per Member Charge	58400	\$ 43,500.00	\$ 43,875.00	
Total Operational Expenses		\$ 43,700.00	\$ 43,925.00	
Member Benefits				
Legislative/Lobbying	58326	\$ 500.00	\$ 500.00	Legislative/Lobbying -
Newsletters/Publication expense (Includes Printing & Postage)	58375	\$ 4,000.00	\$ 2,500.00	Newsletter/Publication Expense - reduction in budget is based on historical expenses anticipated
Website Expenses	58675	\$ 7,000.00	\$ 6,000.00	
Total Member Benefits Expenses		\$ 11,500.00	\$ 9,000.00	
CLE-Related Expenses				
Seminar Expense - Sections (expenses paid by section for CLE activities not included in CLE financials)				Seminar Expense - budget unchanged
<i>(List the expenses here and indicate which CLE it would be applied towards, if known)</i>		\$ 6,000.00	\$ 6,000.00	
Total Seminar Expenses- Sections Budget	58625	\$ 6,000.00	\$ 6,000.00	
Total CLE Related Expenses		\$ 6,000.00	\$ 6,000.00	
Public Service/Outreach				
Scholarships/Donations/Grants	58525	\$ 14,000.00	\$ 8,000.00	Scholarships/Grants - projecting a small reduction in expense as scholarship recipients are submitting smaller than expected reimbursement requests
Membership & Recruiting	58350	\$ 1,000.00	\$ 1,000.00	Membership & Recruiting - New Lawyer Outreach -
New Lawyer Outreach	58500	\$ 1,500.00	\$ 1,500.00	
Total Service/Outreach Expenses		\$ 16,500.00	\$ 10,500.00	

**Washington State Bar Association
Fiscal Year 2019 Budget Request
Real Property, Probate and Trust Section**

Account Name	WSBA Account #	2018 Budget	2019 Budget	Please Provide a Detailed Budget Narrative for Each Revenue/Expense Accounts
Executive Committee-Related Expenses				
Attendance at BOG Meetings	58150	\$ 1,000.00	\$ 1,000.00	Attendance at BOG Meetings -
Leadership/Professional Development/Retreats	58325	\$ 20,000.00	\$ 20,000.00	Leadership/Prof. Dev./Retreats - increase in budget due to larger executive committee membership (2 new fellows)
Section Committee Expense	58550	\$ 500.00	\$ 500.00	Section Committee Expense -
Executive Committee Expenses - Other	58305	\$ 16,000.00	\$ 16,000.00	Executive Committee Expenses Other -
Executive Committee Expenses				Executive Committee Expenses - increased expenses are related to a larger executive committee (2 new fellows) as well as having meetings at Sea-Tac conference center rather than a law firm's office. The conference center is anticipated to be more convenient for non-Seattle EC members but results in a room rental charge we have not incurred in the past.
Travel/Lodging		\$ 4,000.00	\$ 5,000.00	
Meeting Facilities, Food, etc.		\$ 2,500.00	\$ 5,000.00	
Total Executive Committee Expenses	58300	\$ 6,500.00	\$ 10,000.00	
Total Executive Committee Expenses		\$ 44,000.00	\$ 47,500.00	
Total Expenses		\$ 121,700.00	\$ 116,925.00	
Budgeted Net Income (Loss) for FY2018/FY2019		\$ (45,500.00)	\$ (57,925.00)	
Plus Fund Balance as of September 30, 2017			\$ 113,971.15	
Plus Estimated Net Income/Loss for Fiscal Year 2018			\$ (45,500.00)	
Plus Estimated Net Income/Loss for Fiscal Year 2019			\$ (57,925.00)	
Projected Fund Balance at 9/30/2019			\$ 10,546.15	

WASHINGTON STATE B A R A S S O C I A T I O N

Board of Governors June Meeting Update

A summary of the Board of Governors meeting June 26-27, 2020, prepared by WSBA

A summary of the Board of Governors meeting June 26-27, held virtually, prepared by WSBA. The agenda, materials, and video recording from this Board of Governors meeting, as well as past meetings, are [online](#). The next regular meeting is July 24-25 (with a board retreat before on July 23) in Stevenson. The Board of Governors is WSBA's governing body charged with determining general policies of the bar and approving its annual budget.

Your At-Large Governors are [Russell Knight](#), [Hunter Abell](#), and [Alec Stephens](#).

SPECIAL MESSAGE FROM WSBA PRESIDENT RAJEEV MAJUMDAR

Dear Colleagues,

Our June WSBA Board of Governors meeting was filled with hard but necessary conversations, particularly as we looked at how to respond as an association to the national dialogue about racism and unlawful use of force. I am enthused to begin the meaningful work of the newly chartered WSBA Equity and Disparity Work Group. And while I believe your Board is collectively committed to the right principles and made the right decisions, I want to acknowledge that statements were made at the board table that were both offensive and painful, especially for people of color. While we as a board took actions to promote diversity and equity in our courts and legal profession, I understand how those individual painful comments continue to illustrate and perpetuate the very problem itself. I strongly reject those comments as they are in direct opposition to WSBA's and my own unwavering values of diversity, equity, and inclusion. Resultantly, I am invoking the WSBA's independent ombudsman process to thoroughly investigate the matter. My message today is a placeholder for more to come because this work has to be done thoughtfully and meaningfully.

*In service,
Rajeev*

TOP MEETING TAKEAWAYS

1. George Floyd Memoria Agenda—WSBA’s stand against racism and unlawful use of force: At its first meeting since the killing of George Floyd and the resulting national unrest and dialogue about racism, the board took several actions in response to President Majumdar’s call to action. Significantly, they unanimously [passed a resolution](#) acknowledging statements made by the members, supporting the [Supreme Court’s message](#), endorsing the [WSBA President’s message](#) to the membership, and committing the WSBA to support its members in speaking out. Most importantly, the board chartered a multi-stakeholder Equity and Disparity Work Group to actively identify and suggest remedies for rules, regulations, and laws related to the practice of law and administration of justice that facilitate injustice and perpetuate institutionalized racism. The board also answered President Majumdar’s challenge to revise the mission statement of the bar to emphasize the WSBA’s mandate to promote an effective legal system accessible to all people, by proposing a statement to send out for member feedback. “Even if these are hard conversations, we are compelled to act as an association,” said President Rajeev Majumdar. “We have the unique ability to look at the justice system itself—at the very tools we use every day—to ensure equitable access for all people.” (See below for more information.)

2. Expanding the Hardship Exemption: In recognition of challenges facing members throughout their lifetimes, the number of times an Active member can receive a hardship exemption from paying annual license fees has been increased from once to twice, per a bylaw amendment that is now subject to review by the Washington Supreme Court. The goal is to offer the additional hardship exemption by the next licensing deadline.

3. Law Clerk Tutors: Have you considered serving as a tutor for a prospective Law Clerk student? This program offers an important alternative to law school that helps breaks down economic, geographic, and other barriers for prospective lawyers. [Learn about two Law Clerks’ journeys and consider becoming a tutor](#)—we need you!

4. WSBA Leadership: The Board of Governors selected current District 6 Governor Hon. Brian Tollefson as WSBA’s President-Elect for the coming year and Lisa Mansfield as an At-Large Governor for 2020-23 (note: *14 candidates* initially applied for this seat, currently held by At-Large Governor Alec Stephens). After a favorable performance review, the board also voted to hire Terra Nevitt as WSBA Executive Director (removing “interim” from her current title), subject to negotiation of an employment contract. ([See page 296.](#))

5. COVID-19 Resources and Information: WSBA frequently updates its [COVID-19 web page](#) with information, news, and resources in the categories such as law-firm management, free CLEs and webinars, court orders, opportunities to help, and more. The annual CLE Summer Sale begins July 7, and we are offering a bigger discount (50%) than in previous years to help members navigate the legal landscape and requirements during the pandemic.

MEETING RECAP

Local Heroes. Kudos to our two Local Heroes, nominated by the Whatcom and Skagit County Bars (the original locale for this board meeting was to be in Bellingham, pre-COVID-19 regulations):

- **Heather Powell** (nominated by the Whatcom County Bar Association): Since 2013, Ms. Powell has served as CEO of the Boys & Girls Clubs of Whatcom County, where she consistently and passionately advocates for at-risk youth. This hallmark has been amplified during the COVID-19 pandemic. For example, she spearheaded an effort to save more than 500 licensed childcare locations from closing—these locations served primarily low-income families as well as parents who have been essential workers during the crisis. As one of her nominators said: “Heather is an energetic leader who acts with courage, determination, and a desire to make a difference.” ([Read more.](#))

- **Heather Webb** (nominated by the Skagit County Bar Association): Ms. Webb serves as president of the Skagit County Bar Association and is known as a legal advocate who has helped highlight others who make significant contributions to the legal community. She has invested her time and energy to make the association more visible in the community. For example, she reimaged the annual Law Day luncheon as a dinner and opened the event to the community, extending special invitations to high school teachers and students. In addition, Ms. Webb is a member of the Washington State Association for Justice, Washington Women Lawyers, and the Whatcom County Bar. She has also been named a Super Lawyer Rising Star. One of her nominators said: “She is highly admired for her legal skills and her compassion and devotion to her clients and community.” ([Read more.](#))

George Floyd Memoria Agenda. The Board of Governors responded to the killing of George Floyd with several actions to strengthen WSBA’s commitment to diversity, equity, and inclusion in the legal community. The board:

- Approved a resolution in response to the national dialogue on Racism and Unlawful Use of Force. This included an endorsement of the President’s message to the membership which stated, in part, that: *“There is no equity without access to the justice our legal system can provide, and there is no access to justice without our profession doing its part to solve problems. It is up to each one of us to stand up and speak for others who cannot so that we may substitute true dialogue and good policy for violence in our society. That is the very point of an effective legal system, and as officers of that system we bear a large share of the burden in its failures if each of us do not work to ever reform it.”* Also within the Resolution, the WSBA acknowledged [statements made by the members](#), and voiced support for the Supreme Court’s leadership in making [their statement](#), and committed the WSBA to supporting its members in speaking out—both by supporting their right to do so and their ability to do so with wellness and educational services. The Board also recognized the hard work of WSBA employees and that some have experienced racism and violence directly. ([See page 95.](#))

- [Chartered an Equity and Disparity Work Group](#) with wide representation and a two-year charter to review rules, regulations, and laws related to the practice of law and administration of justice (such as the Rules of Professional Conduct and GR 12.2, for example); to identify any of these that facilitate injustice; and to propose concrete remedies that WSBA can pursue in accordance with GR 12.2. ([See page 88.](#))
- Answered President Majumdar’s challenge to revise the mission statement of the bar to emphasize the WSBA’s mandate to promote an effective legal system accessible to **all people**, by proposing a revised mission statement. WSBA will now send out the proposed revision to members broadly to solicit feedback before the board takes any action. New proposed mission: *With a strong commitment to serving its members and the public, WSBA ensures the integrity of the legal profession and promotes an effective legal system, accessible to all.* (Current mission statement: *To serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.*) WSBA will solicit feedback membership-wide in the following weeks. Comments can be sent to barleaders@wsba.org. ([See page 86.](#))
- Recognized and honored the effort, empathy, statements, and action taken by groups of members such as the WSBA Civil Rights Law Section, WSBA Council on Public Defense, the Access to Justice Board, Loren Miller Bar Association, Filipino Lawyers of Washington, Korean American Bar Association, Latina/o Bar Association of Washington, QLaw Association and QLaw Foundation, South Asian Bar Association of Washington, Vietnamese American Bar Association of Washington, Washington Women Lawyers, Association of Washington Assistant Attorneys General and the Solidarity Caucus of the Professional Staff Organizing Committee, and the Washington State Bar Foundation. ([See page 63.](#))
- Approved for distribution a Statement by Council on Public Defense. ([See page 83.](#))
- Approved [a resolution in support of the Court’s Law Clerk Program](#) (authorized by Admissions to Practice Rule 6), an alternative to traditional law school education, which might otherwise be unattainable due to economic and institutional barriers for potential lawyers. ([See page 91.](#))
- Heard several recommendations from WSBA’s Diversity Committee regarding the organization’s existing 2013 Diversity Plan. ([See page 99.](#))

Diploma Privilege: Send comments to WSBA or the Court directly. Following the [Court’s Order](#) to waive the Uniform Bar Exam (UBE) portion of the bar exam (the Multistate Professional Responsibility Exam and the Washington Law Component Exam are still required) as a licensing requirement for the majority of applicants signed up for the summer exam, the Board of Governors discussed feedback and concern from law students and members. Comments included: A significant amount of feedback from members with concerns; the Board agreed to forward those comments collected to date to the Court as well as solicit additional comments. If you would like to submit a comment as part of the bar’s aggregate submission to the Court, please send them

to barleaders@wsba.org by the end of July. The Board also supported the Law Clerk Board's request to ask the Court to amend its Order to include qualified graduates of the Law Clerk program and to make a contingency plan for LL.M (Master of Laws) bar applicants if the July bar exam cannot be administered safely. ([See page 294.](#))

Comments on Draft Amendments to Disciplinary Procedural Rules. Justice Mary Yu of the Washington Supreme Court appeared at the meeting to answer questions and to dispel rumors of any imminent changes to the lawyer discipline system without providing an opportunity for comment to WSBA's Board of Governors. She explained that drafts of discipline-system rule amendments (prepared at the direction of the Court with assistance from WSBA staff) should be transmitted directly to the Court and not through the Board of Governors. Discipline counsel reports to the Court on discipline matters and the structure of the relationship is outlined in ELC Title 2. It would be improper for the proposed rules to first go to the Board of Governors. Once the proposed rules are transmitted to the Court, they will likely be sent to our Court Rules Committee and then published for comment. Justice Yu wanted to assure the BOG that the Court would solicit input from the bar and Board of Governors before adopting any such rules. Justice Yu and WSBA President Majumdar assured the board and other stakeholders that they will have ample time to consider and comment on any rule changes if the Court decides to advance them in some form. "We will definitely seek member input in the event any proposal comes to fruition," Majumdar said. Justice Yu explained that if the Court advances a final draft, the Court will forward them to WSBA for input in accordance with General Rule (GR) 9. She believes this process is more consistent with the Court's and Board of Governor's respective roles in the discipline system.

More Awards! The Board of Governors approved this year's slate of APEX (Acknowledging Professional Excellence) Award winners. Stay tuned for the names of these outstanding legal luminaries.

Removing Barriers to Emeritus Pro Bono Status (first read). The Board of Governors will vote at its next meeting in July whether to change certain qualifications under Admission and Practice Rules for members seeking or in Emeritus Pro Bono status. These APR amendments—such as removing an experience qualification, waiving the license fee for those who volunteer 30 hours in the previous year with a QLSP, and changing the label from "emeritus pro bono" status to "pro bono" status to make it clear that members can move to this status at any stage of their careers — were recommended by the Pro Bono and Public Service Committee to encourage more members who resign active licenses to instead continue to perform pro bono services via Emeritus Pro Bono status. If approved, the APR amendments and WSBA bylaw change will go before the Washington Supreme Court for review. ([See page 208.](#))

Budget Items. The Board of Governors will recommend to the Washington Supreme Court a one-time \$15 reduction to the Client Protection Fund; that means the current rate of \$25 would drop to \$10 for 2021. Careful analysis shows the fund has sufficient capacity to safeguard payouts while providing this one-time relief for members during a time when COVID-19 economic impacts for

members are yet unknown. ([See page 255.](#)) Also, Audit Firm Clark Nuber presented results from WSBA's "deep dive" audit, with an overall summary: "No systemic failures and no red flags" but some recommendations to show documentation to policies and procedures in line with industry best practices. ([See page 262.](#)) This audit was in addition to WSBA's regular annual audit, which came back with a clean report indicating the bar's finances are well managed and accurate in all material respects.

Support for Private Attorney Involvement Plan. The Board of Governors approved a comment from the Pro Bono and Public Service Committee in support of Northwest Justice Project's 2020 Private Attorney Involvement Plan. This plan identifies work areas not generally served by volunteer lawyer programs and how to engage private attorneys in these areas. ([See page 246.](#))

Defense Requests for Expert Funds. The Board of Governors approved the Council on Public Defense's proposed charter revision as well as a comment in support of proposed rule amendments that require judges to consider defense requests for expert funds ex parte. ([See page 197.](#))

Proposed Ethics Amendments. The Committee on Professional Ethics requested support for amendment recommendations to the Rules of Professional Conduct (RPCs) regarding in-house lawyers (RPC 1.16 and 1.13), as well as fee sharing with nonprofit lawyer referral services (RPC 7.2 and 5.4). The Board of Governors voted to approve a minor revision to the RPC. 1.16 and 1.13 recommendations and then voted to forward both recommendations to the Washington Supreme Court. ([See page 312.](#))

Reports from WSBA Entities. The Board of Governors heard updates from the Editorial Advisory Committee ([see page 101](#)), Coronavirus Response Task Force ([see page 111](#)), Ad Hoc Committee to Investigate Alternatives to Mandatory Malpractice Insurance ([see page 130](#)), and the Council on Public Defense ([see page 185](#)).

Salary Transparency. The Board requested that the WSBA President, Treasurer, and Interim Executive Director present a proposal at the July Board of Governors meeting about options for posting salary ranges for WSBA positions to provide greater transparency to members, while addressing privacy and safety concerns of employees.

Helping Sections Connect with Legislators. After several previous reads, the Board approved a revised policy to clarify how Sections introduce and respond to legislation in a manner that encourages members to share their subject-matter expertise with lawmakers in an official WSBA capacity while adhering to [General Rule 12.2](#). ([See page 271.](#))

###

WASHINGTON STATE BAR ASSOCIATION

Board of Governors July Meeting Update

A summary prepared by WSBA of the Board of Governors meeting held virtually on July 24, 2020.

The agenda, materials, and video recording from this Board of Governors meeting, as well as past meetings, are [online](#). The next regular meeting is Aug. 28-29 in Spokane (pending health directives regarding COVID-19). The Board of Governors is WSBA's governing body charged with determining general policies of the bar and approving its annual budget.

TOP MEETING TAKEAWAYS

1. **FY2021 budget.** The bottom line for member license fees: It will cost slightly less to practice law next year because of a proposed one-time reduction to the Client Protection Fund (lowering the assessment by \$15 to a total contribution of \$10 per member for 2021; this proposal will now go to the Supreme Court for review). Based on an initial draft of next year's budget, we are in solid overall financial shape—even as we try to account for several unknown repercussions due to COVID-19—because of the cost-saving and efficiency-making measures made this year. ([See page 55 in Late Materials.](#))
2. **WSBA mission statement.** At its June meeting, [the Board of Governors asked for feedback about a proposal to change the bar's mission statement](#). Based on the resulting member and staff input, the Board of Governors voted to table the conversation indefinitely with the recommendation that any future process to evaluate the mission statement should involve a wide outreach plan. ([See page 72](#) and [Late Materials pages 115 and 122.](#))
3. **WSBA leadership.** The Board of Governors unanimously selected current District 4 Governor Dan Clark to continue as WSBA Treasurer for a second year. The board also wished District 8 Governor Kim Hunter well in light of her announcement that she has resigned her seat immediately due to health reasons.
4. **Diversity, equity, and inclusion.** WSBA President Rajeev Majumdar began the meeting by honoring the legacy of civil-rights leader Rep. John Lewis as part of an affirmation of WSBA's values and goals in full support of diversity, equity, and inclusion in the legal community. He also outlined the response underway to complaints about comments about minority bar associations made at the board table in June, including his intent for the board to meet, learn from, and work with minority bar associations and others. Also, a Washington Supreme Court-appointed ombudsperson is specifically investigating comments about minority bar associations made by Gov. Higginson, and the Board of Governors has begun some facilitated training about oppression and trauma and is planning a comprehensive training schedule for this fall and throughout the coming year.
5. **Discounts, discounts, discounts!** WSBA's [annual Member Appreciation Summer Sale](#) runs through July 31, and this year we are offering even deeper discounts on more than 500 CLE products (50% rather than the usual 40%).

MEETING RECAP

Doing good in the community. Kudos to Court Commissioner Jeff Baker, our newest Local Hero nominated by the Klickitat-Skamania Counties Bar Association (the locale where this board meeting was scheduled to occur, pre-COVID-19 regulations). Mr. Baker supports his local community in Trout Lake in innumerable ways including as a mentor to Columbia High School youth as they prepare for the statewide YMCA Mock Trial competition, varsity soccer coach, co-chair of the Trout Lake School M&O Levy Committee, Trout Lake Councilmember, and Trout Lake Community Foundation. Jeff’s nominator states that Jeff is “one of the genuinely nicest human beings that I have had the pleasure of encountering...” ([Read more.](#))

Removing barriers to Emeritus Pro Bono status. The Board of Governors voted to recommend changes to certain qualifications under Admission and Practice Rules (APR) and WSBA Bylaws for members seeking or in Emeritus Pro Bono status. These APR amendments and Bylaw changes — such as removing an experience qualification and waiving the license fee for those who volunteer 30 hours in the previous year with a Qualified Legal Service Provider — were recommended by the Pro Bono and Public Service Committee to encourage more members who resign active licenses or go to Inactive Status to continue to perform pro bono services via Emeritus Pro Bono status. These recommended APR amendments and corresponding WSBA bylaw change will now go before the Washington Supreme Court for review. ([See page 34.](#))

Salary transparency. The WSBA Board of Governors voted to post WSBA compensation information on its website including the WSBA Compensation Philosophy, employee pay classification bands (with beginning, midpoint, and top salaries) and generic job titles within those bands, a copy of the WSBA Employee Handbook, and a summary of employee benefits. ([See page 114.](#))

Reports from WSBA entities. The Board of Governors heard updates from the Law Clerk Board ([see page 37 in Late Materials](#)), Civil Litigation Rules Revision Work Group, and the Court Rules and Procedures Committee, which recommended several practices for WSBA to help broadcast proposed rule amendments to ensure broad consideration and comments from members ([see page 29](#)).

###

WASHINGTON STATE B A R A S S O C I A T I O N

Board of Governors September Meeting Update

A summary prepared by WSBA of the Board of Governors meeting held virtually on Sept. 17-18, 2020. The agenda, materials, and video recording from this Board of Governors meeting, as well as past meetings, are [online](#). The next regular meeting is in November 13-14. The Board of Governors is WSBA's governing body charged with determining general policies of the bar and approving its annual budget.

TOP MEETING TAKEAWAYS

1. **FY21 budget and license fees.** The board approved the budget for the 2020-21 fiscal year—including a decreased section per member charge to \$18.18 and set the 2021 optional Keller deduction at \$3.1. With much conversation about how to best respect members' pocketbooks while responsibly fund WSBA mission-critical programs and services, the board discussed the 2022 and 2023 license-fee rate and whether the lawyer license fee could be lowered by \$10; governors will continue the license-fee conversation in November. Look for more details in the Treasurer's Report in "Bar News." ([See page in Late Materials.](#))
2. **Insurance.** The board will recommend to the Court a rule change to require lawyers, with exception to disclose to clients if they do not carry malpractice insurance. Specifically, the proposed addition Rule of Professional Conduct (RPC) 1.4 would require lawyers who lack a minimum threshold of malpractice insurance (\$100,000 per occurrence and \$300,000 in the aggregate) to provide notice obtain consent from clients. The board declined to support a proposal to require most lawyers to carry malpractice insurance last year, and governors noted this new recommendation does better to balance public protection while not being overly burdensome on lawyers. [More information, including the full proposal.](#)
3. **Proposed changes to civil litigation rules.** After many years of study, including a recent robust round of stakeholder feedback, the board will recommend to the Court a series of rule changes to address the escalating cost of civil litigation. See more information below.
4. **MCLE ethics requirement.** With the Board of Governors support, the Mandatory Continuing Legal Education Board will recommend to the Court requiring licensed legal professionals to complete at least one ethics credit per reporting cycle in the topic of equity, inclusion, and the mitigation of bias in the legal profession. See below for more information. The Board also approved a motion to have WSBA continue to offer the three free ethics credits currently being offered, one of which is in the area of equity and inclusion and mitigation of bias.
5. **Board of Governors At-Large seat vacancy.** Lisa Mansfield, who was elected in June to serve as an At-Large governor for the 2020-2023 term, had to decline the position because of her recent appointment to serve as a municipal court judge (congrats!). Are you interested in running for that seat? See more information below.

MEETING RECAP

WSBA leadership. Congratulations to incoming Fiscal Year 2020-21 Officers President Kyle Sciuchetti, President-Elect Brian Tollefson, and Treasurer Dan Clark (for his second consecutive term); and welcome incoming governors Lauren Boyd (replacing Kyle Sciuchetti in District 3), Brett Purtzer (replacing Brian Tollefson in District 6), Matthew Dresden (replacing Paul Swegle in District 7-North); and Brent Williams-Ruth (replacing Kim Hunter in District 8). [Read more about these WSBA leaders.](#)

Board of Governors At-Large seat vacancy. To fill the 2020-23 At-Large seat declined by Lisa Mansfield due her departure to accept a judge appointment, the Board of Governors will follow its newly adopted process. The WSBA Diversity Committee will put forth a slate of candidates for election by the entire membership. If you are interested in running, visit wsba.org for more information including eligibility requirements (to be posted soon). The board hopes to expedite the process to recruit candidates through October and hold the member-wide election in December.

MCLE ethics requirement. The Mandatory Continuing Legal Education (MCLE) Board last year recommended to the Court an amended requirement that would have required an ethics credit in three specific topics per reporting period for legal professionals. The Board of Governors did not support that proposal, and the Court ultimately rejected it. The MCLE Board has since narrowed its amendment proposal. The new recommended amendment to Admission to Practice Rule (APR) 11 would require legal professionals to devote at least one of six required ethics credits to the topic of “equity, inclusion, and the mitigation of bias in the legal profession and practice of law” per reporting cycle. The WSBA Board of Governors voted to support the amendment—and recommitted WSBA to continuing to provide a free CLE offering annually for members to fulfill the new ethics requirement—and the MCLE Board will now send the recommendation to the Court for consideration. ([See page 273.](#))

Proposed changes to civil litigation rules. Several years ago, the WSBA Board of Governors began a process to explore and find solutions to stem the escalating cost of civil litigation in the state of Washington. As a final step, the board in 2019 formed a committee to solicit robust stakeholder feedback regarding several proposed Civil Rule (CR) changes. That committee concluded its work by bringing back to the board several rule proposals that address stakeholders’ concerns. Expressing hearty thanks to all the volunteers who have put *many* hours into this years-long effort, the board voted to recommend the rule changes to the Court (The board also acknowledged that this is a start, with more work to be done especially in light of the current pandemic.)- [See page 204](#) for more information, including the draft rule proposals.

Strategic goals. The board held a work session to brainstorm strategic goals for the coming year and beyond. The broad themes that emerged were in the areas of providing excellent resources to members, elevating public confidence in the legal profession, managing business in a prudent and cost-efficient way, and promoting diversity, equity, and inclusion in the legal profession and legal system. The board’s Long Term Planning Committee will now coalesce those ideas and come up with a plan to gather member and public feedback in the coming months. ([See page 3.](#))

Judicial Information System Committee (JISC) rule changes. The board approved the JISC’s request to support a [rule change](#) clarifying the approval process, standard requirements, and dispute resolution authority for local courts using systems other than the JIS. The WSBA President will now write a letter to the Washington Supreme Court in support of the rule. ([See page 198.](#))

Diversity, equity, and inclusion programming. WSBA’s Equity and Justice Team provided information about how WSBA facilitates and supports diversity, equity, and inclusion work throughout the legal community.

team also reviewed the WSBA’s organizational commitments, such as [WSBA’s Diversity and Inclusion Plan : Washington’s Race, Equity, and Justice Initiative](#), as well as partnerships.

Other business. The Board of Governors also:

- Held its annual conversation with the deans of Washington’s three law schools, who talked about diversity and inclusion efforts, legal education in the time of COVID-19, and the reliability of the exam as a measure of practice readiness.
- On the recommendation of the Counsel on Public Defense, approved the updated Performance Guidelines for Persistent Offender Cases ([see page 405](#)) and COVID Guidance for Public Defense Offices for wide distribution to Washington public defenders ([see page 441](#)).
- Increased the size of the Law Clerk Board. ([See page 447.](#))
- Approved trustee appointments and a change to the funding structure for the Powerful Communities Project for the Washington State Bar Foundation. ([See page 453.](#))

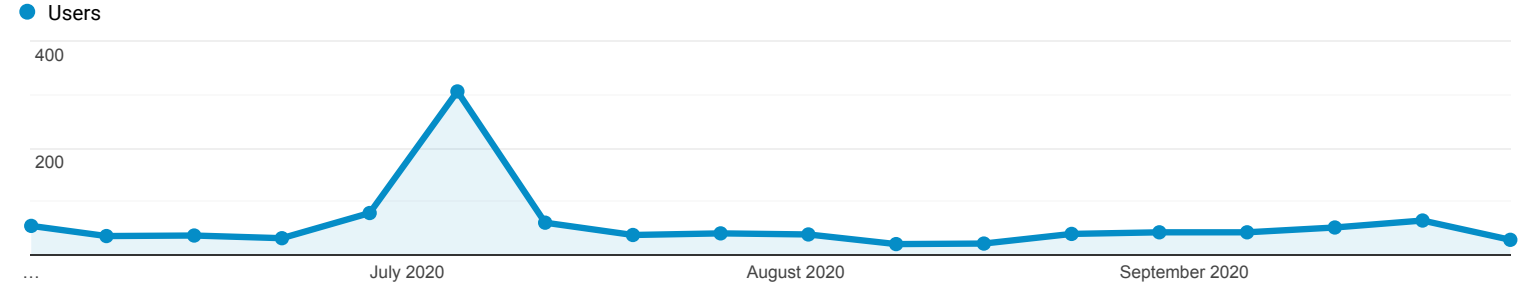
###

Audience Overview

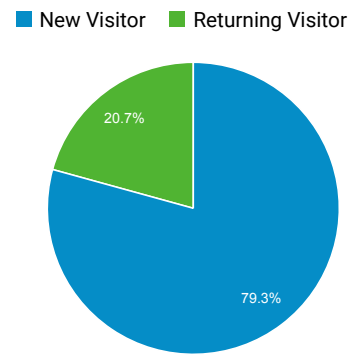
All Users
 100.00% Users

Jun 1, 2020 - Sep 30, 2020

Overview



Users 885	New Users 796	Sessions 1,174
Number of Sessions per User 1.33	Pageviews 5,355	Pages / Session 4.56
Avg. Session Duration 00:02:58	Bounce Rate 37.48%	



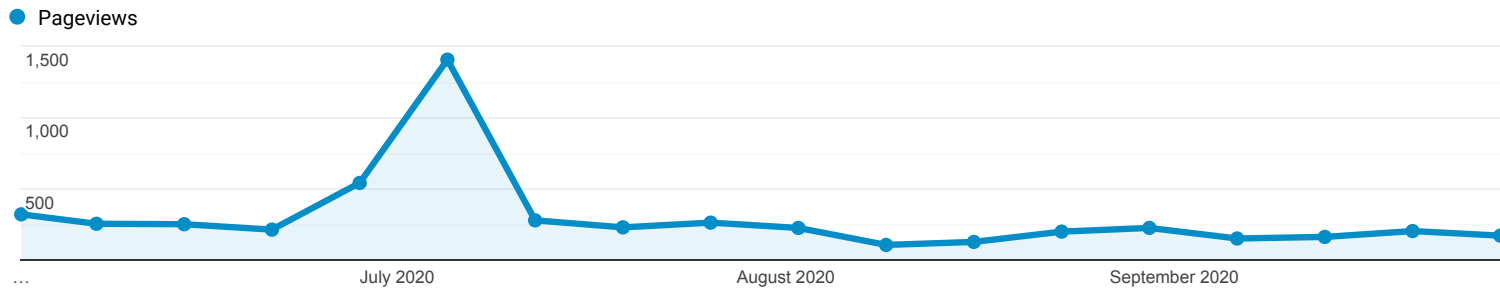
City	Users	% Users
1. Seattle	174	18.93%
2. (not set)	54	5.88%
3. Spokane	34	3.70%
4. Beijing	32	3.48%
5. Ashburn	30	3.26%
6. Tacoma	29	3.16%
7. Portland	25	2.72%
8. Bellevue	24	2.61%
9. Vancouver	17	1.85%
10. Kirkland	15	1.63%

Content Drilldown

Jun 1, 2020 - Sep 30, 2020

All Users
100.00% Pageviews

Explorer



Page path level 1	Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate	% Exit
	5,355 % of Total: 100.00% (5,355)	3,349 % of Total: 100.00% (3,349)	00:00:50 Avg for View: 00:00:50 (0.00%)	37.48% Avg for View: 37.48% (0.00%)	21.92% Avg for View: 21.92% (0.00%)
1. /Private/	1,405 (26.24%)	1,012 (30.22%)	00:00:58	31.82%	15.16%
2. /	989 (18.47%)	625 (18.66%)	00:00:48	31.61%	25.58%
3. /Login.aspx?path=/private/DrawOneNewsletter.aspx?DocumentID=170	716 (13.37%)	355 (10.60%)	00:00:40	26.81%	17.88%
4. /private/	521 (9.73%)	323 (9.64%)	00:01:07	69.23%	36.85%
5. /emailpassword.aspx	361 (6.74%)	139 (4.15%)	00:00:56	41.67%	10.25%
6. /Login.aspx?path=/Private/	301 (5.62%)	145 (4.33%)	00:00:34	30.00%	10.96%
7. /Login.aspx	125 (2.33%)	97 (2.90%)	00:00:25	0.00%	8.00%
8. /newsletters/	123 (2.30%)	73 (2.18%)	00:00:35	33.33%	21.14%
9. /resources/	72 (1.34%)	38 (1.13%)	00:00:46	61.11%	31.94%
10. /Login.aspx?path=/Private/DrawNewsletters.aspx?PageID=67	63 (1.18%)	33 (0.99%)	00:00:24	0.00%	11.11%

Rows 1 - 10 of 98

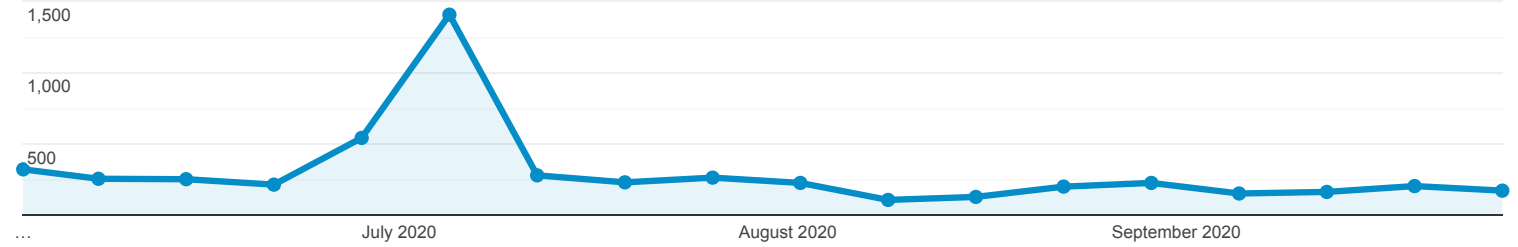
Pages

All Users
100.00% Pageviews

Jun 1, 2020 - Sep 30, 2020

Explorer

● Pageviews



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	5,355 % of Total: 100.00% (5,355)	3,349 % of Total: 100.00% (3,349)	00:00:50 Avg for View: 00:00:50 (0.00%)	1,174 % of Total: 100.00% (1,174)	37.48% Avg for View: 37.48% (0.00%)	21.92% Avg for View: 21.92% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /	989 (18.47%)	625 (18.66%)	00:00:48	598 (50.94%)	31.61%	25.58%	\$0.00 (0.00%)
2. /Login.aspx?path=/private/DrawOneNewsletter.aspx?DocumentID=170	716 (13.37%)	355 (10.60%)	00:00:40	317 (27.00%)	26.81%	17.88%	\$0.00 (0.00%)
3. /emailpassword.aspx	361 (6.74%)	139 (4.15%)	00:00:56	12 (1.02%)	41.67%	10.25%	\$0.00 (0.00%)
4. /Private/	357 (6.67%)	294 (8.78%)	00:00:16	3 (0.26%)	33.33%	2.80%	\$0.00 (0.00%)
5. /Login.aspx?path=/Private/	301 (5.62%)	145 (4.33%)	00:00:34	10 (0.85%)	30.00%	10.96%	\$0.00 (0.00%)
6. /private/DrawOneNewsletter.aspx?DocumentID=170	232 (4.33%)	190 (5.67%)	00:01:13	9 (0.77%)	100.00%	53.45%	\$0.00 (0.00%)
7. /Private/DrawNewsletters.aspx?PageID=67	175 (3.27%)	139 (4.15%)	00:00:39	4 (0.34%)	0.00%	13.71%	\$0.00 (0.00%)
8. /Login.aspx	125 (2.33%)	97 (2.90%)	00:00:25	22 (1.87%)	0.00%	8.00%	\$0.00 (0.00%)
9. /newsletters/	121 (2.26%)	71 (2.12%)	00:00:35	3 (0.26%)	33.33%	19.83%	\$0.00 (0.00%)
10. /private/search/listsearch.aspx	110 (2.05%)	36 (1.07%)	00:00:54	3 (0.26%)	0.00%	26.36%	\$0.00 (0.00%)

Rows 1 - 10 of 186

Search Terms

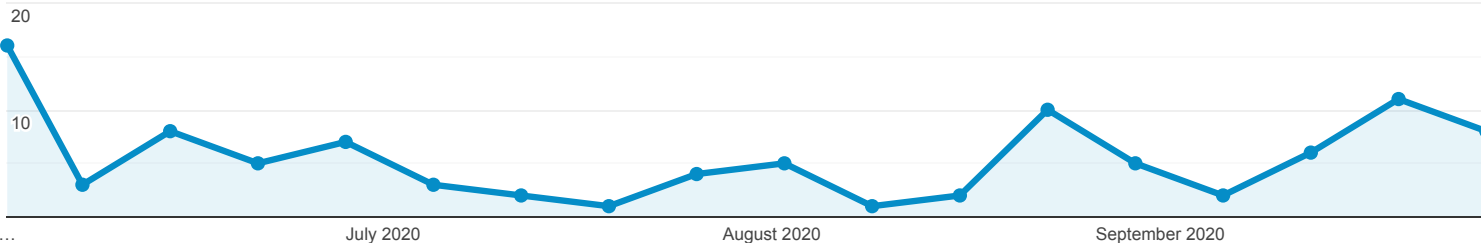
All Users
100.00% Total Unique Searches

Jun 1, 2020 - Sep 30, 2020

Explorer

Site Usage

Total Unique Searches



Search Term	Total Unique Searches	Results Pageviews / Search	% Search Exits	% Search Refinements	Time after Search	Avg. Search Depth
	99 % of Total: 100.00% (99)	2.02 Avg for View: 2.02 (0.00%)	33.33% Avg for View: 33.33% (0.00%)	29.00% Avg for View: 29.00% (0.00%)	00:04:19 Avg for View: 00:04:19 (0.00%)	1.71 Avg for View: 1.71 (0.00%)
1. power of appointment	4 (4.04%)	5.75	75.00%	0.00%	00:24:36	2.50
2. search newsletters	2 (2.02%)	1.50	0.00%	66.67%	00:14:08	9.50
3. "Alaska LLC"	1 (1.01%)	1.00	0.00%	0.00%	00:03:24	1.00
4. "declaration of completion" petition	1 (1.01%)	1.00	0.00%	100.00%	00:02:12	0.00
5. "fiduciary" and "conflict"	1 (1.01%)	1.00	0.00%	100.00%	00:00:36	0.00
6. "Juhl"	1 (1.01%)	1.00	0.00%	0.00%	00:00:23	1.00
7. "life estate" and account	1 (1.01%)	1.00	100.00%	0.00%	00:00:00	0.00
8. "michael p. may"	1 (1.01%)	1.00	100.00%	0.00%	00:00:00	0.00
9. "mistaken boundary"	1 (1.01%)	2.00	0.00%	50.00%	00:00:59	1.00
10. "northern california"	1 (1.01%)	1.00	100.00%	0.00%	00:00:00	0.00
11. "Quiet Title"	1 (1.01%)	3.00	0.00%	33.33%	00:02:23	0.00
12. "three days for mailing"	1 (1.01%)	1.00	0.00%	100.00%	00:00:03	0.00
13. "washington taxable estate"	1 (1.01%)	1.00	0.00%	0.00%	00:09:46	2.00
14. 2013	1 (1.01%)	3.00	0.00%	33.33%	00:00:52	0.00
15. 3 days for mailing	1 (1.01%)	1.00	0.00%	100.00%	00:00:14	0.00
16. ademption	1 (1.01%)	2.00	100.00%	0.00%	00:00:56	2.00
17. ademption by exiction	1 (1.01%)	1.00	0.00%	100.00%	00:00:16	0.00
18. ademption by extinction	1 (1.01%)	3.00	0.00%	66.67%	00:00:57	1.00
19. adverse possession	1 (1.01%)	1.00	100.00%	0.00%	00:00:00	0.00
20. Alaska	1 (1.01%)	1.00	0.00%	100.00%	00:02:45	0.00

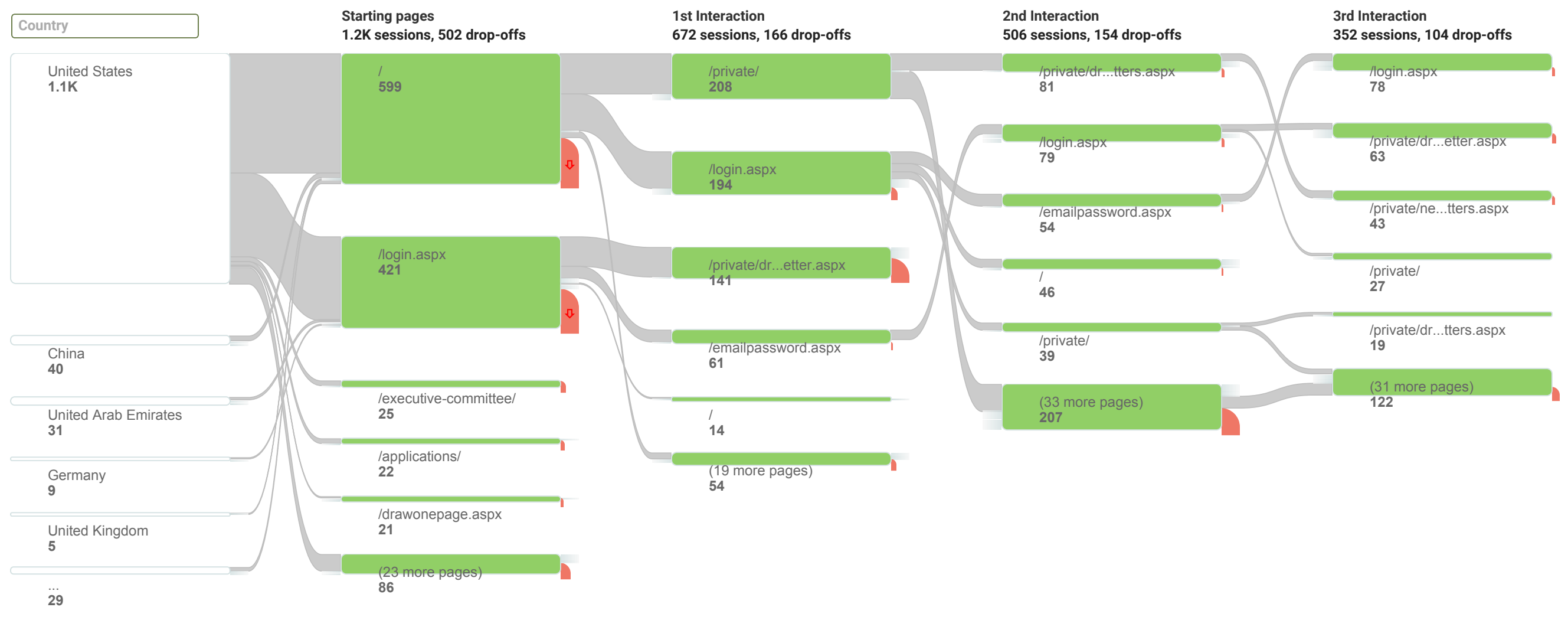
21. Alaska LLC	1 (1.01%)	2.00	0.00%	50.00%	00:00:15	0.00
22. allard	1 (1.01%)	1.00	100.00%	0.00%	00:00:00	0.00
23. ancillary 11.20.090	1 (1.01%)	1.00	100.00%	0.00%	00:00:00	0.00
24. bain	1 (1.01%)	1.00	0.00%	0.00%	00:13:31	3.00
25. bellevue	1 (1.01%)	2.00	100.00%	0.00%	00:10:50	2.00

Rows 1 - 25 of 95

Users Flow

Jun 1, 2020 - Sep 30, 2020

All Users
100.00% Sessions



Engagement

All Users
100.00% Users (100.00% Sessions)

Apr 1, 2020 - Jun 1, 2020

Distribution

Session Duration

Sessions

777

% of Total: 100.00% (777)

Pageviews

3,510

% of Total: 100.00% (3,510)

Session Duration	Sessions	Pageviews
0-10 seconds	328	381
11-30 seconds	83	230
31-60 seconds	77	321
61-180 seconds	121	726
181-600 seconds	112	1,108
601-1800 seconds	48	524
1801+ seconds	8	220

From: Randall Winn
To: [WSBA Section Leaders](#)
Subject: [section-leaders] Notes on WSBA Section Leaders Conversation 2020-10-05 Noon-1pm via Zoom
Date: Tuesday, October 6, 2020 7:31:36 PM

[EXTERNAL]

PRESENT: Appalena Udell, Chris Benis, Connie Wan, Elly Baxter, G. Russell, Jeff Hamilton, Jennifer Ortega, Mel Simburg, Randy Winn, Robert Krabill, Sarah Bove, Sarterus Rowe, Tobin Klusty, And More!

1. Collaboration

There was a consensus that collaboration between sections can be fruitful and efficient. Several examples of fruitful collaborations were offered, ranging from the complex to the simple. ADR and the Oregon Bar have hosted a complex program; Health Law frequently sees relevant programming I other Sections and might be interested in joint production; International Practice hosted a speaker from the World Peace Thru Law Section.

However there were practical concerns. In particular, money arrangements have been a barrier. The common experience has been it's best for one organization to be the lead organization, managing the money and so forth, with MOUs with partners or co-sponsors about cost/profit sharing etc. Promotional notices go to all groups involved but always come from the lead groups, as it's responsible for organization, logistics, money and answering inquires. Involved groups' members get discounts and jointly host, but the money is collected by the lead group while bills costs and disburses profits to the associated groups.

Such programs have happened in the past successfully BUT the institutional memory has evaporated. The pandemic has also thrown many standard practices into confusion. It might be helpful to have a guide or template for doing collaborations.

The small, one credit Mini-CLEs generally have less problem with collaborations, perhaps because little or no money is involved. Often a section are not working to make money on events, but just to make costs where they aren't nominal.

Another area for collaborations might be cross-disciplinary resources, such as joint Family Law and Health law guide for new lawyers dealing with HIPPA/mental health issues.

There was enthusiasm for collaboration with Specialty and Minority Bars. Working together, we should be able to accomplish more. It is uncommon for these and Sections even to talk together. A first step would be to invite their leadership to these meetings.

2. New Lawyers Need Help

Many new lawyers are having a really hard time networking, getting mentored and practical experience without which job hunting is a nightmare. Sart's firm can help some do pro bono cases but there's a limit. Appalonia is interested in supervising some new lawyers to perform legal work using a system she's developed, but needs guidance in doing it right; what are the best practices?

No one from Solo/Small Firm was on the call but this might be in their area of expertise.

We need a way to help young lawyers get experience under supervision. There are established attorneys willing to do this but they understandably want a system rather than having to invent something new every time. We need such opportunities for talented young lawyers to get started and build their experience for when the economy comes back. Even in good times we see young lawyers working in other fields for a paycheck because getting started in law is hard; we need a more solid system to help our future colleagues. This is something we could do pretty immediately.

ACTION ITEMS

* Continue conversations via listserve and slack; perhaps we can build institutional memory in slack

* Jeff, Appellonia, and C Wan will outreach to minority and specialty bars for our next meeting, with special reference to joint programs

* Jeff and Appalonia will look into new lawyer/job seeker support system

* NEXT MEETING:

Monday November 2, 2020 at noon via Zoom; Chair Elly Baxter

Please submit any corrections and additions!

-- Randy Winn

You are currently subscribed to section-leaders as: lewis@ryanlaw.com. If you wish to unsubscribe, please contact the WSBA List Administrator or send an email to "

OutmailID: 1150884, List: 'section-leaders', MemberID: 19802487

SCRIPT: "unsub.email"

TCL MERGE ERROR (10/06/2020 19:31:30): "invalid command name "unsub.email".

WASHINGTON STATE
B A R A S S O C I A T I O N

EXPENSE POLICIES

March 8, 2018

Chapter 6: Expenses *(updated and approved by the Board of Governors on July 23, 2016)*

I. GENERAL EXPENSE REIMBURSEMENT POLICY

WSBA depends upon and values the time and talent of its employees and volunteers. As a steward of member funds, WSBA asks for employees and volunteers to help save costs. **WSBA will reimburse: (1) reasonable, (2) necessary, and (3) appropriately documented, out-of-pocket expenses incurred in connection with WSBA business or meetings, as set forth herein.**

A. Scope

This policy applies to all employees and volunteers while engaged in authorized WSBA work, including, but not limited to: the President, President-elect, and Immediate Past-President; Board of Governors; Board of Governors-elect; board, committee, task force, council, and panel members; section officers, executive committees and members; and invited guests. Any items not included herein deemed necessary to conduct the WSBA's business, or that deviate from these policies due to extenuating circumstances, may be approved by the WSBA Treasurer or the Executive Director in accordance with the WSBA Fiscal Matrix.

B. Liability

The financial liability of the WSBA to any board, committee, task force, council, panel or section is limited to the funds budgeted for it in the current approved budget of the WSBA. If any volunteer, board, committee, task force, council, panel or section (or any one of its members): (1) incurs a liability that is greater than the funds budgeted or otherwise approved; or (2) incurs a liability in excess or outside of the amounts allowed by this policy, such liability may be the personal obligation of the individual responsible for incurring or authorizing the liability.

C. Policy Exceptions

- WSBA ABA Delegate expenses shall be reimbursed up to a fixed amount set each year during the budget process.
- Certain expenses of WSBA Officers, Board of Governors, and the Executive Director shall be reimbursed in accordance with "IV. Expense Policies: WSBA Officers and Board of Governors" and Section "V. Expense Policies: WSBA Executive Director", *infra*.
- Section executive committees may use their discretion: (a) to use section funds to cover group meal expenses for one guest per section member attendee at section events open to all section members, at executive committee retreats, and at speaker or award dinners; and (b) to pay or reimburse a speaker or award recipient and guest for travel, meals, and lodging in accordance with WSBA expense policies.

D. General Guidelines for Reimbursement Requests

1. WSBA will not reimburse expenses that are reimbursed from another source.
2. WSBA will not reimburse expenses incurred by spouses, domestic partners or guests (hereafter collectively referred to as "guest" or "guests", except as identified in Section I.C above. However, WSBA will reimburse for double accommodation (as compared to a single).
3. In accordance with IRS requirements, any person seeking reimbursement from WSBA shall submit a signed, dated WSBA Expense Report, supported by detailed receipts. In the absence of a detailed receipt, up to \$75 may be reimbursed for an expense by completing an Expense Affidavit Form.

4. All WSBA Expense Report forms and receipts must be submitted within 60 days of incurring the expense; with the exception that expenses incurred in September must be submitted within 30 days after WSBA's September 30 fiscal year end (by October 30). Reimbursement requests for expenses incurred in the prior fiscal year submitted after October 30th of the following fiscal year will not be paid unless approved by the Executive Director and Chief Operations Officer.

E. Travel Expenses

1. Volunteers (updated and approved by the Board of Governors on March 8, 2018):

WSBA encourages virtual meetings whenever feasible to accomplish board, committee, task force, panel, council and section work. Reimbursement of travel expenses to board, committee, task force, council, panel and section members residing out of state to attend their meetings is limited to the approximate cost of in-state travel¹.

2. WSBA Employees:

Employees must have prior authorization, from their supervisor or inherent in their job description, to incur travel, lodging, and meals expense on the job. Any costs beyond Seattle-Metropolitan area mileage (King, Pierce, and Snohomish Counties) related to attending Board of Governors meetings shall be pre-approved by the employee's director. All overnight stays at a Board of Governors meeting shall be approved by the Executive Director. For additional terms, see "III. Additional Employee Expense Policies".

F. Transportation

Subject to Section I.E, WSBA will reimburse transportation costs based on the limits set forth below. WSBA will not reimburse for lodging *en route*, and will only reimburse for the lesser cost of coach-economy airfare. Reimbursement for out-of-state meeting travel is limited to the approximate cost of in-state travel (the cost of traveling from the nearest Washington border).

1. Personal Autos: Mileage will be reimbursed at the IRS Standard Mileage Rate in effect at the time of travel. *Carpooling is encouraged.* Damage to personal autos while being used on WSBA business is not covered because a portion of the mileage reimbursement is intended to defray the insurance cost to the individual. Fines for traffic violations are also not reimbursable.
2. Rental Cars: Rental cars may be used only when economical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars.
3. Ground Transportation: WSBA will reimburse ground transportation, parking costs and tolls. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from the traveler's home.

¹ The approximate cost of in-state travel is deemed to be the cost of traveling from the nearest Washington border. For example, a member traveling from California would be reimbursed for the lesser of either (a) the mileage from Vancouver, WA; or (b) a flight from Portland, Oregon.

4. **Airfare:** WSBA will only reimburse coach/economy-class airfare, which should be booked well in advance of travel to obtain lowest possible fares. WSBA reserves the right not to fully reimburse for travel booked less than two weeks in advance of travel. WSBA will not reimburse for use of frequent flyer coupons or air miles. Use of private airplanes is permitted; however, reimbursement is limited to an amount not to exceed coach-class airfare on a commercial air carrier, purchased not less than two weeks in advance of travel, for the same or substantially similar route. WSBA will pay a cancelled airfare if it cancels a meeting. Airfare change fees will be paid for changes in a meeting schedule. *Reimbursement receipts for airline travel must include name of passenger, credit card used for payment, confirmation that flight was paid in full, date of flight, and departure and destination locations. Credit card statements and cancelled checks are not acceptable.*
5. **Other:** Reimbursement for any other method of travel will be reimbursed only in an amount that would have been payable had the most economical method of travel been used.

G. Lodging/Hotel Accommodations

WSBA will reimburse hotel/motel accommodations up to \$175 per night (\$200 in Seattle) plus taxes. With respect to out of state conferences, WSBA will reimburse hotel accommodations at the advertised conference hotel rate. If no lodging below the applicable limit is available or convenient in the area of the stay, department directors may approve reimbursements above the applicable per night limit. WSBA will not reimburse for incidental expenses such as entertainment, personal phone calls, etc. *Reimbursement receipts must include name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephones, and incidentals.*

H. Meal Expenses

1. WSBA will reimburse meal expenses, including gratuity. WSBA will not pay or reimburse for alcohol purchases (see Section II. Purchase of Alcohol for Bar Functions). The WSBA will reimburse up to \$12 for breakfast, \$18 for lunch, and \$36 for dinner. If a person is traveling all day (for all three meals), he/she may combine the allowances set forth above into one per diem amount and reallocate the per-meal allowances as desired (e.g., spend more on lunch and less on dinner).
2. If a meal is provided as part of a meeting or conference, no reimbursement will be made for substitute meals.

I. Expenses Other Than Travel/Transportation, Lodging, and Meals

1. **Office Expenses:** Despite use of services available through the WSBA office, volunteers may occasionally use their own resources to conduct WSBA business. Where practical, volunteers are expected to absorb, without reimbursement, minor expenditures. However, to the extent that cost records are available to document specific out-of-pocket expenses, such as telephone calls and postage, reimbursement may be made. Expenses for photocopying and facsimile use will be reimbursed at rates set by the WSBA². No reimbursement will be made for office services not detailed by this policy (for example, voice mail charges, telephone connections, etc.). No reimbursement will be made for personnel costs or professional services without specific advance authorization.

² Photocopying charges will be reimbursed at the actual out-of-pocket expense up to 15 cents a page. For faxes, the WSBA will reimburse the lesser of (a) the actual cost to send the fax; (b) up to 25 cents per page; or (c) up to \$5 per transmission. Appropriate documentation detailing the number of pages, fax recipients, etc. is required. The WSBA will reimburse for the telephone costs associated with long distance fax calls if detailed cost records are available.

2. Gifts/Awards: WSBA will reimburse costs (up to \$100) for the purchase of gifts, plaques or similar items recognizing an individual's extraordinary volunteer service to the WSBA and/or its component parts. Gifts from volunteers to WSBA employee are prohibited except for *de minimis* or token appreciations (up to \$50). All employee liaisons to boards, committees, task forces, councils, panels or sections should make sure the group is aware of this policy.
3. Miscellaneous: Reimbursement for expenses not otherwise described by this policy may be allowed when reasonable, necessary, appropriately documented, explained, and approved by the Executive Director or WSBA Treasurer in accordance with the Fiscal Matrix.

II. PURCHASE OF ALCOHOL FOR BAR FUNCTIONS

The WSBA prohibits the use of WSBA funds to purchase alcoholic beverages.

- A. WSBA will not pay for or reimburse alcoholic beverages purchased by volunteers or employees as part of a meal. Such purchases shall be segregated from meal expenses and paid for by the individual ordering them.
- B. Alcoholic beverages may be served at WSBA functions, as long as they are: (1) paid for with personal funds (e.g. no host bar), or with non-WSBA funds raised for that purpose; (2) paid directly to the vendor; and (3) served by a licensed bartender.

III. ADDITIONAL EMPLOYEE EXPENSE POLICIES

A. Weekend Work

Working on a weekend is treated like any other workday. Meals, daycare, etc. will not be reimbursed. However, in some circumstances, employees may be reimbursed for parking if they are required to work on a weekend (see "Private Auto- Parking" policy below).

B. Transportation

1. Rental Cars: Car rental requires pre-approval of a department director, and may be used only when economically practical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. It is helpful to rent the car in the name of the WSBA. However, the WSBA's insurance policy contains an endorsement which extends coverage for damage to rental cars even if they are rented in an individual's name as long as they had permission from the WSBA and they are on WSBA-related business (the endorsement is intended to fill in the gaps where someone doesn't or can't rent the car in the WSBA's name). The WSBA will not pay for additional insurance coverage; the renter should decline coverage when renting in the WSBA's name.
2. Private Auto – Parking: Employees who purchase a monthly parking space are eligible for daily parking reimbursement at a prorated rate (1/21 of the monthly parking cost) on days they are required to use their vehicles for business. Employees who normally take public transportation but occasionally need their car for work may be eligible for reimbursement of actual parking costs. This option is expected to be used only occasionally and may apply regardless of whether the employee returns to the WSBA at the end of their work day. In addition, employees whose work assignments temporarily require substantial after-hours and weekend time in the office may request reimbursement for parking, subject

to department director approval. Examples of such situations include the following: hearings; bar exam preparation; committee, section, or board meetings; or other projects.

3. Taxi Rides: As part of the Metro Area FlexPass program, employees who have a FlexPass and use an eligible method of transportation to work may use a taxi to get home if they meet certain emergency criteria. See the Human Resources Department for details. Directors may authorize a WSBA-paid taxi ride home in extenuating circumstances.
4. "Advances" For Travel or Expenses: The Executive Director, upon a director's recommendation, may approve travel advances. Requestors should allow sufficient time to prepare the check.

C. Meals

1. With Volunteers: Picking up the tab for lunches with volunteers outside of regular meetings should be done with caution because of consistency, fairness, and appearances. Director approval is required. Any such expenses should be charged to the committee or function budget.
2. "Buddy" Meals: Employees assigned to be the "buddy" of a new employee may take the new employee to lunch. Moderately priced lunches (around \$20 per person) should be the norm.

D. Professional License Fees

WSBA will reimburse an employee or directly pay for fees associated with professional licenses that the employee legally must have to perform his/her job at the WSBA, or which the Executive Director determines are in the interest of the WSBA for the employee to have. This includes, for example, WSBA licensing fees (but not section membership fees) for attorneys whose positions require a license to practice, the State Board of Accountancy licensing fees for CPAs, and the Department of Health licensing fees for LAP psychotherapists. Such reimbursements/payments are prorated for new employees based on the calendar year and date of beginning work at the WSBA, as follows:

Month	% Reimbursed
January	100%
February	92%
March	83%
April	75%
May	67%
June	58%
July	50%
August	42%
September	33%
October	25%
November	16%
December	8%

E. Professional Liability Insurance

WSBA reimburses Lawyers Assistance Program employees for the cost of professional liability coverage for their activities conducted pursuant to their employment with WSBA. An employee who leaves WSBA employment during the insured period must refund to the WSBA that portion of the reimbursement covering any insured period after WSBA employment ends.

F. Employee Membership Dues

WSBA may reimburse or pay membership dues for employees to belong to local, state, or national organizations, subject to director approval and budget constraints.

G. Employee Cell Phone Expense Reimbursement Policy

This policy covers the reimbursement policies and procedures for business use of employee-owned cell phones.

A. Personal Cellular Phone Reimbursement – Ongoing Basis

A person who qualifies for a WSBA issued cell phone (based on their job duties) but chooses to use his/her personal cellular phone for WSBA business may be authorized to seek reimbursement in lieu of being issued a WSBA cellular phone as long as:

- a. The director and user agree on a fair and equitable way to allocate the charges between WSBA and the user based on cost or time spent on WSBA calls vs. personal calls (Note: Permanent users can be reimbursed for charges based on unlimited minute plans); and
- b. The appropriate director approves such arrangements in writing.

The employee shall submit a Check Request or Expense Report, along with a copy of his/her cell phone bill showing the charges and specific WSBA-related calls. WSBA cellular phone bills shall be charged to the appropriate cost center (department telephone expense) on the Check Request.

B. Personal Cellular Phone Reimbursement – Occasional Basis

Employees who occasionally incur cell phone charges for WSBA-related business on a personal cell phone are authorized to submit an expense reimbursement if:

- a. The use of phone was *necessary* for the performance of job duties; and
- b. The personal cell phone plan is such that cell phone owner is actually charged for the WSBA calls and the cost of WSBA-related calls are easily determined as follows: (a) charges are based on per minute charge; or (b) a flat fee is charged for an allotted number of minutes; a per-minute charge applies to minutes beyond the allotment; and the WSBA call(s) resulted in the owner going over the allotted minutes.

No reimbursement for occasional WSBA-related calls where plan charges are based on unlimited usage (WSBA will not pay a percentage of the total monthly fee). The employee shall submit a Check Request or Expense Report, along with a copy of their cell phone bill showing the charges and specific WSBA-related calls. WSBA cellular phone bills shall be charged to the appropriate cost center (department telephone expense) on the Check Request.

H. Employee Parties and Celebrations

1. Generally, events in which all employees are invited to participate, or were approved by the Executive Director and the directors in advance, are paid by the WSBA. These include:
 - Activities Committee events (e.g., potlucks, annual holiday party, monthly birthdays, ice cream socials, etc.);
 - Lunch on records clean-up days;
 - Refreshments for all-employees meetings; and
 - Executive Director's purchase of treats for the entire employees for a special occasion.
2. Examples of where the WSBA *will not pay* include (any exceptions to this must be approved in advance by the Executive Director):
 - Personal celebrations like showers for weddings or babies;
 - Flowers for personal events, like illness or death in the family; and
 - Going-away luncheons or gifts.

I. Employee Development Budget

Each director is given an annual Employee Development budget, with sole discretion to use Employees Development funds reasonably for team building items such as employee retreats or activities, department meeting meals or snacks, coffee or lunches with employees, and tokens or small gifts of appreciation for employees.

IV. EXPENSE POLICIES: WSBA OFFICERS AND BOARD OF GOVERNORS

The officers and members of the Board of Governors (including sitting and newly elected officers and Governors) are fiduciaries of WSBA and ambassadors to WSBA boards, committees, task forces, councils, panels and sections; to local and specialty bar associations in Washington state; and to other related groups or officials. It is expected that WSBA officers and governors will incur certain expenses in furtherance of this responsibility, and will comply with the expense policies of the WSBA, with the following exceptions:

A. Guest Meal Expenses

Individual meals for a guest of an officer or governor may be reimbursed when no group meal is provided (up to the limits set forth in the "Meal Expenses" section of the General Expense Reimbursement Policy). Separate lodging/rooms and transportation costs will not be reimbursed.

B. Officer and Governor Attendance at Law-Related Events

From time to time WSBA officers and governors are invited to attend a ticketed, non-educational event sponsored by an outside organization. Usually, these invitations come from local or specialty Bar Associations in the state of Washington, or a similar national organization having a local meeting, or other law-related organizations. The primary purpose of the event may be to raise funds for the organization, or it may be social or networking occasion.

The Board affirms its role as a statewide organization to reach out to these interest groups, to encourage and support other Bar Associations and law-related organizations, to further the understanding of the activities and purposes of the WSBA, and to foster collegiality among its members and goodwill between the Bar and the public; in a fiscally prudent manner.

To this end, WSBA will annually reimburse expenses incurred for group registration events as follows:

	Statewide Events	Local and Specialty Bar Events	Significant County Bar Events
Officer	yes	up to 8	yes
Governor	yes	up to 6	In Governor's home district

The Executive Director may approve exceptions to these limits. WSBA reserves the right to request reimbursement for cancellations to group registration events.

C. Officer and Governor Travel to and Attendance at National/Regional Events

Educational, training, or networking events for officers and/or governors are approved as part of the budget process based on the educational/networking value. Examples include the Bar Leaders Conference, Western States Bar Conference, American Bar Association annual or mid-year meetings, or meetings of the National Council of Bar Presidents.

The following policy has been adopted by the Board of Governors:

1. Officer Conferences

The President is budgeted to attend one National Conference of Bar Presidents meeting and the Western States Bar Conference. The President-elect is budgeted to attend the Bar Leaders Institute in Chicago, and one National Conference of Bar Presidents meeting.

2. Governor Conferences

Governors may attend one conference in their second year on the Board of Governors.

V. EXPENSE POLICIES: WSBA EXECUTIVE DIRECTOR

The Executive Director is an ambassador of WSBA to WSBA boards, committees, task forces, councils, panels and sections; to local and specialty bar associations in Washington state; and to other related groups or officials. It is expected that the Executive Director will incur certain expenses in the furtherance of this responsibility. The Executive Director shall comply with the expense policies of the WSBA, with the following exceptions:

A. Guest Meal Expenses

Individual meals for a guest will be reimbursed only at Board of Governor functions when no group meal is provided (up to the limits set forth in the "Meal Expenses" section of the General Expense Reimbursement Policy). Separate lodging/rooms and transportation costs will not be reimbursed.

B. Attendance at Law-Related Events

The Executive Director shall be reimbursed for attendance at law-related events when he/she is attending in his/her official capacity.

C. Travel

Reimbursement will be made for travel costs (transportation, lodging, meals and incidentals) to other bar associations when the purpose of the trip is to meet with another bar's Executive Director or elected official(s) for the purpose of furthering WSBA business. This would include local and specialty bar associations in Washington state, and unified or voluntary bar associations in other states. The Executive Director is also reimbursed for attendance fees and travel and lodging expenses to attend work-related educational seminars, such as, but not limited to, American Bar Association, Western States Bar Conference, Bar Leaders Institute, and the National Association of Bar Executives.

D. Meals

WSBA will reimburse meal expenses of the Executive Director and any WSBA or Washington state elected or appointed official(s) when the purpose of the meal is for the Executive Director to conduct WSBA business with the official(s). This would also include Washington state local and specialty bar elected or appointed officials.

E. Review of Payments to Executive Director

At least quarterly, the Treasurer shall review the payments made to the Executive Director (including salary, benefits, credit card charges, and reimbursements). The Controller prepares a quarterly report for the Treasurer to review and sign.

VI. CLE SPEAKERS/PROGRAM PARTICIPANTS EXPENSES

In general, reimbursements to speakers and program participants shall be reimbursed according to the WSBA guidelines. However, with prior approval of the Executive Director, WSBA may approve reimbursements for lodging and meal expenses above the WSBA rates, as supported with appropriate receipts.

VII. ACCOMMODATION FUND

A. Purpose

The WSBA Accommodation Fund and Procedures are established to support the WSBA Accessibility Policy and ensure reasonable accommodation to members' participation in WSBA services, programs and events. Accommodation for services, programs and events is available to all members with disabilities. Reasonable accommodation includes such accommodation as sign language interpretation, sound enhancement, or other accommodation requested by members wishing to participate in WSBA services, programs and events.

B. Procedures

Persons should request accommodation through WSBA employees organizing the event (Organizer). The request should describe the event or series of events and the accommodation requested. Dialogue with the person requesting accommodation may be necessary to assure the most appropriate accommodation. All accommodation requests should be made as far in advance as possible, at least two weeks in advance of the event is strongly recommended to allow the best accommodation possible. The Organizer will review the request and outline the reasonable accommodation available. Reimbursement requests or pay-ahead service requests will be handled by the Organizer to ensure privacy. Should the request be beyond the expertise of the Organizer, even after consultation with Human Resources, outside experts will be consulted.

C. Other

The Accommodation Fund is intended primarily for use by WSBA members — other resources are available for WSBA employee accommodation and the Accommodation Fund is not intended to cover other overall accessibility accommodation which are budgeted for separately. The Accommodation Fund is not intended to cover facility or general accommodation needs. These matters will be handled by employees working with the facility at which the meeting or event is to be held.

D. Funding

The amount of funding available for accommodation will be set annually as an estimate of need in the budget process but may be modified by the Budget and Audit Committee if further needs arise to assure accommodation. The Organizer shall work with the Chief Operations Officer to prepare a request for increased funding which will be considered by the Budget and Audit Committee at its next meeting. In time sensitive circumstances the Executive Director can preliminarily approve a request which exceeds the Accommodation Fund, so long as the funds are available within the current fiscal year budget, subject to the Fiscal Responsibility Matrix.

VIII. WSBA CREDIT CARDS

Each department director and some employees who frequently incur travel expenses (e.g., investigators) are issued individual WSBA corporate credit cards ("card holder") to cover WSBA business expenses only; personal charges are not allowed. An exception is if the charge contains personal expenses beyond the WSBA limit, in which case the card holder shall submit a check to Accounting with the credit card bill. All charges on a WSBA credit card must be supported by appropriate detailed receipts.

Card holders may authorize their employees to use their credit card for business expenses. However, the card holders remain responsible for all charges made using their credit card; specifically, that all charges comply with WSBA policies, are made within the delegated budget authority, and are coded to the proper general ledger account.

Each card holder must approve the monthly statement for his/her credit card. The monthly statement, along with detailed receipts and general ledger coding information, shall be submitted to the A/P Bookkeeper within 10 days of the end of the month.

Employees who support the WSBA's conference rooms and CLE Conference Center may be issued credit cards for the purpose of purchasing office supplies, food service, kitchen supplies, etc. in order to efficiently and cost-effectively manage the conference rooms and provide support to employee meetings. The monthly American Express bill shall be reconciled and coded to the proper general ledger accounts, then given to the Chief Operations Officer for review and approval.

IX. FUNCTIONAL ACCOUNTING/ALLOCATION OF INDIRECT EXPENSES

"Indirect" expenses are expenses that benefit the whole organization; in many ways they are the basic cost of doing business. Examples include the big things like salaries, benefits, rent, telephone, insurance, legal advice, auditing services, computer equipment, etc., as well as the little things like all-employee meetings, coffee/tea service, etc. GAAP does not require a specific method of allocating expenses to their appropriate function. There are numerous ways to allocate common expenses, but there is no one correct way. However, the method chosen must be meaningful, reasonable, accurate, and consistently applied. Changes in the method of allocating indirect expenses, and what specific expenses are included in indirect expenses, are generally disclosed in the audited financial statements.

The main goal of allocating common expenses is to provide the "true cost" of each program. However, getting a "true cost" is a misnomer, since different allocation methods will produce different results. The organization must choose a reasonable method that makes sense and will produce "accurate enough" information. Thus, it is important to understand that you are never really seeing the true cost of any program; you are seeing as close as we can get based on the allocation method chosen. A good example of this is how the WSBA treats certain support expenses. The WSBA has several departments which support all the cost centers, but for which the costs are not allocated to the indirect pool. No employee time for the Human Resources department or Information Technology department is allocated to other cost centers, although they primarily exist to support all cost centers. Thus, the "true cost" of a program does not include many of the WSBA support functions provided to it. It is helpful to understand this when conducting reviews of programs and cost centers.

WSBA has been using functional accounting since 1992. Direct expenses are recorded 100% to the appropriate cost center. Examples include committee expenses, employee travel, events, etc. The WSBA allocates indirect expenses as follows:

- Salaries – Salaries are directly allocated (through payroll) to the cost centers in which the employees primarily work. For example, some employees are allocated among several cost centers in one department (e.g., Advancement or Regulatory Services Department). Many employees are allocated to only one cost center, although they perform work for many functional areas (e.g., Finance and Administration Department employees). *The allocation of employees is done through the budget process; employees are allocated throughout the year just as they are budgeted.* Therefore, a person may be budgeted at 25%, but may actually spend more or less of their time performing work for that cost center. However, the person is allocated through payroll at 25% regardless of their actual time spent unless a mid-year change in actual allocation is authorized by the Executive Director¹. Actual time is considered in allocating employees for the next budget year.
- Benefits – When incurred, benefits expenses are pooled together and allocated among the cost centers *based on the salary expenses (dollars, not FTEs)* for each cost center. This method proportionately distributes benefits in relationship to the salaries expenses. Thus, the departments with higher-paid employees will also incur a higher share of benefits expense.
- Other Indirect Expenses (insurance, telephone, professional fees, etc.) – The WSBA allocates all other indirect expenses based on the *number of FTE's* in a cost center. For example, if a cost center has 10 out of 138 of WSBA's FTEs, then it will be allocated 7.2% (10/138) of the pool of indirect expenses.

¹ Note: The WSBA used to allocate salaries based on the actual time spent each payroll; however, this method was discontinued due to its unpredictability, volatility, and the cost of tracking such detail.

Chapter 10: Sections

Overview of Section Funds

WSBA has unrestricted, designated, and restricted fund balances. See Chapter 4, Unrestricted and Restricted Fund Balance Policy. All funds collected by the WSBA on behalf of a Section are subject to the control and fiscal oversight of the Board of Governors. Beginning in fiscal year 1994, the Board directed that the total difference between revenues, and direct and indirect expenses, for all Sections each year be designated as Section funds. Indirect expenses are that portion of the WSBA's employees' time and overhead expenses attributed to support of and work for the Sections (reimbursed through the "per-member" charge). Separate ledgers will be maintained for each Section, making up the total for the Section funds.

It is recommended that a Section's fund balance be consistent with its future needs. Generally, the purposes of a fund balance are to:

- Provide a cushion for an unexpected shortfall in revenue.
- Provide a cushion for an unexpected expense.
- Provide for a specific future event that does not occur annually.
- Provide the ability to take advantage of an unforeseen unique opportunity.

A Section's fund balance should be enough to sustain a consistent level of programming in the event there are severe fluctuations in annual Section membership (six months' worth of direct programming expenses are recommended as a guideline). In addition, a Section may plan for specific stated purposes (e.g., scholarships, special events, conferences, publications, and other member benefits). Sections are discouraged from maintaining fund balances in excess of two years' worth of direct programming expenses and specified purposes.

If a Section finds it has accumulated a larger fund balance than recommended above, Section leadership should devise a plan to spend down the fund balance by budgeting and incurring a loss in one or more subsequent fiscal years. Some suggestions are as follows:

- Reduce member dues.
- Subsidize the cost of full-day seminars by reducing the cost per member (the Section will pay the difference between the standard seminar price (\$199 or \$225) and what the Section would like to charge).
- High visibility or national-level speaker for a CLE program.
- Scholarships for law school students.
- Special educational projects (e.g., youth courts, mock trial programs, law school events).
- Improve membership resources (e.g., newsletters, website, law updates, handbooks, publications).
- Annual grant program to help support work of community-based programs providing access to civil legal services.
- Produce or sponsor law-related public information (e.g., Citizens' Rights brochures, sponsor lawforwa.gov website or votingforjudges.org, TVW's "The Docket").
- Donate to Washington State Bar Foundation's Loan Repayment Assistance Program (LRAP).
- Sponsor WSBA's Leadership Institute Fellows' projects through the Washington State Bar Foundation.

Executive Committees' Fiscal Responsibility

Each Section is entrusted with funds that are paid by its members as dues and that are the fruits of volunteer efforts (such as the Section's share of revenues from CLE programs and mid-year/annual meetings). Each Section's Executive Committee is charged with the duty of approving Section expenditures. As stewards of the Section's finances, the Committee should be responsible in authorizing expenditures in accordance with WSBA and Section policies.

Section Budgets

WSBA's and the Sections' fiscal year is October 1 through September 30. Section budgets are approved annually by the Board of Governors as part of the WSBA's annual budget. See Chapter 1, Key Fiscal Policies – Budget Policies and Process.

Monthly Financial Reports

Monthly financial statements will be sent to each Section chair, chair-elect, and treasurer within 30 days of the close of each month with the exception of September due to the close of the fiscal year-end. These summary reports will show the Section's annual budget, actual monthly revenue and expenses, and year-to-date revenue and expenses. A detail report of posted transactions will also be provided. Section chairs, chairs-elect, and treasurers should review their Sections' monthly financial statements for accuracy and comparison to budget, and contact the Section Leaders Liaison if they have any questions about the amount of an income or expense item, the category in which it is recorded, or any other concerns.

Section Revenue

Member Dues

Section member dues are collected by the WSBA throughout the year. Each fall, membership renewal forms are sent to all WSBA active members and Section subscribers from the prior fiscal year.

Interest Earned on Section Fund Balances

Annually, each Section will receive interest income on its fund balance. The calculation and journal entry will be made at the close of WSBA's fiscal year, prior to the annual audit of WSBA's financial statements. Each Section's share of interest income will be determined by taking the average interest rate earned by WSBA on its investments that fiscal year (excluding investments of reserve funds) and applying that rate to the average of the final year-end fund balance of each Section in the current and preceding fiscal years.

WSBA-CLE and Section Splitting CLE Profits /Losses

Programs Co-sponsored with Sections (Plan A and Plan B)

Sections and the WSBA CLE Department are required to work together. All CLEs co-sponsored with a Section or not are charged an administrative fee to cover the CLE Department's employee time and overhead associated with seminars. The administrative charge is a percentage of gross revenues from the CLE. This percentage shall be determined at the beginning of each fiscal year by the CLE Director based on the prior year's overhead expenses and the current year's budget. After deducting the administrative fee and all direct costs of the co-sponsored program (e.g., facilities, speakers, etc.), the Section and the CLE Department will split the net profit or loss 50/50. These programs are labeled "Plan A" programs.

All Section mid-year meetings will be administered pursuant to the foregoing paragraph.

For annual programs that are (a) seen as both fiscally lower risk to Sections (unless specifically decided by the Section in consultation with the CLE Department to allow for the greater risk - e.g., bringing in a high-priced speaker) and (b) part of the administrative structure of the Section, the CLE Department uses a revenue sharing plan that includes charging the program the standard administrative fee but the Section receives 100% of the profit or loss from that program. These programs are labeled “Plan B” programs.

Sections' Smaller Programs in which CLE Employees Provide Limited Assistance (Mini-CLEs)

For smaller enrollment seminar programs that the Sections put on for Section members that are designated “mini-cles,” the CLE Department provides limited assistance to the Section at no charge (e.g. advertising support, online registration, etc.). In these cases, the Sections do much more of the preparation and production of the seminars than regular CLE programming. These “mini-cles” are seen as exclusively member- benefit programs and the registration fees must be \$25 or less. The CLE Department provides specific support for these programs. Sections are responsible for working in collaboration with the CLE Department (i.e., following procedures outlined including timely notice, providing onsite registration personnel, etc.). Please consult with the CLE Director for specific procedural information.

Accounting for Profit / Loss on CLE Seminars

It is important for the CLE Department and the program sponsors, many of whom are WSBA Sections, to know the financial results of their seminar as soon as possible. The CLE Department must wait for all revenue and expenses to be posted before the seminar can be “closed.” The CLE Department has instituted a four to six week preliminary fiscal summary for Sections. Upon closing a seminar, the CLE Department shall submit a journal entry to the Accountant to transfer the appropriate portion of the gain or loss to the Section. The CLE Department strives to close each Section seminar no later than 60 to 75 days after the date of the event but late arriving bills, most notably faculty expenses, sometimes lengthen this time. The CLE Department will keep the Section informed of the current of the status of the seminar financials.

Section Expenses

A WSBA Section, by duly authorized act of the governing board or committee of the Section, shall be authorized to expend all money as budgeted without prior approval by the Board of Governors, provided the following conditions have been met:

- The expenditure is consistent with the approved budget and WSBA expense policies;
- The expenditure is within the goals of WSBA as defined by Supreme Court Rule or the Bylaws; and
- The expenditure does not violate the restricted acts of WSBA as defined by Supreme Court Rule, or WSBA or Section Bylaws.

If a Section wishes to spend funds otherwise, Section leadership should prepare a written request outlining the purpose and amount of the proposed expenditure and submit it to the Section Leaders Liaison who will submit it to the Chief Operations Officer.

Per-Member Charge

Each Section shall reimburse WSBA for the cost of administering the various Sections through an annual per-member charge. See Chapter 6, Expenses – Functional Accounting/Allocation of Indirect Expenses for details.

Expenses in Excess of Annual Budget

Personal Liability (WSBA Bylaws as updated and approved by the Board of Governors on September 30, 2016)

Article V (B) 2 of the WSBA Bylaws states: "The financial obligation of the Bar to any Bar entity is limited to the amount budgeted and ceases upon payment of that amount unless the BOG authorizes otherwise."

Article V (B) 3 of the WSBA Bylaws states: "Any liability incurred by any Bar entity, or by its members, in excess of the funds budgeted, will be the personal liability of the person or persons responsible for incurring or authorizing the liability."

Article V (B) 4 of the WSBA Bylaws states: "Any liability incurred by any Bar entity, or by its members, not in accordance with the policies of the BOG or in conflict with any part of these Bylaws, will be the personal liability of the person or persons responsible for incurring or authorizing the liability."

Expenses Over Budget – Chief Operations Officer Approval

Once a Section has reached its budgeted expenses for the year and spent any additional unbudgeted revenue, no further expenses for the Section will be paid unless a spending plan for the remainder of the fiscal year is approved by the Chief Operations Officer. Requests for additional expenses and a spending plan shall be submitted in writing to the Section Leaders Liaison.

Expenses Over Budget – WSBA Treasurer Approval

Unbudgeted expenses may not deplete the Section's reserve balance to less than 25% of the preceding fiscal year's expenditures. Approval by the WSBA Treasurer is required for unbudgeted expenses which total 25% or more of the Section's annual expense budget or \$1,000, whichever is greater. Requests for such expenditures shall be submitted in writing and approved prior to incurring an obligation for them. The Section leadership shall complete an Approval of Section Expenses in Excess of Annual Budget Form and submit it to the Section Leaders Liaison. The Section Leaders Liaison will inform the Section of the approval (or denial) of their request after review by the WSBA Treasurer and the Chief Operations Officer.

Expense Policies for WSBA Sections (updated and approved by the Board of Governors on July 23, 2016)

Sections shall comply with the expense policies of the WSBA (see Chapter 6, Expenses).

SUMMARY OF WSBA EXPENSE POLICY

GENERAL PRINCIPLE

WSBA depends upon and values the time and talent of its employees and volunteers. As a steward of member funds, WSBA asks for employees and volunteers to help save costs. **WSBA will reimburse out-of-pocket expenses incurred in connection with WSBA business or meetings that are: (1) reasonable, (2) necessary, and (3) appropriately documented, as set forth in the WSBA Expense Policy.** WSBA will not reimburse expenses that are reimbursed from another source; and will not reimburse expenses incurred by spouses, domestic partners or guests, except as otherwise provided by the WSBA Expense Policy.

REIMBURSABLE EXPENSES

In accordance with IRS requirements, any person seeking reimbursement from WSBA must submit a signed, dated WSBA Expense Report, supported by detailed receipts. In the absence of a detailed receipt, up to \$75 may be reimbursed by completing the Expense Affidavit Form located on the front page of this Expense Report.

Meetings: WSBA encourages virtual meetings whenever feasible to accomplish committee, task force, panel, council and section work. Reimbursement of travel expenses to board, committee, task force, council, panel, and section members residing out of state to attend their meetings is limited to the approximate cost of in-state travel.

Transportation: *If travel is necessary*, WSBA will reimburse the lesser of coach-economy air fare or auto mileage. If you drive, WSBA will not reimburse for lodging *en route*, and will only reimburse the lesser cost of coach-economy airfare. Reimbursement for out-of-state meeting travel is limited to the approximate cost of in-state travel (the cost of traveling from the nearest Washington border).

1. **Auto Mileage** will be reimbursed at the IRS Standard Mileage Rate. *Carpooling is encouraged.*
2. **Rental Cars/Other** may be used only when economical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. Reimbursement for any other method of travel (e.g., train) will be reimbursed for the cost of the most economical method of travel.
3. **Ground transportation, parking, tolls:** If travel is by air, please park and shuttle economically. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from your home.
4. **Airfare:** WSBA will only reimburse coach/economy-class air fares. Please book well in advance to obtain lowest possible fares. WSBA reserves the right not to fully reimburse for fares booked less than two weeks in advance of travel. WSBA will not reimburse for use of frequent flyer coupons or air miles. *(Receipt must include name of passenger, credit card used for payment, confirmation that flight was paid in full, date of flight, and departure and destination locations. Credit card statements are not sufficient.)*

Lodging: *If an overnight stay is necessary* (contact your Staff Liaison in advance with any questions), WSBA will reimburse up to the amounts noted on the front page of this Expense Report. Ask your Staff Liaison about WSBA negotiated rates at area hotels. WSBA will not reimburse incidental charges such as entertainment, personal phone calls, etc. *(Reimbursement receipts must include name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephones, and incidentals).*

Meals: WSBA will reimburse meal expenses (including gratuity), up to the amounts noted on the front page of this Expense Report. In the event of lost receipts, WSBA will reimburse the lower of these rates or the federal per diem rate for the location in which the meal expense was incurred (see www.gsa.gov/perdiem). All-day travelers may reallocate per-meal allowances (e.g., spend more on lunch; less on dinner). Identify all individuals included in a meal reimbursement request.

Note: Alcohol will not be reimbursed and must be segregated from meal expenses.

Other expenses: WSBA will reimburse necessary out-of-pocket office expenses with receipts (actual copying charges up to 15 cents a page; faxes up to 25 cents a page, with a \$5 maximum). WSBA will not reimburse standard office services (e.g., voice mail, telephone connections), personnel costs or professional services.

FOR WSBA USE ONLY – DO NOT WRITE BELOW THIS LINE					
Submitted by:			Date:		
Approved by:		Date:	Rush approval:		Date:
ACCOUNT NAME	ACCOUNT #	DEPT.	JOB CODE	BAR #	AMOUNT
Date Rec'd in AP	Vendor #				Total: