

EXECUTIVE COMMITTEE MEETING

WSBA REAL PROPERTY, PROBATE & TRUST SECTION

Friday, February 7, 2020
Washington Trust Bank
601 Union Street, 51st Floor
Seattle, WA 98101

AGENDA

	Item	Ex Comm Member	Tab
1.	Call to Order, Welcome (Roster), Introductions, Establishment of Quorum	Taylor	A
2.	Approval of Minutes (November 22, 2019 Meeting)	Taylor	B
3.	Financial and Section Membership Report	Lewis	C
4.	Board of Governors <ul style="list-style-type: none">• BOG Meeting Report<ul style="list-style-type: none">○ November 22 – 23, 2019○ January 16-17, 2020 (Firuz)• Upcoming BOG Meetings<ul style="list-style-type: none">• March 19-20, 2020; Hotel RL Olympia, WA• May 14-15, 2020; Bellwether Hotel, Bellingham, WA• July 23, 2020 (Board Retreat); Skamania Lodge• August 28, 29, 2020; Davenport Hotel, Spokane, WA• September 17-18, 2020; WSBA Conference Center	McComb	
5.	Newsletter Update	Cohen	
6.	Continuing Legal Education <ul style="list-style-type: none">• Real Property• Probate & Trust• Mini CLE/Webinar	McComb Gorton Safren	
7.	Website and Technology Update	Safren	D
8.	Elections	Taylor	E

9.	Section Leaders Call	Taylor	F
10.	Legislation <ul style="list-style-type: none"> • Real Property <ul style="list-style-type: none"> ○ Discussion re Legislative Agenda • Probate 	McComb Gorton	
11.	Young Lawyer/Fellows Report	Kaur/Lee/ Hernandez/Hille/ Li	
12.	Midyear Meetings <ul style="list-style-type: none"> • 2020 – June 5-7, 2020 at Skamania Lodge, Stevenson • 2021- June 4-6, 2021 at Whitman Hotel, Walla Walla 	Lewis Gorton	
13.	2020 Retreat – October 9-11 at Campbell’s Resort, Chelan	Lewis	
14.	Approval of Expenses Note: For reimbursements related to this retreat, use the attached expense reimbursement form and submit to parise@wsba.org w/in 60 days	Taylor	G
15.	Adjourn to Council Meeting <ul style="list-style-type: none"> • CLEs • Legislation • Other Business for the Good of the Order 	McComb Gorton	

UPCOMING MEETINGS 2019-2020

- Friday, April 10, 2020 – 11:00 a.m. to 3:00 p.m.

2 Union Square
601 Union Street, 51st Floor
Seattle, WA 98101

**Washington Trust Bank is graciously hosting a cocktail hour immediately following our meeting on February 7, 2020 –
*Please plan to stick around for a bit!***

**June 5-7, 2020 – MIDYEAR CONFERENCE –
SKAMANIA LODGE,
1131 SW Skamania Lodge Way
Stevenson, WA 98648**

EXHIBIT A

**WSBA Real Property, Probate, & Trust Section
Executive Committee 2019-2020**

SECTION OFFICERS

<p>Chair</p> <p>Stephanie Taylor (2) Randall Danskin, P.S. 601 West Riverside Avenue Spokane, WA 99201-0626</p> <p>Phone: (509) 747-2052 Email: srt@randalldanskin.com</p>	<p>Chair Elect & Secretary/Treasurer</p> <p>Brian Lewis (3) Ryan, Swanson & Cleveland PLLC 1201 3rd Avenue, Suite 3400 Seattle, WA 98101</p> <p>Phone: (206) 654-2206 Email: lewis@ryanlaw.com</p>
<p>Probate & Trust Council Director</p> <p>Tiffany Gorton (4) 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 (5) Perkins Coie LLP 1201 Third Avenue, Suite 4900 Seattle, WA 98101-3099</p> <p>Phone: (206) 359-3260 Email: dmccomb@perkinscoie.com</p>
<p>Past Chair</p> <p>Annette (Annie) Fitzsimmons (1) Annette T. Fitzsimmons P.S. PO Box 65578 University Place, WA 98464-1578</p> <p>Phone: (253) 651-0552 Email: atfitz@comcast.net</p>	

(#) Denotes years remaining on committee.

COUNCIL MEMBERS

PROBATE AND TRUST	REAL PROPERTY
<p>Director</p> <p>Tiffany Gorton (4) Kutcher Hereford Bertram Burkart 705 2nd Ave, Suite 800 Seattle, WA 98101</p> <p>Phone: (206) 382-4414 email: tgorton@khhblaw.com</p>	<p>Director</p> <p>Devin P. McComb (5) 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 (2) 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 (2) Gordon Thomas Honeywell 1201 Pacific Ave Ste 2100 PO Box 1157 Tacoma, WA 98401-1157 Phone: (253) 620-6520 Email: jmccullum@gth-law.com</p>
<p>Elizabeth Stephan (2) Berntson Porter & Company PLLC 11100 NE 8th St Ste 400 Bellevue, WA 98004-4469</p> <p>Phone: (425) 289-7665 Email: estephan@bpcpa.com</p>	<p>Anna Revelle Stock (2) Cairncross & Hempelmann PS 524 2nd Ave, Ste 500 Seattle, WA 98104-2323</p> <p>Phone: 206-587-0700 Email: astock@cairncross.com</p>
<p>Paul Firuz (1) Kutcher Hereford Bertram Burkart 705 2nd Ave, Suite 800 Seattle, WA 98101</p> <p>Phone: (206) 382-4414 Email: pfiruz@khhblaw.com</p>	<p>Clay M. Gatens (1) Jeffers, Danielson, Sonn & Aylward, P.S. 2600 Chester Kimm Rd Wenatchee, WA 98801-8116</p> <p>Phone: (509) 662-3685 Email: clayg@jdsalaw.com</p>
<p>Sheila Ridgway (1) Ridgway Law Group 701 Fifth Avenue, Suite 4640 Seattle, WA 98104</p> <p>Phone: (206) 838-2501 Email: sheila@ridgwaylawgroup.com</p>	<p>Chris Benis (1) Hecker, Wakefield & Feilberg, PS 321 1st Ave W Seattle, WA 98119-4103</p> <p>Phone: (206) 447-1900 Email: chrisb@heckerwakefield.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 Jessica Cohen Perkins Coie LLP 1201 Third Avenue, Suite 4900 Seattle, WA 98101-3099</p> <p>Phone: (206) 359-8226 Email: jessicacohen@perkinscoie.com</p>
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<p>Fellow - PT</p> <p>Manpreet Kaur (2) 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 (2) 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>Yonicio Hernandez (1) Paine Hamblen LLP 717 W. Sprague Ave., Suite 1200 Spokane, WA 99201</p> <p>Phone: (509) 455-6000 Email: yonicio.hernandez@painehamblen.com</p>	<p>Fellow - RP</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>

WSBA

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Education Programs Manager Kevin Plachy (Interim Dir. of Advancement) Washington State Bar Association 1325 Fourth Avenue, Suite 600 Seattle, WA 98101 Phone: (206) 727-8225 Email: kevinp@wsba.org	Young Lawyer Liaison Carol Li (1) Cutting Law Office PC 2701 1st Ave Seattle, WA 98121 Phone: (206) 788-8840 Email: carol@cuttinglaw.com
Education Programs Lead Miriam Gordon Washington State Bar Association 1325 Fourth Avenue, Suite 600 Seattle, WA 98101-2539 Phone: 206-727-8225 Email: miriamg@wsba.org	

EXHIBIT B

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

Friday, November 22, 2019

11:00 a.m. – 3:00 p.m.

Washington Trust Bank – Two Union Square

601 Union Street, 51st Floor

Seattle, Washington 98101

Minutes of Meeting

Present: Stephanie Taylor (by phone), Paul Firuz (by phone), Tiffany Gorton, Anna Stock, Chris Benis, Devin McComb, Clay Gatens, Carol Li, Michael Safren, Keaton Hille, Tom Lee, Manpreet Kaur, Pat Mead (WSBA), Jessica Carr, Stephen King, Brian Lewis, Mike Barrett, Sheila Ridgway, Jemima McCullum, Sharon Rutberg.

Not Present: Jessica Cohen, Annie Fitzsimmons, Yonicio Hernandez, Al Falk, Elizabeth Stephan, PJ Grabicki, Kevin Plachy, Joel Lake

1. Call to order, welcome, introductions, and establishment of quorum

Stephanie Taylor called the meeting to order at 11:10 a.m. Introductions of all members and council roles.

Quorum established.

2. Approval of Minutes of October 5, 2019, Executive Committee Meeting and Annual Retreat

Motion to approve minutes of prior EC meeting. Minutes approved.

3. Financial and Section Membership Report

Stephanie said that she, Brian, and Tiffany would be preparing the final version of the Annual Section Report. Brian reviewed the draft report with the group. Stephanie asked the group to email her with any other suggestions for the report. Michael Safren reported on list serv membership (507 RP, 604 PT, total 1,111) and section membership (2,288). Financials will be in the final report.

4. Board of Governors

a. Upcoming BOG Meetings:

- i. November 22 – 23, 2019; WSBA Conference Center
- ii. January 16-17, 2020; WSBA Conference Center
- iii. March 19-20, 2020; Hotel RL, Olympia, WA
- iv. May 14-15, 2020; Bellwether Hotel, Bellingham, WA

- b. Discussion:** Devin agreed to send an email listing people who volunteered to attend BOG meetings, work on assigning folks to attend meetings.

5. Update on WSBA

Pat Meade, the WSBA liaison, provided an update from WSBA –

- Discussed proposed bylaw change to make it easier for sections to comment on legislation, plan to keep sections in the loop on pending legislation.
- Noted Washington Supreme Court decision to keep bar integrated for the time being.
- Stated that license fees will not change this year or next.
- Discussed marketing campaign for first time and renewal section memberships.
- There will be an open sections night on February 6, 2020, in Seattle. Our section could host a table.
- Discussed processes for annual reporting and elections, *Keller* deduction calculation.

LUNCH BREAK – 11:45 TO 11:55 AM

6. CLE Report –

Devin reported on the December RP CLE – speakers nailed down; will have a residential focus for first time since 2014. The Spring CLE will be April 24 – trying back-to-back PT and RP CLES.

Tiffany reported on PT, TEDRA -- April 23 spring CLE.

Sheila Ridgway reported on December PT CLE – full slate of speakers. Elizabeth Stephen is co-chair.

Michael discussed Mini-CLES, webinars – fellows are working on topics for these. Steph asked Keaton to come up with topics for discussion in the Feb meeting.

7. **ELEVATE** – RPPT did not win, but was honored to be nominated.

8. Website and Technology Update

Michael reported there are 2,288 section members, list serv subscribers include 507 RP, 604 PT (1111 total). Data for October: 194 site visitors (includes direct visits, organic searches, referrals, and social media – Facebook). Visits are lower in months when no newsletter comes out. It was agreed to brainstorm ideas for directing more traffic to the website.

9. Section Leaders Meetings

Stephanie reported on a call she attended with other section leaders on November 18. Leaders discussed hurdles, future hopes, ways for sections to work together. Next meeting of section leaders in February 2020 will talk about legislative work. Anyone on the executive committee is section leader and can participate.

10. Legislation

Devin on RP – nothing on tracking list right now. Looking at reactions to new excise tax effective January 2020. Brian agreed to send Sanjay an email introducing Devin and asking for information about any RP legislation in the pipeline. Tiffany to send a similar email on the PT side.

Tiffany on PT – a few items are being looked at.

- Uniform Fiduciary Income and Principal Act – Christy Mathison is the heading subgroup. Karen Boxx is reviewing, working closely with Senator Peterson.
- On issue of attestation of wills, Karen reported Sen. Peterson is working on a bill to fix the problem and it was expected to pass without opposition. Longer-term review of RCW 11.20 may also take place.
- On 11.68 – nonintervention issue from *Rathbone*. ACTEC folks drafted potential revisions but they were not ready. Sending this issue to larger PT legislation group to review and prepare legislation that could be submitted next session.

11. Young Lawyer Fellows Report

Tom reported on the Gonzaga event – getting ball rolling, coordinating with Yonicio and Keaton. Manpreet – UW asked to wait until spring, so she will reach out in January. Carol – Seattle U outreach – moved event from Oct 31 to January. Paul, Danielle will attend. Carol reaching out to various other local bar associations to collaborate, promote RPPT section.

Tom recommended following Danielle Flatt's format for a mini-CLE. Discussion of a document drafting session – e.g. how to review a statutory warranty deed, how differs from QC deed, 30,000 overview of commercial lease, etc. Discussed question of submitting written materials, issue of ownership issues of materials used for WSBA CLEs.

Discussion of whether to charge for mini CLEs. Michael noted it costs \$50 charge to put one on. Discussion of combining mini CLEs into a bootcamp annually and charging for that. Stephanie asked the fellows to work with Michael on this issue.

Carol noted the young lawyer's website needs updating, agreed to work with Michael to get it done.

12. Midyear Meeting.

2020 - Brian reported. Skymania, June 5-7. Daniele Flatt and Mark McBride (at Perkins Coie) are chairing. Program is on course. Discussion of obtaining sponsorships.

2021 – Tiffany reported. Discussion of location. Chris recommended asking members what draws them - access, or type of place? Stephanie recommended putting food in the sponsor's area.

13. 2020 EC Retreat – Brian

Brian reported. Will be October 9-10 at Campbells in Chelan.

14. Newsletter

Stephanie reported, in Jessica's absence. Section was approached by someone wanting to buy ad space in the newsletter. Discussion of pros and cons. Issue tabled for further discussion at February 2020 meeting.

15. Next EC Meetings in Seattle

- Friday 2/7 11 – 3
- Friday 4/10 11 – 3

16. Expenses

Motion unanimously approved for expenses.

Meeting of the full EC adjourned at 1:30 p.m., and the council meetings began.

17. Adjourn to Council Meetings

- a. **Real Property – Attendees:** Devin, Michael, Keaton, Carol, Clay, Chris, Anna, Mike, Brian
 - i. December CLE – Discussion of posting CLE updates to this list serv., publication of clock hours for brokers.
 - ii. Discussion of various possible CLE topics.
 - iii. Discussion of mini-CLEs, including on timber trespass.
 - iv. Awards for distinguished service.

- b. **Probate/Trust – Attendees:** Tiffany, Jessica, Paul, Sheila, Brian, Devin, Manpreet
 - i. CLEs

Discussion of December TEDRA seminar topics and speakers. Hans Jule is senior chair.

 - ii. Legislation

Discussion of *Rathbone* issue, need for fix. ACTEC fellow commentary not yet ready to submit. Discussion of next steps: email broader Leg. Comm. Group, giving them ACTEC materials and asking them to think through the legislation. Look at how other states have dealt with the issue. Paul and Yonicio and Jessica Carr are on the committee.

 - iii. Discussion of function of the TEDRA sub-committee.

The Council Meetings adjourned at 2:30 p.m.

EXHIBIT C

Stephanie R. Taylor

From: Shanthi Raghu <shanthir@wsba.org>
Sent: Tuesday, January 28, 2020 12:02 PM
To: atfitz@comcast.net; Stephanie R. Taylor
Cc: Paris Eriksen; Eleen Trang
Subject: RPPT Section WSBA CLE FY19 Year End Financials
Attachments: 19497 Year End Financials.pdf; 19702 Year End Financials.pdf; 19498 Year End Financials.pdf; 19704 Year End Financials.pdf; 18704 Year End Financials.pdf; CLE REVENUE SHARING FISCAL POLICY (8.1.18).pdf; SectionSplit Cover MemoFY19_.pdf

Dear Annie and Stef,

Attached you'll find a cover memo, CLE Revenue fiscal policy and FY19 Year End Financials for your review.

The total split amount transferred to the section for FY19 is \$35,952.96 broken down as follows:

- The section will see a revenue split of \$10,618.32 as a result of net revenue from the *2018 Annual Fall Probate and Trust Seminar: Advanced Topics in Washington Estate Planning and Administration* seminar taking place on December 12, 2018.
- The section will also see a revenue split of \$ 9,462.25 as a result of FY19 net revenue from *The Washington Uniform Common Interest Ownership Act and its Impacts on Real Property Law* taking place on December 6, 2018.
- The section will see a revenue split of \$ 2,934.67 as a result of FY19 net revenue from the *16th Annual Trust and Estate Litigation Seminar*, taking place on May 8, 2019.
- The section will see a revenue split of \$428.51 as a result of FY19 net revenue from *The 2019 Real Property, Probate and Trust Section Midyear Meeting and Conference*.
- Finally, the section will see a revenue split of \$12,509.21 as a result of FY19 net revenue from *The 2018 Real Property, Probate and Trust Section Midyear Meeting and Conference*.

The total split amount came in a little under projections because the on-demand sales for the FY19 midyear did not really pick up until October, 2019 (which is in FY20). From October 1 to January 28, 2020 the FY19 midyear has earned \$31,300.00 in on-demand sales which means the section has already earned a split of \$11,726.00 for next year and sales are still continuing.

FY19 section splits are based off of live and on-demand sales from several seminars as noted above. We will continue to monitor on-demand sales by seminar and provide you quarterly updates going forward.

If you have any questions, please don't hesitate to reach out. Thanks!

Program RPPT Midyear
 Program date 6/8 to 6/10, 2018
 Seminar number 18704CLE
 Prepared date 16-Jan-20
 Credits 12 Live Credits and 16.75 On Demand Credits

YEAR END FINANCIALS

Live Attendance 190

Update 12/20/19

FY19	On-Demand Revenue from FY19	\$35,740.60
	SPLIT TO BE PAID IN JAN 2020 for FY19 ON DEMAND SALES	\$12,509.21

TOTAL REVENUE		Notes
Registrations	\$79,950.00	Includes \$9350.00 EC and
Exhibitors/sponsors	\$10,000.00	\$1700.00 scholarships
On Demand Revenue From FY18 through 9/30/18	\$6,873.00	
Total Revenue	\$96,823.00	

FINAL EXPENSES

Staff Travel/Parking	\$2,351.24
Postage - brochures	\$1,387.15
Accreditation Fees	\$195.00
Seminar Brochures	\$2,826.18
Speakers/Program Development	\$12,388.30
Facilities	\$29,911.21
Indirect Expenses Live Seminar (Based on \$2376.47 per credit hour)*	\$28,517.64
Indirect Expenses Product (based on \$560.91 per credit hour)**	\$9,395.24
Direct Costs Product	\$1,325.58

Total Expenses \$88,297.54

Program Net Profit/Loss	\$8,525.46
Section Split**	\$4,183.91
Less Split already paid:	-\$399.67
Split Paid to Section in FY19	\$3,784.24

*FY18 Calculations based on 400.75 live credits delivered that fiscal year resulting in indirect live expenses at \$2376.47 per credit hour

**FY18 Calculations based on 325.5 on demand credits delivered that fiscal year resulting in indirect on demand expenses at \$560.47 per credit hour

** Based on 50/50 to WSBA/Section up to \$8,000.00 and 65/35 to WSBA/Section over \$8000.00

Program Name: Trust and Estate Fall
 Program date: 12-Dec-18
 Seminar number: 19497SEA/WEB
 Prepared date: 20-Dec-19
 Live and On Demand Credits: 6.25 Live Credits; 6.25 On Demand Credits

Year End Financials

Live Attendance	126	In Person	37
		Webcast	89

TOTAL FY19 REVENUE

Registrations	\$34,020.50
Exhibitors/sponsors	\$0.00
On Demand Seminar Sales to 9/30/2019	\$15,013.20
Total Revenue	\$49,033.70

Notes

FINAL EXPENSES

Coursebook Production	\$12.12
Staff Travel/Parking	\$18.00
Postage - brochures	\$258.40
Accreditation Fees (\$12 per live and on-demand)	\$24.00
Seminar Brochures	\$257.26
Speakers/Program Development	\$274.37
Facilities	\$1,500.00
Live Indirect Expenses*	\$15,501.50
On Demand Indirect Expenses**	\$3,557.06
Direct On-Demand Expenses***	\$721.50
Total Expenses	\$22,124.21

Program Net Profit/Loss	\$26,909.49
FY19 Split to Section***	\$10,618.32

*FY19 Calculations based on 385 Credit Hours at \$2480.40 per credit hour

**FY19 Calculations based on 327.25 Credit Hours at \$569.13 per credit hour

***FY19 Calculations Based \$721.50 per one day program

****Section split based on 50/50 WSBA/Section up to \$8000.00 and 65/35 WSBA/Section over \$8000.00

Program Name: RPPT Trust and Estate Litigation
 Program date: 8-May-19
 Seminar number: 19498SEA/WEB
 Prepared date: 8-Jan-20
 Live and On Demand Credits: 7 Live Credits; 7 On Demand Credits

YEAR END FINANCIALS

Live Attendance	81	In Person	44
		Webcast	37

TOTAL FY19 REVENUE

Registrations	\$20,525.00
Exhibitors/sponsors	
On Demand Seminar Sales to 9/30/2019	\$9,872.80
Total Revenue	\$30,397.80

Notes

FINAL EXPENSES

Coursebook Production	\$15.90
Staff Travel/Parking	
Postage - brochures	\$163.45
Accreditation Fees (\$12 per live and on-demand)	\$24.00
Seminar Brochures	\$150.00
Speakers/Program Development	\$608.02
Facilities	\$1,500.00
Indirect Expenses Live*	\$17,361.68
Indirect Expenses On Demand*	\$3,983.91
Direct On-Demand Expenses**	\$721.50
Total Expenses	\$24,528.46

Program Net Profit/Loss	\$5,869.34
FY19 Section Split***	\$2,934.67

* FY19 Calculations based on 385 Credit Hours live at \$2480.40 per credit hour and 327.25 Credit Hours On-Demand at \$569.13

**FY19 Calculations based on \$721.5 per one day program

***Section split based on 50/50 WSBA/Section up to \$8000.00 and 65/35 WSBA/Section over \$8000.00

Program Name: RPPT Fall Real Estate Seminar
 Program date: 6-Dec-18
 Seminar number: 19702SEA/WEB
 Prepared date: 10-Dec-19
 Live and On Demand Credits: 6 Live Credits; 6 On Demand Credits

YEAR END FINANCIALS

Live Attendance	116	40 in person 76 webcast
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TOTAL FY19 REVENUE

Notes

Seminar Registrations	\$30,675.00
On Demand Seminar Sales to 9/30/2019	\$14,253.80
Total Revenue	\$44,928.80

FINAL EXPENSES

Coursebook Production	\$12.56
Staff Travel/Parking	\$18.00
Postage - brochures	\$234.79
Accreditation Fees (\$12 per live and on-demand)	\$100.00
Seminar Brochures	\$245.56
Speakers/Program Development	\$193.75
Facilities	\$1,500.00
Indirect Live Seminar Expenses*	\$14,881.44
Indirect On-Demand Seminar Expenses**	\$3,414.78
Direct On-Demand Expenses***	\$721.50
Total Expenses	\$21,322.38

Program Net Profit/Loss	\$23,606.42
FY19 Split to Section****	\$9,462.25

* FY19 Calculations based on 385 Credit Hours at \$2480.24 per credit hour
 **FY19 Calculations based on 327.25 Credit Hours at \$569.13 per credit hour
 ***FY19 Calculations based \$721.50 per one day program
 ****Section split based on 50/50 WSBA/Section up to \$8000.00 and 65/35 WSBA/Section over \$8000.00

Program Name: RPPT Midyear
 Program date: June 7-9, 2019
 Seminar number: 19704SPO
 Prepared date: 20-Dec-19
 Live and On Demand Credits: 12 Live Credits; 18 On Demand Credits

YEAR END FINANCIALS

Live Attendance 172 in person

TOTAL FY19 REVENUE

Registrations	\$ 72,000.00		
Exhibitors/sponsors	\$ 5,000.00	\$5,500.00 pd direct to venue	Ascent and Laird Norton
On Demand Seminar Sales to 9/30/19	\$3,840.00		
Total Revenue	\$80,840.00		

Notes

FINAL EXPENSES

Coursebook Production	\$ 109.60
Staff Travel/Parking	\$ 1,831.24
Postage - brochures	\$ 1,200.00
Accreditation Fees (\$12 per live and on-demand)	\$ 24.00
Seminar Brochures	\$ 2,508.69
Speakers/Program Development	\$ 8,313.04
Facilities	\$ 24,546.20
Indirect Live Expenses*	\$ 29,762.88
Indirect On Demand Expenses	\$ 10,244.34
Direct On-Demand Expenses**	\$ 1,443.00
Total Expenses	\$79,982.99

Program Net Profit/Loss	\$857.01
FY19 Split to Section***	\$428.51

*FY19 Calculations based on 385 Credit Hours live at \$2480.24 per credit hour
 **FY19 Calculations based on 327.25 Credit Hours on demand at \$569.13 per credit hour
 **FY19 Calculations based on \$721.50 per one day program
 ***Section split based on 50/50 WSBA/Section up to \$8000.00 and 65/35 WSBA/Section over \$8000.00

CLE PROFIT SHARING MODEL - REVISED FISCAL POLICY

(UPDATED AND APPROVED BY THE BOARD OF GOVERNORS ON JULY 27, 2018)

WSBACLE and Programs Presented in Partnership with Sections

Programs Co-sponsored with Sections

The goal of all WSBA CLE programs is to support the mission and strategic goals of the organization. WSBA Sections are an important partner in these efforts. WSBA retains fiscal reserves (“WSBA CLE Fund”) to mitigate against changes in the CLE market, sustain and improve important technology required for the delivery of CLE programs, and protect against unexpected revenue shortfalls.

Net seminar and any associated net on-demand product revenue for all WSBA CLE programs developed in partnership with Sections (excluding mini-CLEs) will be split between the WSBA CLE Fund and the partnering Section’s cost center. Beginning with seminars delivered in FY19, net revenues will be split 50-50(%) between the WSBA CLE Fund and the partnering Section’s cost center, up to a total net revenue of \$8,000. Net revenue exceeding \$8,000 will be split 65% to WSBA and 35% to the Section. WSBA will absorb any net losses sustained by individual programs.

In calculating net revenue, WSBA will subtract all direct and indirect costs for the development of the live program and on-demand product from the gross revenue of the live program and on-demand product sales. WSBA will keep the Section informed of the program financials in a timely and transparent manner. Following each fiscal year’s close, the partnering Section will receive its portion of any net revenue earned in that fiscal year, based on audited financial statements.

Because the CLE market is dynamic, WSBA and the Sections will annually review overall results and may seek to adjust the revenue sharing terms set forth in this policy to ensure that CLE programming and WSBA CLE Fund reserves are sustainable.

Mini-CLEs

WSBA CLE also supports Section CLE programming through a “mini-CLE” model. Mini-CLEs are seen as exclusively member-benefit programs. They do not exceed 2.0 credit hours in length and registration fees must be \$35 or less. For mini-CLEs, WSBA staff provides limited assistance at no charge to the Section (e.g. program accreditation, reporting and attendance tracking). Sections do much more of the preparation and production of seminars than regular CLE programming, and are responsible for working in collaboration with WSBA (e.g. following procedures outlined including timely notice, providing onsite registration personnel, etc.).

WASHINGTON STATE BAR ASSOCIATION

To: Section Chairs, Chair-Elects, and Treasurers

From: Shanthi Raghu, Interim Education Programs Manager

cc: Paris Eriksen, MSET Manager; Eleen Trang, Sections Program Specialist

Re: FY2019 Year-End Section Seminar Financials

Date: January 28, 2020

Attached are the FY19 (October 1, 2018 – September 30, 2019) year-end financial accounting documents for your section's seminar(s), including live and on-demand product information. If your section's seminar(s) observed any net revenue, this financial information should appear in your January or February 2020 financial statements emailed to you by the Sections Team. If you have any questions about the information, please contact me directly.

The current WSBA fiscal policy regarding revenue sharing with the sections was adopted by the Board of Governors (BOG) in July 2018 and went into effect for FY19, beginning October 1, 2018.

I am attaching the fiscal policy to this email for reference.

The current fiscal policy includes all gross revenue from the seminar over time, including both live and on-demand seminar revenue. All of the costs, both direct and indirect, are subtracted from the gross revenue, with net revenue remaining. The net revenue is split 50% to the Section and 50% to WSBA up to the first \$8,000.00. Net revenue over \$8,000.00 is split 35% to the Section and 65% to WSBA.

There are a few important points to note when referring to the current fiscal policy:

- **Revenue:** The current fiscal policy takes into account both live seminar revenue and revenue from on-demand sales. On-demand revenue is earned over a three year sales cycle on the WSBA CLE Store. Revenue will be tracked over that time period and split according to the fiscal policy on an annual basis around December/January.
- **Losses:** Any losses incurred under the current fiscal policy are incurred by WSBA CLE, not the Section. The year-end financial accounting documents will note any losses, if relevant. Note: Under the old fiscal policy the Section incurred any losses from the program.
- **Costs:** Indirect costs include staffing, overhead and other operational costs. These are allocated to programs on a per credit-hour basis. Direct costs for on-demand programs include license fees for hosting on-demand programs on the WSBA CLE Store and are allocated on a per-program basis. For example, for programs delivered in FY19, direct on demand costs were calculated at \$721.50 per program. Indirect on-demand costs were \$569.13 per credit-hour. Direct costs for live programs fluctuated depending on program specifics but include costs for facilities, faculty reimbursement, marketing and advertising and, MCLE accreditation fees. Indirect live costs were calculated at \$2,480.24 per credit-hour. In FY19 WSBA CLE, in collaboration with Section and other volunteers,

developed a total of 385 credit hours of live programming and of that, 327.25 credit hours of on-demand programming.

We will continue to monitor on-demand sales and provide quarterly updates to the Section. You can reference the quarterly reports to project any future revenue splits.

If you have any questions about the information I've provided please let me know. I'm happy to schedule a call to review in more detail. Thank you for partnering with WSBA CLE!

Shanthi Prema Raghu | Interim Education Programs Manager

Washington State Bar Association | ☎ 206.727.8271 | F 206.727.8324 | shanthir@wsba.org

1325 Fourth Avenue, Suite 600 | Seattle, WA 98101-2539 | www.wsba.org

The WSBA is committed to full access and participation by persons with disabilities. If you have questions about accessibility or require accommodation please contact janeym@wsba.org



January is Mentoring Month!
Share your wisdom through WSBA's
mentorship opportunities

EXHIBIT D

Engagement

All Users
100.00% Users (100.00% Sessions)

Nov 1, 2019 - Jan 31, 2020

Distribution

Page Depth

Sessions
1,256
% of Total: 100.00% (1,256)

Pageviews
5,905
% of Total: 100.00% (5,905)

Page Depth	Sessions	Pageviews
1	459	459
2	109	218
3	139	417
4	111	444
5	84	420
6	69	414
7	50	350
8	35	280
9	34	306
10	28	280
11	29	319
12	12	144
13	12	156
14	17	238
15	16	240
16	8	128
17	6	102
18	4	72
19	5	95
20+	29	823

Search Terms

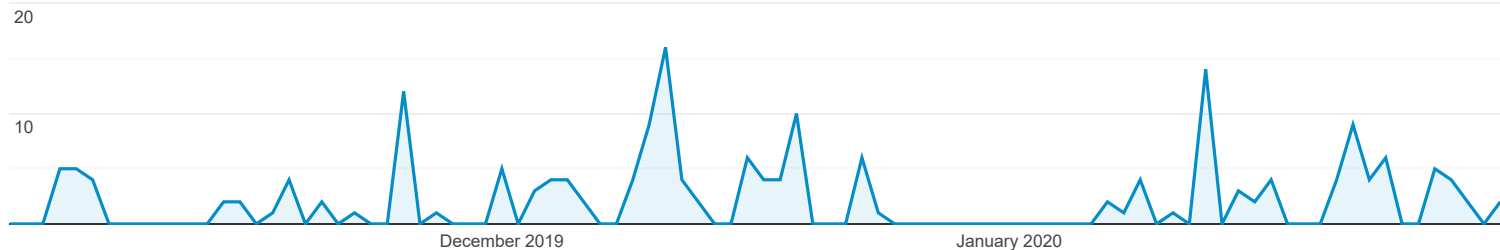
All Users
100.00% Total Unique Searches

Nov 1, 2019 - Jan 31, 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
	190 % of Total: 100.00% (190)	1.76 Avg for View: 1.76 (0.00%)	36.84% Avg for View: 36.84% (0.00%)	37.72% Avg for View: 37.72% (0.00%)	00:02:22 Avg for View: 00:02:22 (0.00%)	0.74 Avg for View: 0.74 (0.00%)
1. todd	3 (1.58%)	7.67	33.33%	4.35%	00:01:55	1.33
2. WAC 458-61A-203	3 (1.58%)	1.33	33.33%	50.00%	00:01:02	1.33
3. assignment	2 (1.05%)	1.50	100.00%	0.00%	00:02:08	0.50
4. common ownership	2 (1.05%)	1.50	0.00%	33.33%	00:02:29	0.50
5. forms	2 (1.05%)	2.50	50.00%	20.00%	00:11:16	1.50
6. gun trust	2 (1.05%)	2.00	100.00%	0.00%	00:01:51	0.00
7. heir	2 (1.05%)	4.50	50.00%	11.11%	00:02:22	0.00
8. irrevocable spouse	2 (1.05%)	1.00	50.00%	50.00%	00:00:08	0.00
9. prudent	2 (1.05%)	1.00	50.00%	50.00%	00:00:14	0.00
10. quiet title	2 (1.05%)	3.50	0.00%	28.57%	00:06:45	1.00
11. reconveyance	2 (1.05%)	2.00	50.00%	50.00%	00:09:14	2.50
12. "adverse possession"	1 (0.53%)	1.00	0.00%	100.00%	00:05:11	2.00
13. "alternate valuation date"	1 (0.53%)	4.00	0.00%	25.00%	00:02:09	0.00
14. "alternate valuation"	1 (0.53%)	2.00	100.00%	0.00%	00:07:22	0.00
15. "attorney as trustee"	1 (0.53%)	1.00	0.00%	100.00%	00:00:10	0.00
16. "estate tax" "out of state"	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
17. "Google Account" court order	1 (0.53%)	1.00	0.00%	100.00%	00:00:05	0.00
18. "lack of probate affidavit"	1 (0.53%)	2.00	0.00%	50.00%	00:00:08	1.00
19. "notes from the chair"	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00

20.	"Placed in Trusts"	1 (0.53%)	1.00	0.00%	0.00%	00:04:51	34.00
21.	"premarital agreement" form	1 (0.53%)	1.00	0.00%	100.00%	00:00:09	0.00
22.	11.125	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
23.	2020 RPPT	1 (0.53%)	1.00	0.00%	0.00%	00:00:17	1.00
24.	46	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
25.	9.41.113	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
26.	9A.72.085	1 (0.53%)	2.00	100.00%	0.00%	00:08:24	0.00
27.	alternate valuation date	1 (0.53%)	1.00	0.00%	100.00%	00:00:20	0.00
28.	appraiser	1 (0.53%)	5.00	0.00%	40.00%	00:07:25	3.00
29.	artwork museum	1 (0.53%)	1.00	0.00%	100.00%	00:00:04	0.00
30.	attorney as trustee	1 (0.53%)	2.00	0.00%	100.00%	00:00:14	0.00
31.	attorney w/5 trustee	1 (0.53%)	2.00	0.00%	100.00%	00:00:20	0.00
32.	bitcoin	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
33.	business appraiser	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
34.	cache:Q_zX21790YwJ:www.wsbarppt.com/executive-committee/	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
35.	CIR	1 (0.53%)	1.00	0.00%	100.00%	00:00:31	1.00
36.	comments to Washington condominium act	1 (0.53%)	1.00	0.00%	0.00%	00:15:11	18.00
37.	committed intimate relationship	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
38.	community property	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
39.	community property deed	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
40.	condominium	1 (0.53%)	1.00	0.00%	100.00%	00:00:50	0.00
41.	county 11.20.010	1 (0.53%)	1.00	0.00%	100.00%	00:04:07	1.00
42.	County file	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
43.	county to file Will	1 (0.53%)	1.00	0.00%	100.00%	00:00:05	0.00
44.	CPA	1 (0.53%)	3.00	100.00%	0.00%	00:15:35	0.00
45.	CPA referral	1 (0.53%)	1.00	0.00%	100.00%	00:00:36	0.00
46.	CREDITOR CLAIM	1 (0.53%)	2.00	0.00%	100.00%	00:03:24	0.00
47.	CREDITOR CLAIM ACTUAL NOTICE TWO YEAR	1 (0.53%)	1.00	100.00%	0.00%	00:00:00	0.00
48.	creditors	1 (0.53%)	1.00	0.00%	100.00%	00:13:29	1.00
49.	cryptocurrency	1 (0.53%)	1.00	0.00%	100.00%	00:00:08	0.00
50.	Death Certificate	1 (0.53%)	2.00	100.00%	0.00%	00:04:39	0.00

Rows 1 - 50 of 177

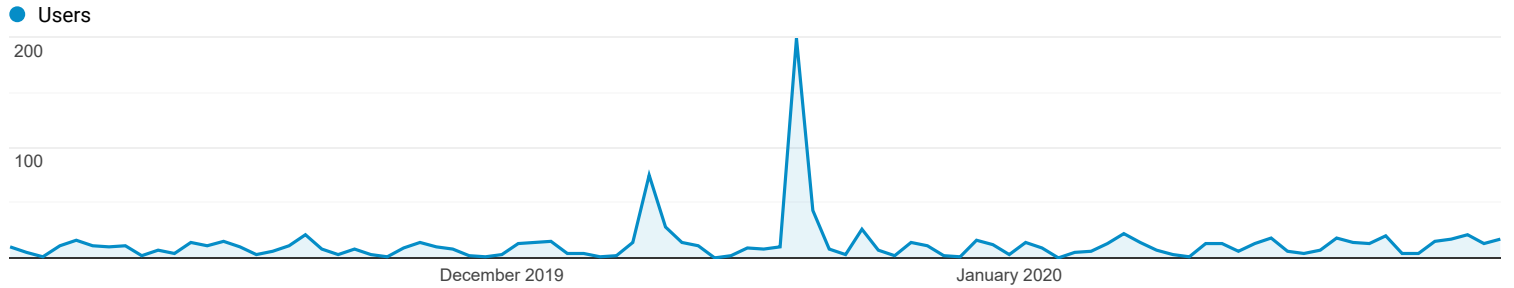
All Traffic

All Users
100.00% Users

Nov 1, 2019 - Jan 31, 2020

Explorer

Summary



Source / Medium	Acquisition			Behavior			Conversions		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	928 <small>% of Total: 100.00% 100.00% (928)</small>	821 <small>% of Total: 100.00% (821)</small>	1,256 <small>% of Total: 100.00% (1,256)</small>	36.54% <small>Avg for View: 36.54% (0.00%)</small>	4.70 <small>Avg for View: 4.70 (0.00%)</small>	00:02:55 <small>Avg for View: 00:02:55 (0.00%)</small>	0.00% <small>Avg for View: 0.00% (0.00%)</small>	0 <small>% of Total: 0.00% (0)</small>	\$0.00 <small>% of Total: 0.00% (\$0.00)</small>
1. direct / (none)	713 <small>(75.61%)</small>	635 <small>(77.34%)</small>	896 <small>(71.34%)</small>	33.15%	5.03	00:03:04	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
2. google / organic	167 <small>(17.71%)</small>	145 <small>(17.66%)</small>	261 <small>(20.78%)</small>	48.28%	3.73	00:02:10	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
3. wsba.org / referral	35 <small>(3.71%)</small>	25 <small>(3.05%)</small>	49 <small>(3.90%)</small>	18.37%	5.06	00:03:09	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
4. l.facebook.com / referral	7 <small>(0.74%)</small>	0 <small>(0.00%)</small>	9 <small>(0.72%)</small>	11.11%	7.00	00:05:11	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
5. yahoo / organic	4 <small>(0.42%)</small>	2 <small>(0.24%)</small>	4 <small>(0.32%)</small>	25.00%	3.75	00:03:00	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
6. bing / organic	3 <small>(0.32%)</small>	2 <small>(0.24%)</small>	3 <small>(0.24%)</small>	66.67%	1.33	00:00:03	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
7. facebook.com / referral	3 <small>(0.32%)</small>	2 <small>(0.24%)</small>	19 <small>(1.51%)</small>	57.89%	3.68	00:07:05	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
8. sogou / organic	3 <small>(0.32%)</small>	3 <small>(0.37%)</small>	3 <small>(0.24%)</small>	100.00%	1.00	00:00:00	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
9. duckduckgo / organic	2 <small>(0.21%)</small>	1 <small>(0.12%)</small>	2 <small>(0.16%)</small>	0.00%	5.50	00:01:08	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
10. m.facebook.com / referral	2 <small>(0.21%)</small>	2 <small>(0.24%)</small>	2 <small>(0.16%)</small>	100.00%	1.00	00:00:00	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
11. deirdre.top / referral	1 <small>(0.11%)</small>	1 <small>(0.12%)</small>	1 <small>(0.08%)</small>	100.00%	1.00	00:00:00	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
12. monicablog.xyz / referral	1 <small>(0.11%)</small>	1 <small>(0.12%)</small>	1 <small>(0.08%)</small>	100.00%	1.00	00:00:00	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
13. r.search.aol.com / referral	1 <small>(0.11%)</small>	1 <small>(0.12%)</small>	5 <small>(0.40%)</small>	80.00%	1.80	00:00:13	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>
14. verabauer.top / referral	1 <small>(0.11%)</small>	1 <small>(0.12%)</small>	1 <small>(0.08%)</small>	100.00%	1.00	00:00:00	0.00%	0 <small>(0.00%)</small>	\$0.00 <small>(0.00%)</small>

Rows 1 - 14 of 14

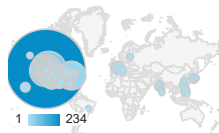
Location

All Users
100.00% Users

Nov 1, 2019 - Jan 31, 2020

Map Overlay

Summary



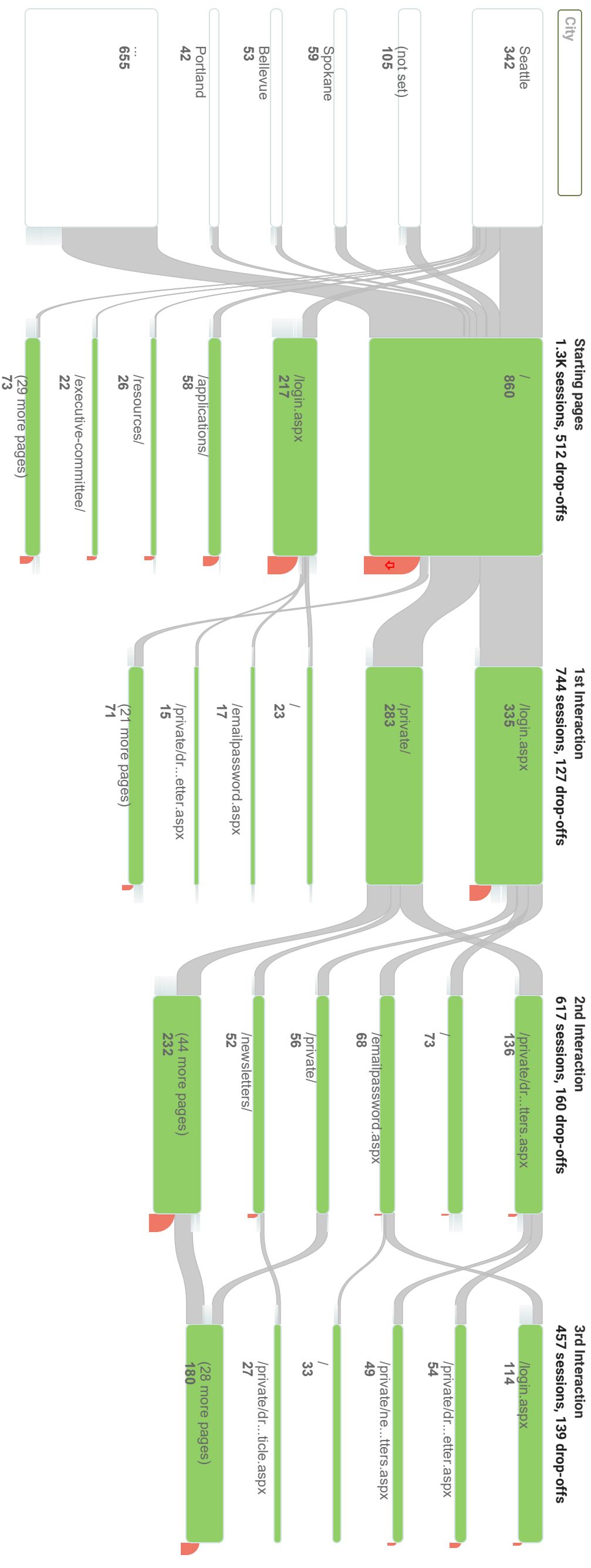
City	Acquisition			Behavior			Conversions		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	928 % of Total: 100.00% (928)	821 % of Total: 100.00% (821)	1,256 % of Total: 100.00% (1,256)	36.54% Avg for View: 36.54% (0.00%)	4.70 Avg for View: 4.70 (0.00%)	00:02:55 Avg for View: 00:02:55 (0.00%)	0.00% Avg for View: 0.00% (0.00%)	0 % of Total: 0.00% (0)	\$0.00 % of Total: 0.00% (\$0.00)
1. Seattle	234 (24.45%)	196 (23.87%)	342 (27.23%)	31.87%	5.03	00:03:30	0.00%	0 (0.00%)	\$0.00 (0.00%)
2. Spokane	48 (5.02%)	43 (5.24%)	59 (4.70%)	27.12%	5.29	00:02:36	0.00%	0 (0.00%)	\$0.00 (0.00%)
3. Portland	38 (3.97%)	32 (3.90%)	42 (3.34%)	23.81%	5.26	00:03:48	0.00%	0 (0.00%)	\$0.00 (0.00%)
4. Bellevue	33 (3.45%)	26 (3.17%)	53 (4.22%)	33.96%	4.79	00:01:53	0.00%	0 (0.00%)	\$0.00 (0.00%)
5. Ashburn	27 (2.82%)	27 (3.29%)	27 (2.15%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
6. Tacoma	25 (2.61%)	21 (2.56%)	30 (2.39%)	16.67%	7.53	00:03:09	0.00%	0 (0.00%)	\$0.00 (0.00%)
7. Bellingham	15 (1.57%)	8 (0.97%)	29 (2.31%)	20.69%	4.55	00:03:54	0.00%	0 (0.00%)	\$0.00 (0.00%)
8. Olympia	14 (1.46%)	12 (1.46%)	14 (1.11%)	35.71%	4.79	00:01:51	0.00%	0 (0.00%)	\$0.00 (0.00%)
9. (not set)	13 (1.36%)	12 (1.46%)	15 (1.19%)	53.33%	4.27	00:03:53	0.00%	0 (0.00%)	\$0.00 (0.00%)
10. Maple Valley	13 (1.36%)	13 (1.58%)	17 (1.35%)	64.71%	2.82	00:01:25	0.00%	0 (0.00%)	\$0.00 (0.00%)

Rows 1 - 10 of 202

Users Flow

Nov 1, 2019 - Jan 31, 2020

All Users
100.00% Sessions

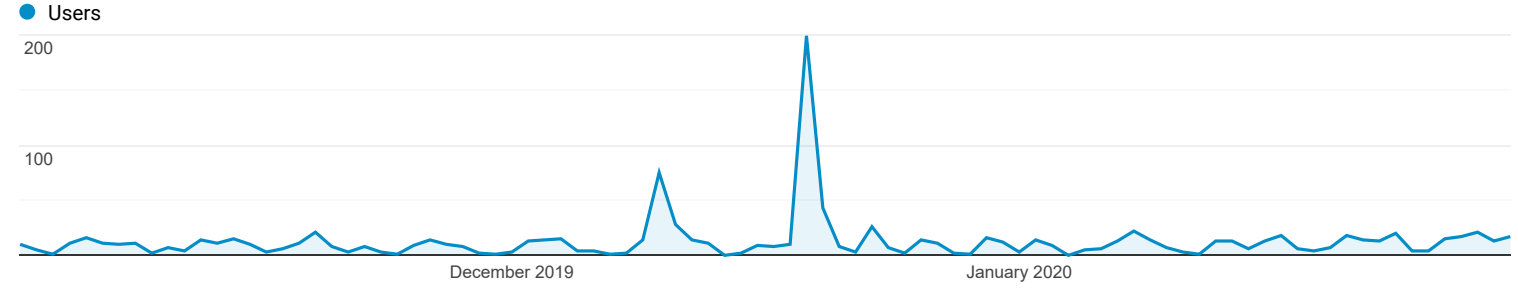


Audience Overview

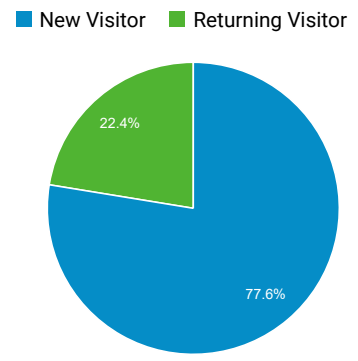
All Users
100.00% Users

Nov 1, 2019 - Jan 31, 2020

Overview



Users 928	New Users 821	Sessions 1,256
Number of Sessions per User 1.35	Pageviews 5,905	Pages / Session 4.70
Avg. Session Duration 00:02:55	Bounce Rate 36.54%	



Language	Users	% Users
1. en-us	922	99.35%
2. en-gb	3	0.32%
3. zh-cn	2	0.22%
4. (not set)	1	0.11%

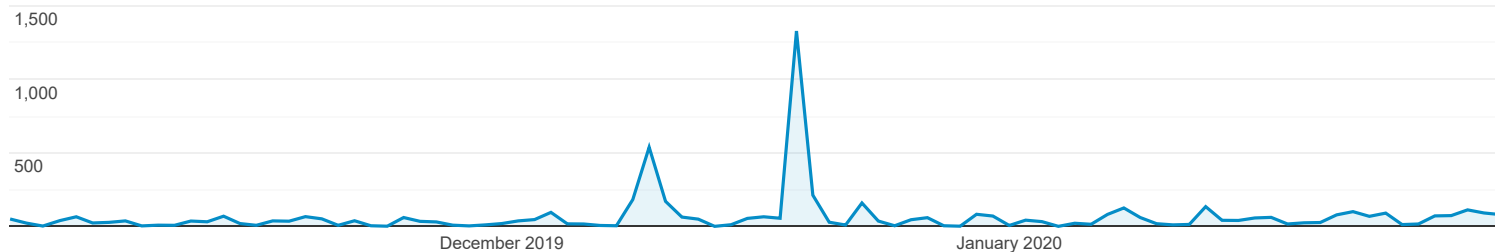
Pages

All Users
100.00% Pageviews

Nov 1, 2019 - Jan 31, 2020

Explorer

● Pageviews



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	5,905 % of Total: 100.00% (5,905)	3,944 % of Total: 100.00% (3,944)	00:00:47 Avg for View: 00:00:47 (0.00%)	1,256 % of Total: 100.00% (1,256)	36.54% Avg for View: 36.54% (0.00%)	21.27% Avg for View: 21.27% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /	1,307 (22.13%)	888 (22.52%)	00:00:38	858 (68.31%)	27.16%	22.19%	\$0.00 (0.00%)
2. /Private/	496 (8.40%)	417 (10.57%)	00:00:23	9 (0.72%)	0.00%	2.42%	\$0.00 (0.00%)
3. /Login.aspx?path=/Private/	483 (8.18%)	237 (6.01%)	00:00:32	25 (1.99%)	36.00%	13.87%	\$0.00 (0.00%)
4. /emailpassword.aspx	298 (5.05%)	112 (2.84%)	00:00:37	4 (0.32%)	25.00%	7.05%	\$0.00 (0.00%)
5. /Private/DrawNewsletters.aspx?PageID=67	264 (4.47%)	222 (5.63%)	00:00:43	1 (0.08%)	0.00%	10.98%	\$0.00 (0.00%)
6. /private/search/listsearch.aspx	244 (4.13%)	61 (1.55%)	00:01:14	7 (0.56%)	42.86%	19.67%	\$0.00 (0.00%)
7. /newsletters/	199 (3.37%)	123 (3.12%)	00:00:55	4 (0.32%)	0.00%	22.11%	\$0.00 (0.00%)
8. /Private/DrawOneNewsletter.aspx?Action=GetOne&DocumentID=1206	163 (2.76%)	110 (2.79%)	00:01:09	2 (0.16%)	100.00%	42.94%	\$0.00 (0.00%)
9. /Login.aspx?path=/Private/DrawNewsletters.aspx?PageID=67	162 (2.74%)	96 (2.43%)	00:00:28	14 (1.11%)	57.14%	20.37%	\$0.00 (0.00%)
10. /Login.aspx?path=/private/DrawOneNewsletter.aspx?DocumentID=170	156 (2.64%)	97 (2.46%)	00:00:35	43 (3.42%)	23.26%	21.15%	\$0.00 (0.00%)
11. /Login.aspx	127 (2.15%)	110 (2.79%)	00:00:33	37 (2.95%)	16.22%	9.45%	\$0.00 (0.00%)
12. /Private/Newsletters.aspx?CategoryID=1&PageID=67&DocumentID=1206	110 (1.86%)	62 (1.57%)	00:00:30	0 (0.00%)	0.00%	17.27%	\$0.00 (0.00%)
13. /Applications/	96 (1.63%)	85 (2.16%)	00:03:39	58 (4.62%)	86.21%	71.88%	\$0.00 (0.00%)
14. /private/DrawOneNewsletter.aspx?DocumentID=170	87 (1.47%)	43 (1.09%)	00:00:46	1 (0.08%)	0.00%	26.44%	\$0.00 (0.00%)
15. /Private/DrawDeskbook.aspx?PageID=70&CategoryID=3	86 (1.46%)	83 (2.10%)	00:01:46	2 (0.16%)	100.00%	47.67%	\$0.00 (0.00%)
16. /private/listservs/	86 (1.46%)	68 (1.72%)	00:02:18	2 (0.16%)	0.00%	33.72%	\$0.00 (0.00%)
17. /Private/DrawArticle.aspx?NewsletterArticleID=118	76 (1.29%)	61 (1.55%)	00:01:41	1 (0.08%)	0.00%	27.63%	\$0.00 (0.00%)
18. /Private/DrawChangePassword.aspx	74 (1.25%)	29 (0.74%)	00:01:10	0 (0.00%)	0.00%	2.70%	\$0.00 (0.00%)
19. /private/Newsletters.aspx	65 (1.10%)	30 (0.76%)	00:00:14	1 (0.08%)	0.00%	10.77%	\$0.00 (0.00%)
20. /cles/	64 (1.08%)	58 (1.47%)	00:00:20	13 (1.04%)	76.92%	39.06%	\$0.00 (0.00%)

21.	/Private/DrawArticle.aspx?NewsletterArticleID=119	61 (1.03%)	49 (1.24%)	00:01:09	1 (0.08%)	100.00%	19.67%	\$0.00 (0.00%)
22.	/resources/	61 (1.03%)	45 (1.14%)	00:02:32	26 (2.07%)	61.54%	49.18%	\$0.00 (0.00%)
23.	/Login.aspx?path=/private/search/listsearch.aspx	60 (1.02%)	48 (1.22%)	00:00:21	15 (1.19%)	80.00%	35.00%	\$0.00 (0.00%)
24.	/Private/DrawArticle.aspx?NewsletterArticleID=120	60 (1.02%)	51 (1.29%)	00:00:59	0 (0.00%)	0.00%	20.00%	\$0.00 (0.00%)
25.	/Login.aspx?path=/Private/DrawDeskbook.aspx?PageID=70&CategoryID=3	54 (0.91%)	43 (1.09%)	00:00:18	19 (1.51%)	84.21%	46.30%	\$0.00 (0.00%)

Rows 1 - 25 of 161

Stephanie R. Taylor

From: Michael Safren <msafren@gmail.com>
Sent: Monday, February 3, 2020 11:10 PM
To: Stephanie R. Taylor; Michael Safren; Steve King
Subject: Re: REMINDER - WSBA RPPT Executive Committee Meeting - February 7, 2019
Attachments: Site Engagement by Page Views.pdf; Audience Overview.pdf; Source of Traffic.pdf; Pages Visited.pdf; Site Search Terms.pdf; User Location.pdf; Users Flow.pdf

Hi Stef:

Attached please find the technology report including the website reports for the time period of 11.1.19 to 1.31.20

Here are some of the other numbers:

Total Section Members: 2293
Real Property Listserv Subscribers: 503
Probate and Trust Listserv Subscribers: 610

Website Visitors: 928
Total Number of Sessions: 1,256
Total Number of Pageviews: 5,905

Please note that Pat Mead, who served as our liaison to the WSBA, is no longer with the WSBA. Elen Trang is now serving as our liaison at the WSBA.

Warmest regards,

Michael S. Safren, Esq.
Attorney at Law

14900 Interurban Ave. S., Ste. 280 | Seattle, WA 98168
11900 NE 1st St., Bldg. G - Ste. 300 | Bellevue, WA 98005
P: (206) 859-5098 | E: msafren@jennylinglaw.com
www.jennylinglaw.com | facebook.com/jennylinglaw/

On Mon, Feb 3, 2020 at 2:23 PM Stephanie R. Taylor <srt@randalldanskin.com> wrote:

Hello, all:

I am very much looking forward to see you all this **Friday, February 7, 2019 from 11:00 a.m. to 3:00 p.m. at Washington Trust Bank, located at 2 Union Square 601 Union Street, 51st Floor, Seattle, WA 98101.**

EXHIBIT E

WASHINGTON STATE BAR ASSOCIATION

2020 Section Election Set-Up Form

To best support your upcoming section executive committee nominations and elections processes, **please complete this form by January 31, 2020**. A complete and timely response is appreciated.

The areas below are presented in order of priority, the first topic being of the highest priority and the last topic being of the least priority. The **yellow** portions are to be completed by the section. If you anticipate you will not have all the information complete by the timeline, please focus on items 1 and 2.

Name of Section: Real Property, Probate & Trust Section		
1. Anticipated Open Executive Committee Positions		
<i>Please confirm your section executive committee open positions (for terms beginning October 1, 2020).</i>		
<i>For reference:</i>		
<i>One year term 10.1.2020 – 9.30.2021</i>		
<i>Two-year term 10.1.2010 – 9.30.2022</i>		
<i>Three year term 10.1.2020 – 9.30.2023</i>		
Expiring Positions <i>All terms expiring 9.30.2020</i>	Open Positions for Upcoming Election	Please Agree or provide updated information
Chair, currently Stephanie Taylor	Chair, will be Brian Lewis , serving one-year term (NOT OPEN)	NOT OPEN
Chair-elect & Secretary/Treasurer, currently Brian Lewis	Chair-elect & Secretary/Treasurer, will be Tiffany Gorton , serving one-year term (NOT OPEN)	NOT OPEN
Probate & Trust Council Director, currently Tiffany Gorton	Probate & Trust Council Director, will be open , serving three-year term (then this position advances to Chair-Elect and then Chair position)	Agree with changes
Real Property Council Director, currently Devin McComb	NOT OPEN - Devin will serve in this role for one more year and then advance to Chair-Elect & Secretary/Treasurer	
At-Large Member (Probate and Trust), currently Paul Firuz	At-Large Member (Probate & Trust), will be open , serving two-year term	Agree
At-Large Member (Probate and Trust), currently Sheila Ridgway	At-Large Member (Probate & Trust), will be open , serving two-year term	Agree
At-Large Member (Real Property), currently Clay Gatens	At-Large Member (Real Property), will be open , serving two-year term	Agree
At-Large Member (Real Property), currently Chris Benis	At-Large Member (Real Property), will be open , serving two-year term	Agree

2. Nominations & Elections Timeline(s)

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

Please Agree or provide updated information regarding the timeline for your election process.
The timeline below is recommended and most common.

Candidate Applications Open: Monday, March 2	Agree
Candidate Applications Close: Tuesday, March 31 @ 5:00p.m.	Agree
Election/Voting Begins: Friday, May 15 @ 8:00 a.m.	Agree
Election/Voting Closes: Sunday, May 31 @ 5:00 p.m.	Agree

Continued

3. Application Materials

We recommend a brief Statement of Interest of no more than 250 words to include with the ballot if nominated. All documents should be submitted in PDF format.

Would you like applicants to provide additional information with their application? If so, please select 1 or more of the options below:

<input checked="" type="checkbox"/>	Statement of Interest (max. 250 words)
<input checked="" type="checkbox"/>	Resume
<input type="checkbox"/>	Letter(s) of Support
<input type="checkbox"/>	None
<input type="checkbox"/>	Other (please indicate):

4. Nominating Committee

This information will be helpful in communicating timelines and procedural details leading up and during the nominations and elections process.

Please provide me with the names and email addresses for the Nominating Committee:

	Name	Email Address
EC Member 1:	Annie Fitzsimmons	atfitz@comcast.net
Non – EC Member:	RoseMary Reed	Rosemary.reed@stokeslaw.com
Non-EC Member:	Jody McCormick	jmm@witherspoonkelley.com
Other:		

5. Volunteer Position Description

A Volunteer Position Description can help clarify expectations of the role and time commitment. The Sections Team has created a broad Volunteer Position Description (see election materials along with this form).

Would you like the new Volunteer Position Description to be referenced in your section's application process?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

WASHINGTON STATE BAR ASSOCIATION

X	Please use an alternative provided by our Section
----------	---

6. Alternative Nomination Process <i>The WSBA Bylaws state: Article XI.G.1(c) Alternate Nomination Process. The executive committee will also have an alternative process to allow nominations to occur outside of the nominating process.</i>	
<i>We recommend keeping things simple and have provided some alternative processes below. Please select one or describe your process (or reference your bylaws).</i>	
What is your alternative nomination process (check one)?	
	No other alternative process necessary. All applicants will be placed on ballot as candidates.
	A section member may apply/self-nominate by emailing a designated member of the nominating committee. If materials (resume, statement of interest, etc.) are required, the nominator is required to submit those materials.
	Name of Nominating Committee Designee: _____
	A section member(s) may apply/self-nominate or be nominated by someone else during an in-person meeting within timeline. Nominating Committee will inform nominee of consideration.
X	Other (please describe): Place applicants on ballot if they have received 2-3 letters of support from a current section member in lieu of selection by the Nominating Committee. Nominating Committee serves both an applicant review and recruitment function.

Please complete this form by January 31.
Send completed forms to sections@wsba.org
 Thank you in advance for your time and attention to this form.

WSBA Real Property Probate and Trust Executive Committee Role of Committee Member (adopted 2016)

General description: The WSBA Real Property Probate and Trust Executive Committee (the “Committee”) represents the interests of the members of the WSBA RPPT section across the state. There are approximately 2,500 members of the RPPT section and it is the largest section of WSBA. The Committee is comprised of two councils - the real property council and the probate and trust council. Each council has 4 members as well as 2-3 representatives from the officers of the RPPT section (chair, chair-elect/treasurer, PT council director, RP council director, and immediate past-chair). The officers of the section as well as the 8 council member positions are elected by the members of the WSBA RPPT section by May of each year via an electronic nomination and election process. In addition to these elected positions there are several ex-officio members of the Committee including the newsletter editor, newsletter assistant editor, webpage editor(s), a Young Lawyer’s liaison from WSBA, and an emeritus member.

Term: Each Committee member serves a term of two years, beginning October 1.

Meetings: The Committee meets five times per year. The meetings are in June (in conjunction with the RPPT midyear meeting), in October (in conjunction with the Committee’s retreat), November, February and April. The June meeting is on Saturday afternoon after the midyear CLE has concluded for that day. The October meeting is on Saturday morning at the retreat location (somewhere in Washington State) and the remaining meetings are on Fridays generally beginning at 11:00. Meetings include a joint session of both councils followed by break-out sessions for each council. Meetings are generally 4-5 hours in duration. All Committee members are expected to attend all meetings in person.

Specific Responsibilities on the Committee: Within each council, two members are responsible for overseeing CLEs and two members are responsible for overseeing legislative matters. Ex-officio members have tasks and responsibilities specific to their position.

- **CLE:** Those responsible for overseeing CLEs will co-chair their sub-section’s two substantive CLEs during a particular year. For real property, these are the Spring and Fall Real Estate conferences. For probate and trust, these are the Fall Estate Planning conference (not the one sponsored by the Seattle Estate Planning Council) and the Spring Trust and Estate litigation CLE (which is governed by a sub-committee). Presently it is not necessary for the PT Committee members to co-chair the Trust and Estate litigation CLE as the TEDRA subcommittee handles that CLE, but that could change in the future. The role of co-chair is to develop the seminar agenda, recruit quality speakers, work with the WSBA to make sure the seminar is promoted and marketed, make sure speakers prepare and submit materials timely, and attend the seminar in person.
- **Legislation:** Legislative activities for each sub-section of the Committee include reviewing and commenting on legislation as it is proposed, drafting bills that further the interests of the members of the RPPT section and responding to comments/concerns related to legislation from members of the RPPT section. Each council has a legislative sub-committee that meets separate from the Committee. Those meetings vary depending on committee and whether it is an active legislative session or not. The council director,

as well as the two Committee members working on legislation, attend these meetings along with other members of the legislative committee drawn from RPPT members. Typically, the real property legislative committee is busier than probate and trust committee because there are more bills proposed that affect the practice of law in real property related areas. Within each legislative committee the tasks related to legislative work are divided based on need and interest so some council members will spend more time reviewing and commenting on proposed legislation while others will spend more time drafting new legislation. Committee members may also participate in legislative work groups with members of the House or Senate, may testify to the WSBA legislative committee regarding bills sponsored by WSBA and the RPPT section and may be asked by a member of the House or Senate to testify regarding bills in Olympia. The WSBA has a lobbyist that the RPPT section works with during legislative sessions to identify bills that need to be reviewed, to provide RPPT's comments on the bills and to otherwise assist with the Committee's legislative work.

General Responsibilities: Committee members are expected to attend and participate in Committee meetings, which includes coming to the meeting prepared to discuss the matters on the agenda as well as taking on tasks in between meetings to further the work on the Committee, such as attending WSBA events to represent the committee, participating in work groups, and researching ideas, etc. Committee members should be visible to the members of the RPPT Section at the RPPT midyear conference as that meeting is one of the few opportunities members of the RPPT section have to speak directly to their elected representatives. The names of the Committee members are posted on the RPPT website so occasionally members of the section will contact a Committee member to ask particular questions or raise particular concerns.

Retreat: The annual retreat begins on Friday evening with a reception and dinner, continues with the business meeting Saturday morning, includes an opportunity for an activity Saturday afternoon before dinner that evening and concludes on Sunday morning. The location rotates throughout the State and families are encouraged to attend. It is a great opportunity to get to know the other members of the Committee, learn about the business of the Section, strategically plan for the upcoming year and enjoy some time away from the office.

Participation: Participation in all Committee meetings is required except in rare circumstances with advance approval from the Chair. The Committee strongly encourages in person participation in all meetings, but telephonic participation may be permitted from time to time. To facilitate in-person participation, the section reimburses travel expenses for Committee members (within WSBA guidelines). The Committee is a "working" committee with each member being required to fully participate in meetings and take on tasks in between meetings as well. If a Committee member becomes unable to meet the participation requirements then s/he may be asked to resign from the Committee so that the seat may be filled by someone who is able to fully participate.

LEADERSHIP DEVELOPMENT INITIATIVE PROGRAM

WSBA Real Property, Probate & Trust Section

About the Program

The WSBA Real Property, Probate & Trust Section Leadership Development Initiative Program has been developed to encourage the active involvement and participation of new and young lawyers in Section activities. The goal of the program is to give new and young lawyers an opportunity to become involved in the substantive work of RPPT, while developing into future leaders.

RPPT Fellows:

- Serve a two year term
- Author or co-author an article for the RPPT Newsletter
- Co-chair a CLE program during the first year
- Have an opportunity to speak at a CLE during the second year
- Are assigned to work with a member of the executive committee, who will serve as a mentor and help expose the fellow to all aspects of committee membership
- Attend executive committee meetings and open sections nights

Application Process

The Leadership Development Initiative appointment is for two years. To be considered for selection, a person must: (1) have practiced in the real property or probate and trust area for at least one (1) year; (2) be younger than 36 years of age or have been admitted to the bar less than five (5) years; and (3) demonstrate a willingness to become a leader of the Section in the future. Fellows must be RPPT members. Subject to WSBA fiscal and RPPT reimbursement policies, all Fellows will receive reimbursement to attend Section meetings and the RPPT Mid-Year Meeting.

**LEADERSHIP DEVELOPMENT INITIATIVE PROGRAM
WSBA REAL PROPERTY, PROBATE & TRUST SECTION**

The WSBA RPPT Section expects all Fellows to:

1. Become an active member of the RPPT Executive Committee. Participate in and attend all committee meetings; participate in social networking efforts.
2. Become an active member of a substantive RPPT committee (legislation or continuing legal education).
3. Have an opportunity to speak at an RPPT sponsored CLE and author or co-author an article for the RPPT newsletter.
4. Attend the RPPT Section Mid-Year Meeting, as well as any stand-alone committee meetings. You will be reimbursed for attendance at Section meetings pursuant to the WSBA fiscal and RPPT reimbursement policies.
5. Remain involved in the activities of the WSBA Young Lawyers Committee (YLC) or local bar association and identify substantive areas of common interest where members of the YLC or local bar association can participate in the work of the Section. If you are not already active in YLC or local bar association, you are not required to become active. However, you should be active at the local or state level or through some other activity that will generate contacts to fulfill your recruiting goal.
6. Work with the Section's YLC Liaison in recruiting young lawyers to join the Section, with a specific goal for you to recruit no fewer than three persons in each Fellowship year to participate in the work of the Section.
7. Report annually to the Section Executive Committee and the YLC on your individual activities within the Section.
8. Make a current commitment to continue your active involvement at the committee level in the Section after your Fellowship is completed.
9. Act as a mentor to RPPT Fellows after you, and other young lawyers recruited into the Section.

**LEADERSHIP DEVELOPMENT INITIATIVE PROGRAM
WSBA REAL PROPERTY, PROBATE & TRUST SECTION
APPLICATION**

APPLICANT INFORMATION

Name: _____

Firm/Company: _____

Address: _____

City, State, Zip: _____

Email: _____

Phone: _____

Please list WSBA No. _____

RPPT Member? _____ Yes _____ No

Percentage of Practice Focused on Real Property _____ Percentage of Practice Focused on
Probate & Trust _____

To be eligible for consideration, applications must be received by email to Stephanie Taylor at srt@randalldanskin.com, in a PDF or Word format. Please be sure to include this applicant information page, your responses to the questions on the following page, and a copy of your current resume.

Applications are due no later than March 31, 2020.

Fellows will be notified of their appointment by mid-April 2020. If you have any questions, please feel free to contact the RPPT Chair, Stephanie Taylor, via email at srt@randalldanskin.com.

**LEADERSHIP DEVELOPMENT INITIATIVE PROGRAM
WSBA REAL PROPERTY, PROBATE & TRUST SECTION
APPLICATION**

To assist in the selection process, we ask that you provide a current resume, which details your work history, bar work, and other activities. We also request that you answer the following questions on a separate sheet of paper and provide any essential supporting documentation:

1. Briefly state why you are interested in being appointed as a Fellow to the Section.
2. Describe the nature of your law practice or professional position, with particular attention to the substantive areas of law in which you are currently involved.
3. Describe your activities (if any) within the WSBA Young Lawyers Committee, in another Section of the WSBA, in your local or state bar organization, or in a Minority Bar Association. Please include all programs and activities for which you have primary or significant responsibility. Highlight not only participation in substantive programs but also those that would provide opportunities for you to recruit members for the RPPT Section.
4. Identify any activities or programs that you would recommend to increase: (a) positive interaction between the WSBA's Young Lawyers Committee and the Section; and (b) active young lawyer membership in the Section (outside of a YLC context).
5. Describe any obstacles you might face that would potentially prohibit your full participation in this program.
6. Would you be interested in serving on a substantive RPPT committee (legislation or continuing legal education)? If "yes," which committee?

Please note: Fellows are ***required*** to attend the RPPT Mid-Year Meeting. The 2020 Mid-Year Meeting will be held **June 5-7 at the Skamania Lodge, Stevenson, Washington**. Expenses of attending the Midyear will be paid by the RPPT section in accordance with WSBA reimbursement and fiscal policies.

EXHIBIT F

Stephanie R. Taylor

From: Robert Krabill <Robert.Krabill@biia.wa.gov>
Sent: Tuesday, February 4, 2020 5:19 PM
To: WSBA Section Leaders
Subject: [section-leaders] Winter 2020 Quarterly Section Leaders Meeting

Dear WSBA Section Leaders:

For those of you who participated, the following are the minutes of the February 3, 2020 Section Leaders Meeting. All are welcome to join the next meeting. Our goal is to establish a regular meeting to share ideas and knowhow.

Next Meeting: 3/2/2020 @ 4:30 PM

Minutes:

1. Host: Robert Krabill, Chair, Administrative Law Section
2. Attendees: Robert Krabill (Administrative Law Section), Mel Simberg (ADR Section), Shashi Vijay and Ann Guinn (Solo and Small Firm Section), Ann Watanabe (World Peace Through Law Section), Stephanie Taylor and Chris Bennett (Real Property Section), Others (I apologize for not catching everyone's name.)
3. Change to WSBA Bylaws About Commenting on Pending Legislation - ADR and Real Property sections have significant experience being asked about pending legislation. Small/Solo Practice section has had little experience – few laws. IP section focused primarily on federal laws. In the past, Real Property Section contacted by legislators two months before legislation proposed. Now, contacted by WSBA with little notice. Desire to have WSBA Legislative Liaisons Russell Johnson and Sanjay Walvekar attend next meeting for question and answer.
4. Member Outreach – World Peace Through Law Section seeking tips on member outreach, recruiting. Real Property regrets cancellation of Open Sections Night – unpopular, but historically a way of reaching out to new lawyers. Real Property hosts an annual three day midyear, typically outside of Seattle with joint and breakout sessions to meet different practice needs of members.
5. Next Meeting – Mel Simberg agreed to co-host with Stephanie Taylor. Stephanie will be reaching out to WSBA Legislative Liaisons. Set meeting for 3/2/2020 at 4:30 PM. Method of joining to follow. Expecting a standing monthly meeting at 4:30 PM on the first Monday of the month.

Standing Agenda:

1. Introductions
2. Pending Legislation – Comments on Legislation under WSBA Bylaws
3. CLEs – Conducting successful full-day CLEs/mini-CLEs
4. Outreach to section members

5. Outreach beyond the Central Puget Sound Region (King, Pierce, and Snohomish Counties)
6. Cooperation with other Sections
7. Non-lawyer participation

Next Hosts: Stephanie Taylor and Mel Simberg

Next Meeting:

1. Introductions
2. Pending Legislation; Q&A with WSBA Legislative Liaisons Russell Johnson and Sanjay Walvekar
3. Good of the Order

Regards,

Robert Krabill
Chair, Administrative Law Section

You are currently subscribed to section-leaders as: srt@randalldanskin.com. If you wish to unsubscribe, please contact the [WSBA List Administrator](#).

EXHIBIT G

See reverse side for WSBA Expense Policy summary. Please fill out completely and legibly. Reimbursement checks will be payable only to the person/entity incurring the expense, as documented by itemized receipts. **Signed expense reports must be submitted within 60 days of incurring the expense; for expenses incurred in August and September, all forms must be submitted within 30 days of the WSBA fiscal year end (September 30).**

To expedite reimbursement, email one PDF of this form and itemized receipts to your staff liaison at wsba.org.

Otherwise, mail to: Washington State Bar Association, 1325 4th Avenue, Suite 600, Seattle, WA 98101-2539

<input type="checkbox"/> Employee <input type="checkbox"/> Board <input type="checkbox"/> Committee <input type="checkbox"/> Council <input type="checkbox"/> Taskforce <input type="checkbox"/> Other:	<input type="checkbox"/> CLE <input type="checkbox"/> Section <input type="checkbox"/> Witness <input type="checkbox"/> Panel	Make check payable to (print): Street Address, including City, State, Zip: <input type="checkbox"/> Check if new address E-mail: _____ Bar #: _____ Phone: _____
Staff Liaison: _____		By my handwritten or typed signature below, I certify that: (1) these expenses comply with the WSBA Expense Policy; (2) I am the person or entity entitled to receive reimbursement for these expenses; and (3) these expenses have not been reimbursed by any other source. X: _____ Date: _____

EXPENSE REIMBURSEMENT REQUEST (Itemized receipts required. For handwritten forms use INK only.)

Expense Date:							Category Totals
Event Date:							
Event Name:							
Event Location:							
Transportation	Auto Mileage Total (\$ 0.575/mi)	miles	miles	miles	miles	miles	
	Ground Transportation, Parking, Tolls						
	Airfare (coach/economy only)						
Meals	Breakfast (up to \$18)						
	Lunch (up to \$19)						
	Dinner (up to \$34)						
Lodging (up to \$184/night; \$200/night in Seattle; + tax)							
Other Expenses (itemize):							
Totals							

**EXPENSE AFFIDAVIT REQUIRED IF DETAILED RECEIPT IS MISSING
(No more than \$75 may be reimbursed without itemized receipt)**

By my handwritten or typed signature below, I certify that I incurred the following cost(s) and that I am not seeking reimbursement for alcohol:

Name of Vendor: _____ Date of Purchase: _____

Item(s) Description: _____ Amount Paid: \$ _____

Brief Description of why there is no itemized receipt: _____

Signature of Purchaser: _____ Date: _____

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:	