

EXECUTIVE COMMITTEE MEETING

WSBA REAL PROPERTY, PROBATE & TRUST SECTION

Friday, June 19, 2020

Zoom Conference Meeting:

<https://us02web.zoom.us/j/82831922395?pwd=QlFyQmViV2JlZlZlUWit2MlRmcktEdz09>

Meeting ID: 828 3192 2395

Password: 947145

AGENDA

	Item	Ex Comm Member	Tab
1.	Call to Order, Welcome (Roster), Introductions, Establishment of Quorum	Taylor	A
2.	Approval of Minutes (April 10, 2022 Meeting)	Taylor	B
3.	Financial and Section Membership Report	Lewis	C
	2020-2021 Budget	Taylor	D
4.	Board of Governors <ul style="list-style-type: none">• BOG Meeting Report May 14-15, 2020• Update on Legislative Committee• Upcoming BOG Meetings<ul style="list-style-type: none">○ July 23, 2020○ 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.	2020 Mid-Year Meeting Update	Lewis	

8.	Website and Technology Update	Safren	E
9.	Election Results <ul style="list-style-type: none"> • YLL 	Fitzsimmons/Taylor	F
10.	Section Leaders Call	Benis	
11.	Legislation <ul style="list-style-type: none"> • Real Property • Probate 	McComb Gorton	
12.	Young Lawyer/Fellows Report	Kaur/Lee/ Hernandez/Hille/ Li	
13.	Midyear Meetings <ul style="list-style-type: none"> • 2021- June 4-6, 2021 at Whitman Hotel, Walla Walla • 2022 – TBD 	Gorton	
14.	2020 Retreat – October 9-11 at Campbell’s Resort, Chelan	Lewis	

UPCOMING MEETINGS 2019-2020

**October 9-11, 2020 – 2020 RETREAT
Campbell’s Resort, Chelan**

TAB 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@khbbblaw.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@khbblaw.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>
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<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>

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<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

WSBA	
BOG Liaison PJ Grabicki Randall Danskin PS 601 W Riverside Ave Ste 1500 Spokane, WA 99201-0653 Phone: (509) 747-2052 Email: pjg@randalldanskin.com	Section Liaison Paris Eriksen Washington State Bar Association 1325 Fourth Avenue Suite 600 Seattle, WA 98101 Phone: 206-239-2116 Email: parise@wsba.org
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
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TAB B

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

Friday, April 10, 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, Jemima McCullum, Sharon Rutberg, Jessica Cohen, Elizabeth Stephan, Sheila Ridgway, Keaton Hille, Carol Li, Eileen Trang (WSBA rep)

Not Present: Yonicio Hernandez

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

Stephanie Taylor called the meeting to order at 11:08 a.m. Introductions of all members and council roles.

Quorum established.

2. Approval of Minutes of February 7, 2020, Executive Committee Meeting

Annie moved to approve the minutes as drafted, Sheila seconded. No discussion. Minutes approved.

3. Financial and Section Membership Report

Stephanie and Brian reported on the financials. The section is in good shape. We are not spending on an in-person Midyear CLE this year. .

4. Board of Governors

Devin reported. The next meeting is April 17, and Devin will attend.

APEx awards dinner has been cancelled. Bar will keep two free legal research tools available -- FastCase, Casemaker. New approval process has been proposed for sections to follow in making comments. Devin will distribute the draft policy. Chris has also circulated the draft policy by email to the EC.

BOG has a Covid-19 task force. Stephanie and Tiffany were invited to attend discussion of remote witnessing of wills. Discussion of co-hosting a webinar on best practices, working with ODC and Megan Farr from the Elder Law Section. Asked if there are any RP issues relevant to the task force, Brian said no, that the electronic notary act and remote notary act are in place for RP purposes.

Stephanie asked about meeting with the Bar – Mike Barrett and Annie. The meeting was productive and included discussion of contacts with the Bar legislative committee.

Chris attended a section leaders call with Sanjay from the Bar. Chris reported on a draft Bar policy on commenting on legislation and urged the section to comment on the draft. Stephanie asked Chris to draft a response for other legislative EC members to review. Devin noted the draft policy is tied to the issues with bifurcation and political speech.

a. Upcoming BOG Meetings:

- i. April 17 – Devin to attend
- ii. May 14-15, 2020: Bellwether Hotel, Bellingham, WA (Jessica Carr)
- iii. No June meeting scheduled yet.
- iv. July 23, 2020: Skymania, WA (Tom)
- v. August 28-29, 2020: Spokane, WA (Steph)
- vi. September 17-18, 2020: Seattle, WA (Devin)

b. What to look for at BOG meetings – (1) draft legislative procedures; (2) need list of other topics for attendees to watch for. Jessica Carr suggested using an interactive Google Doc. Stephanie asked Michael S to make a collaborative document available with logins for EC members.

5. Newsletter update. Jessica reported. Winter 2020 newsletter just came out. Moving forward with Spring 2020 – have main RP article on first in time rule.

6. CLE Report –

RP - Devin and Tiffany. Devin reported RP Spring CLE is coming up online. Clay and Jemima are in charge. Strong program on Washington financing issues. Clay will talk at the end on eviction moratoriums. 35 signed up so far.

PT – Tiffany. PT dispute seminar – April 23, online. Speakers presenting from home. 25 signed up so far.

PT fall seminar – December 4. Chair, co-chairs will be assigned after change of EC staff. Tiffany is happy to help. Annie notes we should have a June EC business meeting – it's a good way to start planning the fall seminars. There will be an EC meeting in June and then separate breakouts.

Mini-CLEs – Michael S and Tom are working on a mini CLE for May with a landlord-tenant focus. Tom recommends holding off on LT focus, given eviction moratorium. Discussion of an estate planning and Covid Mini CLE. Stephanie asked Tom to present at next EC meeting. Stephanie is talking with chair of Elder Law Section re workarounds for witnessing wills.

7. **Website and Technology Update**

Michael S reported that there are 2,184 section member. List serv subscribers include 613 PT, 498 RP. List serv numbers have gone down due to clearing out some nonpractitioners. 647 visitors to the section website in the last reporting period.

8. **Elections.** Annie – there is a full slate of nominees for Executive Committee, and for next year as well. There will not be a contested election. EC elections are not postponed – they will occur May 15 – May 31. Emeritus roles need to be filled. Need a PT emeritus (Mike Barrett declined).

Fellows – Sheila recommended Michael May, her associate, on the PT side. Carol Li will become a fellow on the RP side.

9. **Section Leaders Meetings –**

Chris attended the section leaders call on March 2. There were 5 or 6 sections represented. The sections are trying to learn from each other and sharing ideas. Draft WSBA policy on legislative comments was discussed. Discussion of collaborating with the ADR section on a mini-CLE or in other ways. Tom and Keaton agreed to work on this. Chris said he is happy to attend the section leaders meetings regularly.

10. **Legislation**

RP – Devin reported. Nothing currently being considered. Legislative update for whole RPPT would be useful. Eviction moratoriums will be happening. Steph noted there might be a special section of the legislature related to Covid-19 spending..

PT – Tiffany reported. There is has been a lot of interest in electronic signing and notarizing of EP documents due to Covid 19. Gov implemented Electronic Notary Act early, but it does not apply to witnessing wills. This is expected to be a hot topic in the legislature. The accelerated effective date on notarizing created some excitement, and there is a second bill fixing PT issues and also the Electronic Signature Act. Another issue is RCW 11.68 changes related to Rathbone. Last year an ACTEC group drafted a proposal, but it got pulled back for further consideration. An EC subgroup is working on the issue, including Jessica, Paul, Tiffany, Manpreet, Gail Maunter, and others.

11. **Young Lawyer Fellows Report**

Carol reported. All scheduled get togethers had to be cancelled. Scholarship applications were sent out. One person applied for Midyear scholarship (now cancelled).

12. **Taxation section** – Jessica Carr reported on the February 28 meeting, which she attended. The two main topics were DOR policy on LLCs and the true business purpose test. An inflation

adjustment for the Washington estate tax exemption amount is also under discussion. Stephanie asked Jessica to ask the taxation section if RPPT could weigh in.

13. Midyear Meeting

Tiffany – 2021 in Walla Walla. Whitman Hotel in Walla Walla, June 4 – 6, 2021.

Brian – No on-site Midyear in 2020. Skymania will not charge a cancellation penalty if we reschedule for 2022, which we have done. For 2020, there will be a one-day webinar on June 5 – about 5.5 hours of content, including case law updates, ethics programming, and some Covid-19 programming. Brian noted the webinar format (presenters from home) is easier to manage than webcast.

Campbells – Discussion of offering some live CLE programming in Chelan this October in connection with EC meeting and retreat.

14. There will be a June EC online meeting. Date and method TBD.

15. Expenses

There were no lunch expenses to approve due to the online meeting. Michael Safren needs reimbursement for setting up Zoom meeting from his personal account. Stephanie approved his use of the section IT account for this expense.

Meeting of the full EC adjoined at 1:00 p.m. There were no breakout council meetings.

TAB C

Detail Trial Balance

Tuesday, May 12, 2020 4:50 PM

Includes Activities from April 1, 2020 to April 30, 2020

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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			-55,620.00
4/30/2020	T04302020		SRPPT		Section Dues Revenue - SRPPT		400.00	
Account: 48200		SECTION DUES REVENUE			Beginning Balance			-55,620.00
					Total Activities	0.00	400.00	-400.00
Account: 48200		SECTION DUES REVENUE			Ending Balance			-56,020.00
Account: 50165		CONFERENCE CALLS			Beginning Balance			25.88
Account: 50165		CONFERENCE CALLS			Ending Balance			25.88
Account: 58300		EXECUTIVE COMMITTEE			Beginning Balance			4,444.89
Account: 58300		EXECUTIVE COMMITTEE			Ending Balance			4,444.89
Account: 58305		EXECUTIVE COMM EXP - OTHER			Beginning Balance			201.92
Account: 58305		EXECUTIVE COMM EXP - OTHER			Ending Balance			201.92
Account: 58325		LDSHIP/PROF			Beginning Balance			13,353.08
Account: 58325		LDSHIP/PROF			Ending Balance			13,353.08
Account: 58375		NEWSLETTER/PUBLICATION			Beginning Balance			1,181.25
Account: 58375		NEWSLETTER/PUBLICATION			Ending Balance			1,181.25
Account: 58400		PER MEMBER CHARGE			Beginning Balance			41,718.75
4/30/2020	0420MISC		SRPPT		04/20 Per-Member Charge	300.00		
Account: 58400		PER MEMBER CHARGE			Beginning Balance			41,718.75
					Total Activities	300.00	0.00	300.00
Account: 58400		PER MEMBER CHARGE			Ending Balance			42,018.75
Account: 58625		SEMINAR EXPENSE - SECTIONS			Beginning Balance			388.43
Account: 58625		SEMINAR EXPENSE - SECTIONS			Ending Balance			388.43

Detail Trial Balance

Includes Activities from April 1, 2020 to April 30, 2020

Washington State Bar Association

Tuesday, May 12, 2020 4:50 PM

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WSBA\ DARSHITAP

Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
Account: 58675		WEBSITE EXPENSES			Beginning Balance			2,437.50
Account: 58675		WEBSITE EXPENSES			Ending Balance			2,437.50
					Report Total Beginning Balance			-27,821.26
					Report Total Activities	300.00	400.00	-100.00
					Report Total Ending Balance			-27,921.26

Txn Date	GL Txn	Batch	Order No	Invoice	Invoice Dt.	Bill Customer	Txn Type	Txn Function Code	Account	Amount (dr)	Amount (cr)	
PRODUCT_CODE: REALPROPERTY												
:												
Mr. Bradley Wayne Carnine	23-Apr-2020	18045363	2020042301	1016225467-2	0002259438	23-Apr-2020	000000049855-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Ms. Linda Elizabeth Naish	28-Apr-2020	18045363	2020042801	1016229232-1	0002262763	28-Apr-2020	000009105554-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Carrie Ann Loftis	07-Apr-2020	18045363	2020040701	1016214869-1	0002250054	07-Apr-2020	000000055517-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Craig E Trummel	29-Apr-2020	18045363	2020042901	1016230270-3	0002263711	29-Apr-2020	000000033575-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Cynthia F Buhr	15-Apr-2020	18045363	2020041501	1016219584-1	0002254094	15-Apr-2020	000000036890-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Mr. Patrick Michael Hanis	09-Apr-2020	18045363	2020040901	1016216026-1	0002251046	09-Apr-2020	000000031440-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Lisa Kay Mikkelson	06-Apr-2020	18045363	2020040601	1016214795-1	0002249979	06-Apr-2020	000000042669-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Mr. Bradley Tony Branson	07-Apr-2020	18045363	2020040701	1016214923-1	0002250105	07-Apr-2020	000000030553-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Bruce Flanagan	02-Apr-2020	18045363	LI200402M1	1016129718-1	0002249344	02-Apr-2020	000000045766-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Zachary DeLap	14-Apr-2020	18045363	2020041401	1016218166-1	0002252825	14-Apr-2020	000000056113-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Mr. Grover C. Peters III	14-Apr-2020	18045363	2020041401	1016218197-1	0002252852	14-Apr-2020	000000055535-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Mr. Russell D. Garrett	07-Apr-2020	18045363	2020040701	1016214965-1	0002250142	07-Apr-2020	000000018657-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Mr. John Michael Liebert	07-Apr-2020	18045363	LI200407M2	1016131299-1	0002250868	07-Apr-2020	000000008060-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Ms. Diana F. Thompson	02-Apr-2020	18045363	LI200402M1	1016129626-2	0002249340	02-Apr-2020	000000004782-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Cory Michael Davidson	24-Apr-2020	18045363	2020042401	1016125667-1	0002260562	24-Apr-2020	000000044768-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Susan M Teel	07-Apr-2020	18045363	LI200407M2	1016125163-1	0002250861	07-Apr-2020	000000038727-0	Sales	REVENUE	48200-SRPPT+-----	0.00	25.00
Total for PRODUCT_CODE: REALPROPERTY									Net Amount		0.00	400.00

Washington State Bar Association

Statement of Activities

For the Period from April 1, 2020 to April 30, 2020

58.33% 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	400.00	56,020.00	1,980.00	96.59%
SEMINAR SPLITS W/ CLE	38,418.73	-	35,952.96	2,465.77	93.58%
TOTAL REVENUE:	97,418.73	400.00	91,972.96	5,445.77	94.41%
DIRECT EXPENSES:					
CONFERENCE CALLS	-	-	25.88	(25.88)	
PER MEMBER CHARGE	43,500.00	300.00	42,018.75	1,481.25	96.59%
LEGISLATIVE/LOBBYING	500.00	-	-	500.00	0.00%
NEWSLETTER EXPENSES	2,500.00	-	1,181.25	1,318.75	47.25%
WEBSITE EXPENSES	5,000.00	-	2,437.50	2,562.50	48.75%
SEMINAR EXPENSE - SECTIONS	6,000.00	-	388.43	5,611.57	6.47%
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	-	4,444.89	5,555.11	44.45%
EXECUTIVE COMM EXP - OTHER	16,000.00	-	201.92	15,798.08	1.26%
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	300.00	64,051.70	46,448.30	57.97%
NET INCOME:	(13,081.27)	100.00	27,921.26		
FUND BALANCE AS OF 9/30/19:	42,572.72		42,572.72		
NEW FUND BALANCE:	29,491.45		70,493.98		

TAB D

WASHINGTON STATE BAR ASSOCIATION

Liz Wick

Budget & Finance Manager
Washington State Bar Association

June 8, 2020

Dear Section Chairs, Chairs-elect, and Treasurers:

The budgeting process for the WSBA's fiscal year 2021 has begun! We are looking forward to working closely with each section during the next few months as you put together your 2021 budget. Attached are the documents you will need to complete your budget, as well as some information that may be helpful to you in the budgeting process.

Quick Glance - FY21 Section Budget Planning Timeline:

- **Monday, June 8:** budget planning materials are distributed to each section.
- **Fridays, June 19 and 26:** Budget Process Drop-In Calls
- **Friday, July 10:** Section Budget Request Worksheet and Change Dues (if applicable) due.
- **Friday, July 10:** WSBA Budget & Audit Committee Meeting (B&A). B&A will discuss the Per-Member-Charge (PMC).
- **Monday, July 13:** FY21 PMC distributed to each section.
- **Friday, July 10 – July 27:** Review of Section Budget Request Worksheet and follow-up (if applicable).
- **Friday, August 21:** Final Section Budget Request Worksheets due.
- **Wednesday, September 9:** Budget & Audit Committee Meeting. Review of final FY21 Section Budgets.
- **Thursday, September 17 – Friday, September 18:** WSBA Board of Governors Meeting. Budget Approval.

Each section is required to submit an annual budget. Section budget request worksheets and requests to change dues are due on **Friday, July 10**. Once we have reviewed them, if we have questions we will contact you for additional follow up between July 10 to July 27. If you anticipate that no one from your section will be available during this time period to respond to our inquiries, please let us know when submitting your budget materials so we can plan accordingly. We must complete the budget process no later than August 21st.

Sections cannot budget to a total loss greater than the current fund balance. According to the WSBA Fiscal Policy (Chapter 10), a 'Sections 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 [...].'

If we do not receive a budget from your section by **August 21**, we will submit a budget on your behalf, based on actual revenues and expenses from the section's FY 2020 activity.

Two Items to be submitted by July 10th:

1. **2021 Section Budget Request Worksheet** - This document includes the 2019 & 2020 budget information along with a column for you to enter in the 2021 budget. In addition, it includes a narrative column to be filled out to explain the purpose of the funds and any calculations or additional

information to support the budget figure. For example, if you have a line item for “Scholarships/Donations/Grants” then include a corresponding narrative description of the amount budgeted (e.g., specific scholarships to be awarded and the purpose of the money). This form will serve as a reference tool throughout the year for you and WSBA staff to help ensure that expenses and revenues are allocated and distributed where intended. You will find that this document has been formatted to only allow input in the sections that you are required to complete.

2. **Request to Change Member Dues**- This document must be filled out *only* if you are requesting to change your section’s annual membership dues beginning January 1, 2021.

All documents should be submitted in electronic form to SectionsBudget@wsba.org.

Items Included for Your Reference:

- **Section 3 Year Financial History** - this document shows your section’s financial history for the past three years (2018, 2019, and 2020) as well as the year-to-date information (as of 03/31/2020). This will be helpful in determining trends in revenues and expenses for the 2021 budget.
- **Section Membership Dues History** - this document shows the membership dues for each section for the past 5 years.
- **Section Membership Count History** - this spreadsheet shows the membership counts for your section over the past 5 years as well as the year-to-date count.
- **Section Fiscal Policies**- this explains the WSBA’s guidelines for section financial activity.
- **FY20 Per-Member Charge Calculation**- the current (FY20) PMC calculation is provided as reference placeholder. The FY21 Per-Member-Charge has not yet been set but will be provided to Sections on July 13.

If you need any assistance, we are more than happy to discuss any questions you may have. Please feel free to contact your Sections Program Specialist for further information.

Sincerely,

Liz Wick

WASHINGTON STATE BAR ASSOCIATION

WSBA Sections Membership Dues 2015 – 2020

SECTION	2015	2016	2017	2018	2019	2020
Administrative Law	\$25	\$25	\$25	\$25	\$25	\$30
Alternative Dispute Resolution	\$35	\$35	\$35	\$35	\$35	\$35
Animal Law	\$25	\$25	\$25	\$25	\$25	\$25
Antitrust, Consumer Protection & Unfair Business Practices	\$20	\$20	\$20	\$20	\$25	\$25
Business Law	\$25	\$25	\$25	\$25	\$25	\$25
Cannabis Law	-	-	-	\$25	\$25	\$25
Civil Rights Law	\$30	\$30	\$30	\$30	\$30	\$30
Construction Law	\$25	\$25	\$25	\$25	\$25	\$25
Corporate Counsel	\$20	\$20	\$20	\$20	\$20	\$20
Creditor Debtor Rights	\$27.50	\$30	\$30	\$30	\$30	\$30
Criminal Law	\$30	\$30	\$30	\$30	\$30	\$30
Elder Law	\$35	\$35	\$35	\$35	\$35	\$35
Environmental and Land Use Law	\$35	\$35	\$35	\$35	\$35	\$40
Family Law	\$35	\$35	\$35	\$35	\$35	\$35
Health Law	\$20	\$20	\$20	\$20	\$20	\$20
Indian Law	\$25	\$25	\$25	\$25	\$25	\$30
Intellectual Property	\$25	\$25	\$25	\$25	\$25	\$25
International Practice	\$40	\$40	\$40	\$40	\$40	\$40
Juvenile Law	\$30	\$30	\$35	\$35	\$35	\$35
Labor & Employment Law	\$30	\$30	\$30	\$30	\$30	\$30
Legal Assistance to Military Personnel	\$35	\$35	\$35	\$35	\$35	\$35
Lesbian, Gay, Bisexual and Transgender (LGBT) Law	\$30	\$30	\$30	\$30	\$30	\$30
Litigation	\$30	\$30	\$30	\$30	\$30	\$30
Low Bono	\$30	\$30	\$30	\$30	\$30	\$30
Real Property, Probate & Trust	\$25	\$25	\$25	\$25	\$25	\$25
Senior Lawyers	\$25	\$25	\$25	\$25	\$25	\$25
Solo & Small Practice	\$35	\$35	\$35	\$35	\$35	\$35
Taxation	\$35	\$35	\$30	\$30	\$30	\$20
World Peace Through Law	\$30	\$30	\$30	\$30	\$30	\$30

SECTION MEMBERSHIP COUNT 5 YEAR HISTORY

SECTION	2016			2017			2018			2019			2020		
	BUDGET	ACTUAL	DIFFERENCE	BUDGET	ACTUAL	DIFFERENCE	BUDGET	ACTUAL	DIFFERENCE	BUDGET	ACTUAL	DIFFERENCE	BUDGET	ACTUAL	DIFFERENCE
Administrative Law	233	225	(8)	225	266	41	250	275	25	250	236	(14)	250	219	(31)
Alternative Dispute Resolution	400	405	5	400	377	(23)	385	356	(29)	346	314	(32)	316	309	(7)
Animal Law	100	112	12	100	112	12	100	103	3	100	94	(6)	100	83	(17)
Antitrust, Consumer Protections, & Unfair Business Practices	214	202	(12)	202	209	7	209	215	6	207	208	1	207	193	(14)
Business Law	1,290	1,344	54	1,344	1,359	15	1,360	1,274	(86)	1,250	1,258	8	1,250	1,212	(38)
Cannabis Law	-	-	-	-	-	-	75	63	(12)	75	103	28	90	94	4
Civil Rights Law	132	128	(4)	132	191	59	175	170	(5)	167	175	8	175	142	(33)
Construction Law	520	508	(12)	520	524	4	520	510	(10)	500	499	(1)	490	501	11
Corporate Counsel	875	1,048	173	1,000	1,143	143	1,100	1,090	(10)	1,100	1,116	16	1,100	1,068	(32)
Creditor Debtor Rights	600	574	(26)	560	546	(14)	560	506	(54)	500	466	(34)	469	443	(26)
Criminal Law	465	473	8	465	510	45	465	432	(33)	465	407	(58)	400	357	(43)
Elder Law	650	678	28	665	701	36	680	656	(24)	680	623	(57)	650	619	(31)
Environmental Land Use Law	870	826	(44)	830	821	(9)	830	787	(43)	800	793	(7)	800	753	(47)
Family Law	1,250	1,257	7	1,250	1,260	10	1,250	1,145	(105)	1,250	1,033	(217)	1,250	941	(309)
Health Law	375	379	4	375	398	23	375	385	10	375	381	6	385	380	(5)
Indian Law	300	322	22	320	329	9	320	315	(5)	320	326	6	320	310	(10)
Intellectual Property	840	943	103	940	960	20	960	895	(65)	900	875	(25)	900	865	(35)
International Practice	300	284	(16)	285	263	(22)	270	241	(29)	250	225	(25)	250	236	(14)
Juvenile Law	150	193	43	175	210	35	150	196	46	188	165	(23)	150	132	(18)
Labor & Employment Law	950	999	49	1,050	1,026	(24)	1,000	991	(9)	1,000	996	(4)	1,000	971	(29)
Legal Assistance to Military Personnel	125	100	(25)	110	87	(23)	100	90	(10)	90	75	(15)	90	63	(27)
Lesbian, Gay, Bisexual, & Transgender (LGBT) Law	95	105	10	107	136	29	130	110	(20)	110	102	(8)	110	110	-
Litigation	1,115	1,171	56	1,170	1,135	(35)	1,140	1,059	(81)	1,067	1,018	(49)	1,050	993	(57)
Low Bono	113	120	7	117	114	(3)	120	99	(21)	100	70	(30)	90	56	(34)
Real Property, Probate, & Trust	2,350	2,325	(25)	2,200	2,374	174	2,320	2,356	36	2,340	2,291	(49)	2,320	2,229	(91)
Senior Lawyers	336	286	(50)	300	303	3	300	262	(38)	300	239	(61)	260	224	(36)
Solo & Small Practice	950	999	49	1,000	987	(13)	1,000	975	(25)	1,000	907	(93)	900	853	(47)
Taxation	626	632	6	630	661	31	660	652	(8)	650	625	(25)	650	595	(55)
World Peace Through Law	125	103	(22)	100	113	13	115	97	(18)	93	108	15	100	124	24
TOTALS	16,349	16,741	392	16,572	17,115	543	16,919	16,305	(614)	16,473	15,728	(745)	16,122	15,075	(1,047)

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 "TheDocket").
- 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.

WSBACLE and Programs Presented in Partnership with Sections *(updated and approved by the Board of Governors on July 27, 2018)*

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.).

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 Financial 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 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 Financial 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 Financial 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 Financial 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).

WASHINGTON STATE BAR ASSOCIATION

To: Section Chairs, Chair-Elects, and Treasurers

From: Kevin Plachy, Interim Director of Advancement

cc: Sections Leaders Team

Re: FY 2020 Section Per-Member Charge

Date: June 30, 2019

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 first draft FY 2020 Budget on June 27, 2019. The Committee unanimously agreed not to increase the Per-Member Charge. The FY 2020 Per-Member Charge will remain at its current rate of \$18.75.

FY2020 PER-MEMBER CHARGE CALCULATION

1. SALARIES AND BENEFITS

The Per-Member charge includes the salaries and benefits of employees that directly support Sections; three full-time sections team staff and a portion of an FTE in Finance for processing section financial transactions such as expense reports, invoice payments and donations. *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	3.0
• Administrative Employee Time ¹	0.08
Total FTE	3.08
• Salaries for 3.08 FTEs	\$212,158
• Benefits (35.4% of estimated salaries)	\$75,104

Total FY20 Salaries and Benefits Budgeted for Sections	\$287,262
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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	35,000
• Office Supplies & Equipment	46,000
• Computer Software Depreciation	165,000
• Telephone & Internet	47,000
• Production Services	12,000
• Workplace Benefits	44,500
• HR Expenses	167,120
• Personal Property Taxes	12,000
• Furniture & Equipment Depreciation	53,000
• Computer Hardware Depreciation	50,000
• Insurance	243,000
• Professional Fees-Audit	85,000
• Bank Fees	34,000
• Information Technology Department Expenses	667,610
Total Overhead Budgeted for FY20	\$3,612,230
• Estimated total WSBA FTEs for FY 2020 = 140.75	
• Overhead per FTE = $\$3,612,230/140.75 = \$25,664$	

Total Estimated FY20 overhead² to be charged to Sections ($\$25,664 \times 3.08$ FTEs) = $\$79,045.12$

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 = $\$9,297$

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

FY 2020 PER-MEMBER CHARGE CALCULATION BASED ON FIRST DRAFT FY 2019 BUDGET

1. Total Salaries and Benefits	+ \$287,262
2. Total Overhead	+79,045
3. Direct Expenses	+9,297
Total expenses for Sections Administration cost center	= \$ 375,604

Estimated total # of section memberships for FY 2020 = 16,000 members

Total 2020 Cost Per-Member: \$23.48/member

The FY 2020 Per-Member Charge will remain at its current rate of \$18.75.

FY 2020 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 Section Leaders Team for assistance.

Finance:

Darshita Patel darshitap@wsba.org 206-733-5900

Sections Leaders Team:

Paris Eriksen parise@wsba.org 206-239-2116

Pat Mead patrickm@wsba.org 206-733-5921

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

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA President, President-elect, Board of Governors, Executive Director

FROM:

SUBJECT: Request for Change in Section Member Dues – FY 2021

DATE: _____

The _____ Section requests your approval to change (increase or decrease) our section member dues from \$ _____ to \$ _____ effective January 1, 2021.

The new amount has been included in our budget for the 2021 fiscal year which begins October 1, 2020.

Reason for request to change dues:

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

Account Number & Name

Revenues

Operational Revenue	2019	2340 Dues Rate	\$ 25.00
	2020	2320 Dues Rate	\$ 25.00
48200- Section Dues	2021	0 Dues Rate	\$ -
40500- Interest Income			

Total Operational Revenue

Other Revenue

 40800- Publications

Total Other Revenue

CLE Related Revenue

 41850- Seminar Splits w/CLE

 41805- Mini-CLE Revenue

Total CLE Related Revenue

TOTAL REVENUES

Expenses

Operational Expenses	2019 PMC	\$ 18.75
	2020 PMC	\$ 18.75
58400- Per Member Charge	2021 PMC	
50165- Conference Calls		

Total Operational Expenses

CLE-Related Expenses

- 58620- Mini-CLE Expense
- 58625- Seminar Expense

Total CLE Related Expenses

Member Benefits Expenses

- 58326- Legislative/Lobbying
- 58375- Newsletter/Publications
- 58675- Website Expenses

Total Membership Benefits Expenses

Public Service/Outreach

- 58350- Membership & Recruiting
- 58525- Scholarships/Donations/Grants
- 58500- New Lawyer Outreach

Total Service/Outreach Expenses

Executive Committee-Related Expenses

- 58150- Attendance at BOG Meetings
- 58300- Executive Committee Meetings
- 58300- Executive Committee Meetings
- 58305- Executive Committee Expense- Other
- 58550- Section Committees Expense
- 58325- Leadership/Professional Development/Retreats

Total Executive Committee Expenses

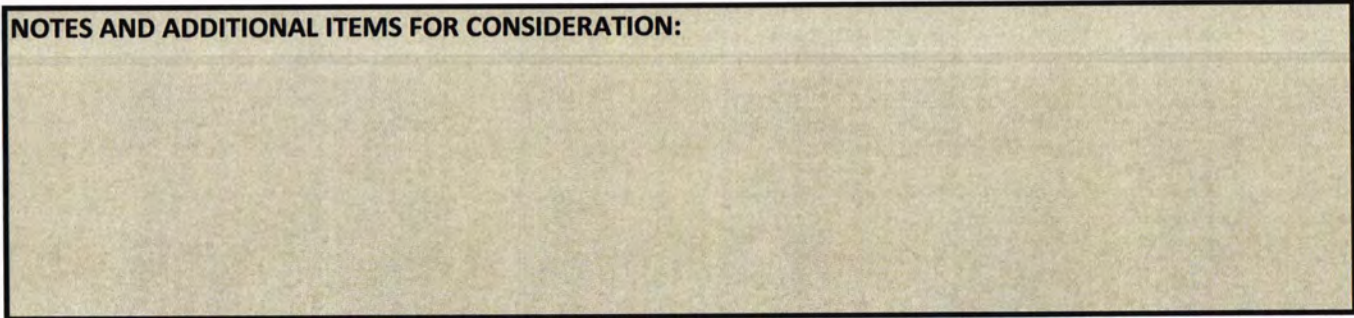
TOTAL EXPENSES
BUDGETED NET INCOME (LOSS)

Fund Balance as of September 30, 2018

Fund Balance as of September 30, 2019

Fund Balance as of March 31, 2020
Plus Budgeted Net Income/(Loss) for Fiscal Year 2021
PROJECTED FUND BALANCE AT 9/30/2021

NOTES AND ADDITIONAL ITEMS FOR CONSIDERATION:



2019 Budget	2020 Budget	2021 Budget	% +/- over 2020	Narrative (Please provide a detailed description for each account)
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\$ 58,500.00	\$ 58,000.00	\$ -	-100%
\$ 500.00	\$ 1,000.00		-100%
\$ 59,000.00	\$ 59,000.00	\$ -	-100%

\$ -	\$ -		0%
\$ -	\$ -	\$ -	0%

\$ -	\$ 34,300.00		
\$ -	\$ -		0%
\$ -	\$ 34,300.00	\$ -	-100%
\$ 59,000.00	\$ 93,300.00	\$ -	-100%

\$ 43,875.00	\$ 43,500.00	\$ -	-100%
\$ 50.00	\$ -		0%
\$ 43,925.00	\$ 43,500.00	\$ -	-100%

\$ -	\$ -		0%
\$ 6,000.00	\$ 6,000.00		
\$ 6,000.00	\$ 6,000.00	\$ -	-100%

\$ 500.00	\$ -		0%
\$ 2,500.00	\$ 2,000.00		-100%
\$ 6,000.00	\$ 5,000.00		-100%
\$ 9,000.00	\$ 7,000.00	\$ -	-100%

\$ 1,000.00	\$ 500.00		-100%
\$ 8,000.00	\$ 7,000.00		
\$ 1,500.00	\$ 1,000.00		-100%
\$ 10,500.00	\$ 8,500.00	\$ -	-100%

\$ 1,000.00	\$ -		0%
\$ 5,000.00	\$ 5,000.00		-100%
\$ 5,000.00	\$ -		0%
\$ 16,000.00	\$ 16,000.00		-100%
\$ 500.00	\$ 500.00		-100%
\$ 20,000.00	\$ 15,000.00		-100%
\$ 47,500.00	\$ 36,500.00	\$ -	-100%

\$116,925.00 **\$101,500.00** \$ - -100%

\$ (57,925.00) **\$ (8,200.00)** \$ - -100%

\$ 70,575.00

\$ 81,152.00

\$ 92,117.00

\$ -

\$ 92,117.00

**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
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	58400	\$ 43,500.00	\$ 43,875.00	Per Member Charge - \$18.75 x 2,340 members
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
Website Expenses	58675	\$ 7,000.00	\$ 6,000.00	anticipated
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) <i>(List the expenses here and indicate which CLE it would be applied towards, if known)</i>		\$ 6,000.00	\$ 6,000.00	Seminar Expense - budget unchanged
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	58500	\$ 1,500.00	\$ 1,500.00	New Lawyer Outreach -
Total Service/Outreach Expenses		\$ 16,500.00	\$ 10,500.00	
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				
Travel/Lodging		\$ 4,000.00	\$ 5,000.00	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.
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	

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

Account Name

WSBA 2018 2019
 Account # Budget Budget

Please Provide a Detailed Budget Narrative for Each Revenue/Expense Accounts

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	

Versions:	Actuals
Levels:	SRPPT-Real Property, Probate & Trust
Currency:	United States of America, Dollars

Accounts	FY2018	FY2019	FY2020
Revenue			
40001 General Revenue			
40500 Interest - Investments	1,572	1,341	0
41850 Seminar Splits w/CLE	13,739	3,784	35,953
Total 40001 General Revenue	15,310	5,126	35,953
Sections Revenue			
48100 Sections Operations			
48200 Section Dues Revenue	58,888	57,275	55,620
Total 48100 Sections Operations	58,888	57,275	55,620
Total Sections Revenue	58,888	57,275	55,620
Total Revenue	74,198	62,401	91,573
Expenses			
50001 General			
50165 Conference Calls	0	0	26
Total 50001 General	0	0	26
Sections			
58100 Sections Operations			
58150 Attendance at BOG Meetings	82	0	0
58300 Executive Committee Expenses	9,144	5,356	4,445
58305 Executive Comm Exp - Other	16,968	22,953	202
58325 Ldship/Prof Develop/Retreats	24,208	11,334	13,353
58350 Membership & Recruiting Exp	344	91	0
58375 Newsletter/Publication Expense	1,881	1,969	1,181
58400 Per Member Charge	44,175	42,956	41,719
58500 New Lawyer Outreach	549	0	0
58525 Scholarships/Donations/Grant	6,499	425	0
58550 Section Committee Expense	0	302	0
58615 Law School Outreach	0	549	0
58620 Mini-CLE Expense	100	0	0
58625 Seminar Expense - Sections	7,830	1,900	388
58675 Website Expenses	3,563	4,819	2,438
Total 58100 Sections Operations	115,343	92,654	63,726
Total Sections	115,343	92,654	63,726
Total Expenses	115,343	92,654	63,752
Net Income	-41,145	-30,253	27,821

Generated By: Elizabeth Wick, Washington State Bar Association

May 28, 2020 2:35:27 PM PDT

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T A B E

Acquisition Overview

Apr 1, 2020 - Jun 1, 2020

All Users
100.00% Users

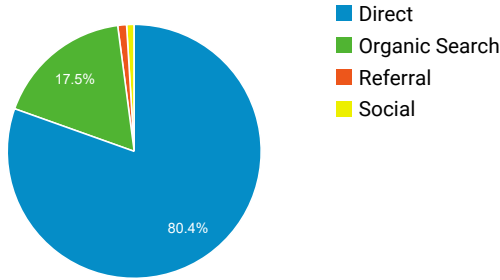
Primary Dimension:

Conversion:

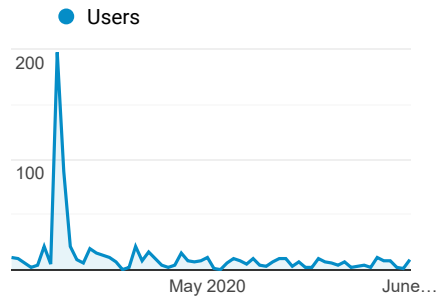
Top Channels ▾

All Goals ▾

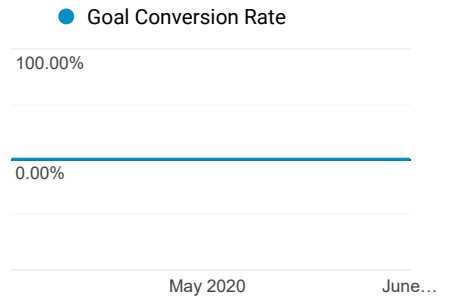
Top Channels



Users



Conversions



Acquisition

Behavior

	Users ↓	New Users ↓	Sessions ↓	Bounce Rate ↓	Pages / Session ↓	Avg. Session Duration ↓
	616	525	777	36.16%	4.52	00:02:41
1 Direct	502	<div style="width: 50%;"></div>		34.89%	<div style="width: 35%;"></div>	
2 Organic Search	109	<div style="width: 10%;"></div>		39.44%	<div style="width: 40%;"></div>	
3 Referral	7	<div style="width: 1%;"></div>		100.00%	<div style="width: 100%;"></div>	
4 Social	6	<div style="width: 0.5%;"></div>		22.22%	<div style="width: 20%;"></div>	

Conversions



Set up a goal.

To see outcome metrics, define one or more goals.

GET STARTED

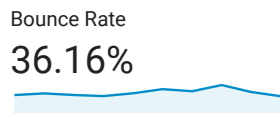
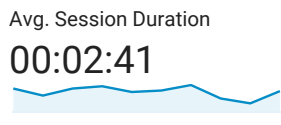
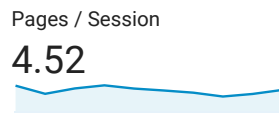
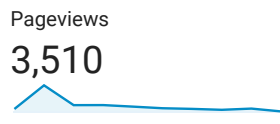
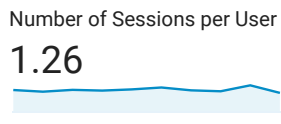
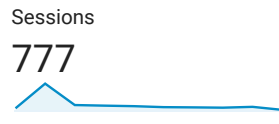
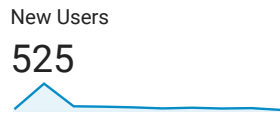
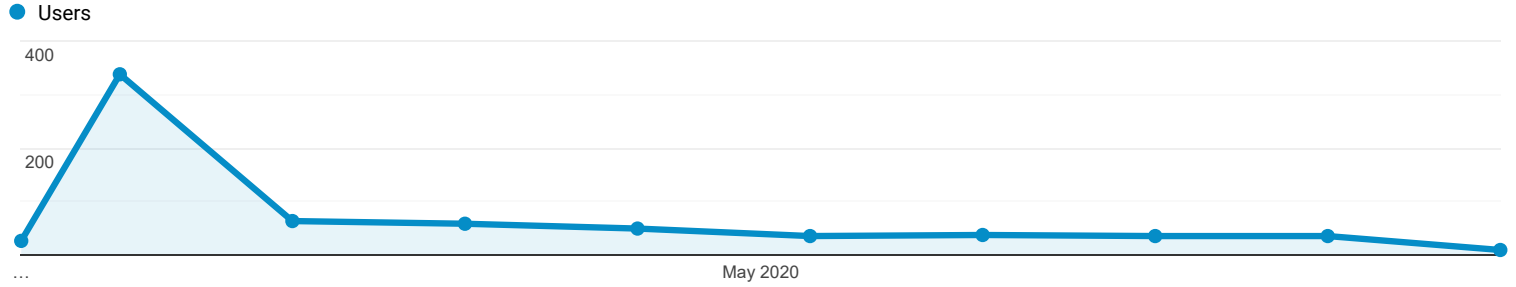
To see all 4 Channels click [here](#).

Audience Overview

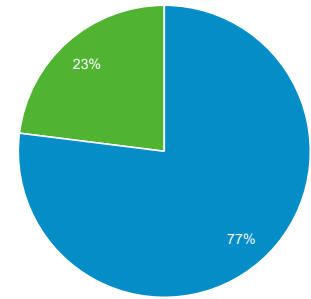
Apr 1, 2020 - Jun 1, 2020

All Users
100.00% Users

Overview



■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	591	95.79%
2. en	20	3.24%
3. en-gb	2	0.32%
4. zh-cn	2	0.32%
5. es-es	1	0.16%
6. zh-tw	1	0.16%

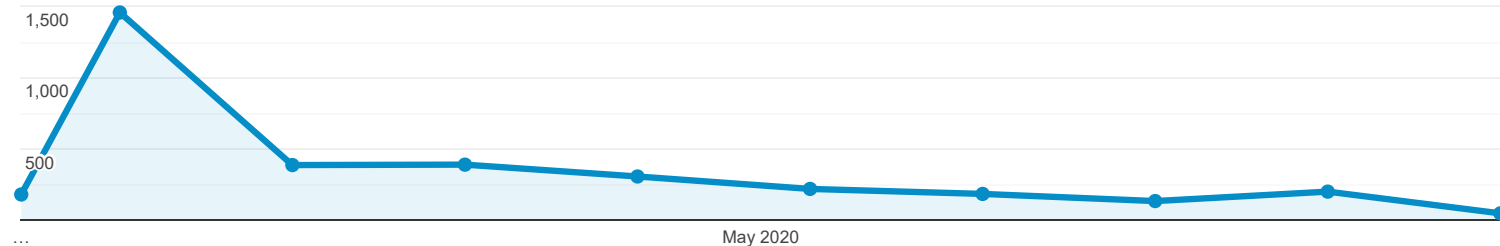
Pages

All Users
100.00% Pageviews

Apr 1, 2020 - Jun 1, 2020

Explorer

Pageviews



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	3,510 % of Total: 100.00% (3,510)	2,225 % of Total: 100.00% (2,225)	00:00:46 Avg for View: 00:00:46 (0.00%)	777 % of Total: 100.00% (777)	36.16% Avg for View: 36.16% (0.00%)	22.14% Avg for View: 22.14% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /Login.aspx?path=/private/DrawOneNewsletter.aspx?DocumentID=170	547 (15.58%)	305 (13.71%)	00:00:39	273 (35.14%)	28.21%	22.30%	\$0.00 (0.00%)
2. /	509 (14.50%)	343 (15.42%)	00:00:44	311 (40.03%)	30.87%	26.72%	\$0.00 (0.00%)
3. /emailpassword.aspx	268 (7.64%)	106 (4.76%)	00:00:56	16 (2.06%)	25.00%	10.07%	\$0.00 (0.00%)
4. /Private/	206 (5.87%)	172 (7.73%)	00:00:14	7 (0.90%)	42.86%	2.91%	\$0.00 (0.00%)
5. /private/DrawOneNewsletter.aspx?DocumentID=170	181 (5.16%)	144 (6.47%)	00:00:44	1 (0.13%)	100.00%	44.75%	\$0.00 (0.00%)
6. /private/search/listsearch.aspx	176 (5.01%)	36 (1.62%)	00:00:54	5 (0.64%)	60.00%	15.34%	\$0.00 (0.00%)
7. /Login.aspx?path=/Private/	173 (4.93%)	92 (4.13%)	00:00:29	9 (1.16%)	33.33%	13.29%	\$0.00 (0.00%)
8. /Login.aspx	99 (2.82%)	81 (3.64%)	00:00:30	28 (3.60%)	17.86%	13.13%	\$0.00 (0.00%)
9. /newsletters/	99 (2.82%)	57 (2.56%)	00:00:37	0 (0.00%)	0.00%	14.14%	\$0.00 (0.00%)
10. /Private/DrawNewsletters.aspx?PageID=67	80 (2.28%)	67 (3.01%)	00:00:20	1 (0.13%)	0.00%	3.75%	\$0.00 (0.00%)
11. /Private/DrawArticle.aspx?NewsletterArticleID=124	62 (1.77%)	55 (2.47%)	00:01:31	1 (0.13%)	100.00%	35.48%	\$0.00 (0.00%)
12. /Login.aspx?path=/private/search/listsearch.aspx	61 (1.74%)	27 (1.21%)	00:00:28	3 (0.39%)	66.67%	13.11%	\$0.00 (0.00%)
13. /Private/DrawArticle.aspx?NewsletterArticleID=125	54 (1.54%)	51 (2.29%)	00:01:28	1 (0.13%)	0.00%	33.33%	\$0.00 (0.00%)
14. /Private/DrawChangePassword.aspx	54 (1.54%)	24 (1.08%)	00:00:35	1 (0.13%)	0.00%	5.56%	\$0.00 (0.00%)
15. /private/Newsletters.aspx	50 (1.42%)	29 (1.30%)	00:00:35	0 (0.00%)	0.00%	16.00%	\$0.00 (0.00%)
16. /private/listservs/	48 (1.37%)	41 (1.84%)	00:01:25	0 (0.00%)	0.00%	39.58%	\$0.00 (0.00%)
17. /Private/DrawOneNewsletter.aspx?Action=GetOne&DocumentID=1207	45 (1.28%)	34 (1.53%)	00:01:10	2 (0.26%)	50.00%	37.78%	\$0.00 (0.00%)
18. /Applications/	44 (1.25%)	38 (1.71%)	00:02:33	28 (3.60%)	75.00%	68.18%	\$0.00 (0.00%)
19. /cles/	35 (1.00%)	29 (1.30%)	00:00:52	8 (1.03%)	87.50%	48.57%	\$0.00 (0.00%)
20. /Private/NewsletterSearch/Default.aspx	35 (1.00%)	14 (0.63%)	00:01:08	0 (0.00%)	0.00%	14.29%	\$0.00 (0.00%)

21.	/Private/DrawDeskbook.aspx?PageID=70&CategoryID=3	32 (0.91%)	29 (1.30%)	00:01:36	0 (0.00%)	0.00%	15.62%	\$0.00 (0.00%)
22.	/Controls/private/listservs/	30 (0.85%)	17 (0.76%)	00:01:10	0 (0.00%)	0.00%	36.67%	\$0.00 (0.00%)
23.	/Private/Newsletters.aspx?CategoryID=1&PageID=67&DocumentID=1207	29 (0.83%)	17 (0.76%)	00:00:19	0 (0.00%)	0.00%	3.45%	\$0.00 (0.00%)
24.	/Private/DrawArticle.aspx?NewsletterArticleID=122	27 (0.77%)	20 (0.90%)	00:01:20	0 (0.00%)	0.00%	48.15%	\$0.00 (0.00%)
25.	/executive-committee/	25 (0.71%)	22 (0.99%)	00:02:40	14 (1.80%)	85.71%	68.00%	\$0.00 (0.00%)

Rows 1 - 25 of 141

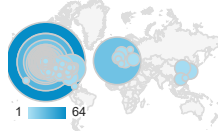
Location

All Users
100.00% Users

Apr 1, 2020 - Jun 1, 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
	616 % of Total: 100.00% (616)	525 % of Total: 100.00% (525)	777 % of Total: 100.00% (777)	36.16% Avg for View: 36.16% (0.00%)	4.52 Avg for View: 4.52 (0.00%)	00:02:41 Avg for View: 00:02:41 (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	64 (10.03%)	52 (9.90%)	91 (11.71%)	32.97%	4.88	00:03:12	0.00%	0 (0.00%)	\$0.00 (0.00%)
2. Bellevue	33 (5.17%)	28 (5.33%)	43 (5.53%)	37.21%	4.51	00:02:30	0.00%	0 (0.00%)	\$0.00 (0.00%)
3. Tacoma	33 (5.17%)	29 (5.52%)	35 (4.50%)	28.57%	4.37	00:02:19	0.00%	0 (0.00%)	\$0.00 (0.00%)
4. Paris	23 (3.61%)	23 (4.38%)	23 (2.96%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
5. Kent	21 (3.29%)	17 (3.24%)	24 (3.09%)	20.83%	4.88	00:02:48	0.00%	0 (0.00%)	\$0.00 (0.00%)
6. Vancouver	16 (2.51%)	11 (2.10%)	25 (3.22%)	24.00%	6.40	00:03:44	0.00%	0 (0.00%)	\$0.00 (0.00%)
7. Mercer Island	14 (2.19%)	12 (2.29%)	14 (1.80%)	28.57%	6.07	00:02:57	0.00%	0 (0.00%)	\$0.00 (0.00%)
8. Spokane	11 (1.72%)	6 (1.14%)	15 (1.93%)	13.33%	5.27	00:01:57	0.00%	0 (0.00%)	\$0.00 (0.00%)
9. Tukwila	11 (1.72%)	9 (1.71%)	16 (2.06%)	25.00%	6.06	00:04:23	0.00%	0 (0.00%)	\$0.00 (0.00%)
10. Bainbridge Island	10 (1.57%)	9 (1.71%)	10 (1.29%)	30.00%	3.80	00:00:51	0.00%	0 (0.00%)	\$0.00 (0.00%)
11. Kirkland	10 (1.57%)	4 (0.76%)	11 (1.42%)	9.09%	7.73	00:04:08	0.00%	0 (0.00%)	\$0.00 (0.00%)
12. Ashburn	9 (1.41%)	9 (1.71%)	9 (1.16%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
13. Issaquah	9 (1.41%)	9 (1.71%)	10 (1.29%)	10.00%	6.50	00:01:52	0.00%	0 (0.00%)	\$0.00 (0.00%)
14. Lynnwood	9 (1.41%)	8 (1.52%)	12 (1.54%)	41.67%	3.92	00:01:05	0.00%	0 (0.00%)	\$0.00 (0.00%)
15. Olympia	9 (1.41%)	9 (1.71%)	10 (1.29%)	40.00%	3.30	00:00:58	0.00%	0 (0.00%)	\$0.00 (0.00%)
16. Quincy	8 (1.25%)	8 (1.52%)	8 (1.03%)	87.50%	1.25	00:00:02	0.00%	0 (0.00%)	\$0.00 (0.00%)
17. (not set)	7 (1.10%)	6 (1.14%)	7 (0.90%)	71.43%	2.14	00:01:41	0.00%	0 (0.00%)	\$0.00 (0.00%)
18. Bremerton	7 (1.10%)	6 (1.14%)	10 (1.29%)	0.00%	6.80	00:02:47	0.00%	0 (0.00%)	\$0.00 (0.00%)
19. SeaTac	7 (1.10%)	4 (0.76%)	8 (1.03%)	12.50%	4.25	00:01:26	0.00%	0 (0.00%)	\$0.00 (0.00%)
20. Shoreline	7 (1.10%)	6 (1.14%)	10 (1.29%)	20.00%	6.20	00:05:14	0.00%	0 (0.00%)	\$0.00 (0.00%)
21. Spokane Valley	7 (1.10%)	5 (0.95%)	11 (1.42%)	27.27%	4.55	00:01:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
22. Tigard	7 (1.10%)	5 (0.95%)	8 (1.03%)	37.50%	5.00	00:02:35	0.00%	0 (0.00%)	\$0.00 (0.00%)
23. Beaverton	6 (0.94%)	4 (0.76%)	6 (0.77%)	33.33%	6.33	00:03:24	0.00%	0 (0.00%)	\$0.00 (0.00%)

24. Edmonds	6 (0.94%)	5 (0.95%)	6 (0.77%)	16.67%	3.67	00:01:01	0.00%	0 (0.00%)	\$0.00 (0.00%)
25. Everett	6 (0.94%)	4 (0.76%)	6 (0.77%)	16.67%	3.67	00:01:15	0.00%	0 (0.00%)	\$0.00 (0.00%)

Rows 1 - 25 of 181

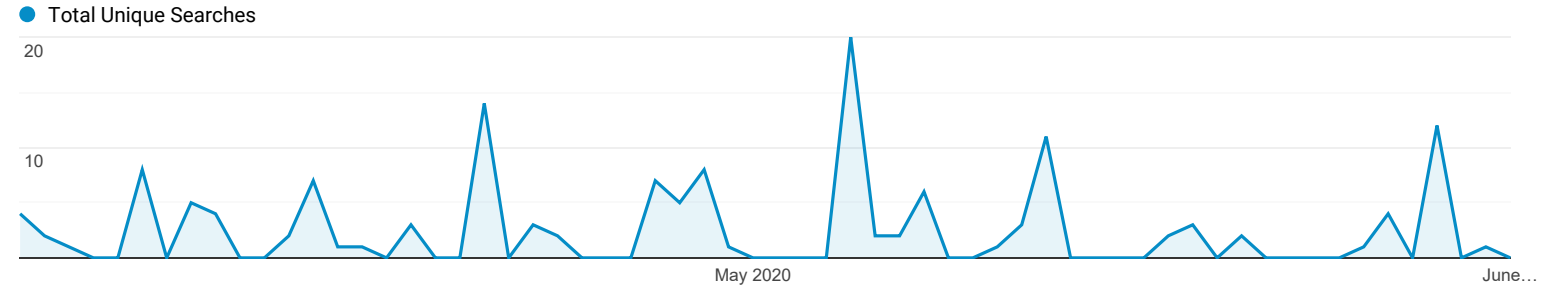
Search Terms

All Users
100.00% Total Unique Searches

Apr 1, 2020 - Jun 1, 2020

Explorer

Site Usage



Search Term	Total Unique Searches	Results Pageviews / Search	% Search Exits	% Search Refinements	Time after Search	Avg. Search Depth
	148 % of Total: 100.00% (148)	1.74 Avg for View: 1.74 (0.00%)	28.38% Avg for View: 28.38% (0.00%)	40.31% Avg for View: 40.31% (0.00%)	00:01:53 Avg for View: 00:01:53 (0.00%)	0.77 Avg for View: 0.77 (0.00%)
1. "LIFE ESTATE" DSHS	3 (2.03%)	1.00	100.00%	0.00%	00:00:00	0.00
2. family	2 (1.35%)	1.50	0.00%	100.00%	00:00:51	2.50
3. forms	2 (1.35%)	2.00	100.00%	0.00%	00:00:38	1.00
4. garwood	2 (1.35%)	2.00	50.00%	50.00%	00:00:07	0.00
5. withdrawal	2 (1.35%)	1.50	50.00%	33.33%	00:00:07	0.50
6. "electronic notary	1 (0.68%)	1.00	0.00%	100.00%	00:00:06	0.00
7. "electronic notary"	1 (0.68%)	1.00	0.00%	100.00%	00:00:36	0.00
8. "excise tax"	1 (0.68%)	1.00	100.00%	0.00%	00:00:00	0.00
9. "family allowance"	1 (0.68%)	1.00	0.00%	100.00%	00:00:54	1.00
10. "insolvent estate" and business	1 (0.68%)	1.00	0.00%	100.00%	00:00:19	0.00
11. "notice to creditors" residence	1 (0.68%)	1.00	0.00%	100.00%	00:00:07	0.00
12. "option contract"	1 (0.68%)	1.00	0.00%	100.00%	00:00:17	0.00
13. "secured transaction"	1 (0.68%)	1.00	100.00%	0.00%	00:00:00	0.00
14. "successor guardian" and "notice of hearing"	1 (0.68%)	1.00	100.00%	0.00%	00:00:00	0.00
15. "successor guardian" and notice	1 (0.68%)	1.00	0.00%	100.00%	00:01:24	0.00
16. "withdrawal" and "trust" and "asset"	1 (0.68%)	1.00	0.00%	100.00%	00:00:44	0.00
17. "withdrawal" w/5 "revocab"	1 (0.68%)	1.00	0.00%	0.00%	00:00:25	2.00
18. 11.54.010	1 (0.68%)	3.00	0.00%	66.67%	00:01:39	4.00
19. 11.54.010 minor children	1 (0.68%)	1.00	0.00%	100.00%	00:02:25	0.00
20. 2008	1	2.00	0.00%	50.00%	00:01:28	0.00

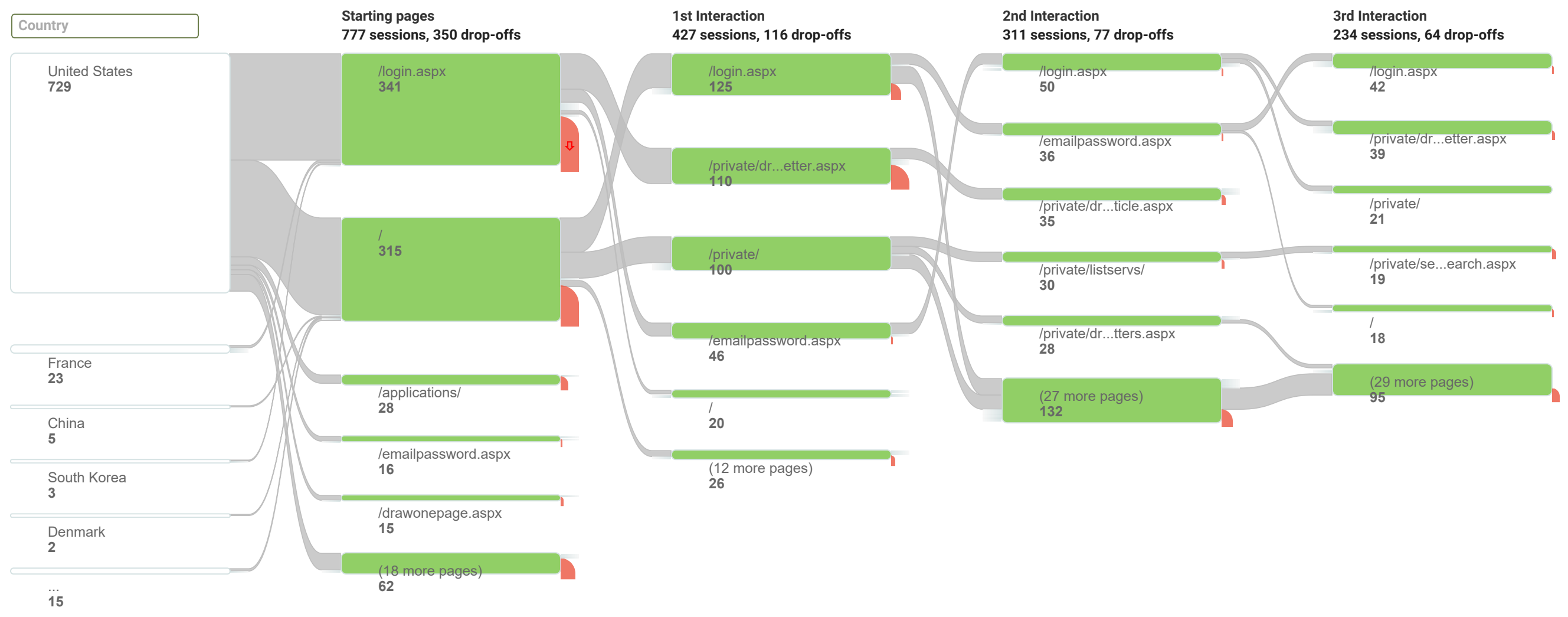
20. 2009	1 (0.68%)	2.00	0.00%	50.00%	00:01:25	0.00
21. 2019	1 (0.68%)	2.00	0.00%	50.00%	00:00:27	0.00
22. 47	1 (0.68%)	2.00	0.00%	50.00%	00:00:50	1.00
23. 47 Winter 2020	1 (0.68%)	1.00	0.00%	100.00%	00:01:17	1.00
24. 7.52	1 (0.68%)	2.00	0.00%	0.00%	00:00:28	2.00
25. affidavit	1 (0.68%)	3.00	100.00%	0.00%	00:01:59	0.00
26. attorneys fee	1 (0.68%)	1.00	0.00%	100.00%	00:00:12	0.00
27. attorneys fees	1 (0.68%)	1.00	0.00%	100.00%	00:00:38	0.00
28. attorneys fees probate	1 (0.68%)	1.00	100.00%	0.00%	00:00:00	0.00
29. Babb	1 (0.68%)	1.00	0.00%	100.00%	00:00:07	0.00
30. beach access	1 (0.68%)	1.00	100.00%	0.00%	00:00:00	0.00
31. client felon	1 (0.68%)	1.00	100.00%	0.00%	00:00:00	0.00
32. committed	1 (0.68%)	1.00	0.00%	0.00%	00:01:11	2.00
33. community	1 (0.68%)	1.00	0.00%	100.00%	00:00:17	0.00
34. community property agreement	1 (0.68%)	15.00	0.00%	6.67%	00:07:36	0.00
35. covid	1 (0.68%)	1.00	100.00%	0.00%	00:00:00	0.00
36. creditors	1 (0.68%)	2.00	100.00%	0.00%	00:00:33	0.00
37. creditors residence	1 (0.68%)	1.00	0.00%	100.00%	00:10:06	0.00
38. death certificate	1 (0.68%)	1.00	0.00%	100.00%	00:01:21	0.00
39. death certificate coversheet	1 (0.68%)	1.00	0.00%	100.00%	00:00:44	0.00
40. death certificate ex parte	1 (0.68%)	1.00	100.00%	0.00%	00:00:00	0.00
41. death certificate ex parte via the clerk	1 (0.68%)	1.00	0.00%	100.00%	00:00:19	0.00
42. death certificate redacted	1 (0.68%)	3.00	0.00%	66.67%	00:05:23	2.00
43. death certificate working copies	1 (0.68%)	1.00	100.00%	0.00%	00:00:00	0.00
44. decanting	1 (0.68%)	2.00	100.00%	0.00%	00:00:07	0.00
45. decanting form	1 (0.68%)	1.00	0.00%	100.00%	00:00:09	0.00
46. decanting materials	1 (0.68%)	1.00	0.00%	100.00%	00:00:04	0.00
47. decanting template	1 (0.68%)	1.00	0.00%	100.00%	00:00:05	0.00
48. declaration of completion	1 (0.68%)	1.00	0.00%	100.00%	00:00:13	0.00
49. declaration of subscribing witness	1 (0.68%)	1.00	0.00%	100.00%	00:00:12	0.00
50. declaration of witness to a will	1 (0.68%)	2.00	100.00%	0.00%	00:00:05	0.00

Rows 1 - 50 of 142

Apr 1, 2020 - Jun 1, 2020

Users Flow

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

TAB F

WASHINGTON STATE BAR ASSOCIATION

Real Property Probate Trust Section Executive Committee Election Summary & Results

SUMMARY

Today's Date:	Monday, June 1, 2020 <i>Election closed 5.31.20 @ 5:00 p.m.</i>
Election results for:	2020 – 2021 (FY21)
Election results provided by:	Eleen Trang Sections Program Specialist
Electronic Election provided by:	SurveyMonkey.com
Election Results provided to:	Annie Fitzsimmons, Nominating Committee RoseMary Reed, Nominating Committee Jody McCormick, Nominating Committee Stephanie Taylor, Chair
Number of Ballots e-mailed:	2184 <i>Voting members as defined by WSBA Bylaws and section bylaws</i>
Number of Votes received:	300 (13.7% return rate)

RESULTS

Position	Name	Term
Probate/Trust Council Director	Anna Cashman <i>(279 votes received)</i>	Oct. 1, 2020 – Sept. 30, 2022
Real Property Council Member (2 open positions)	Chris Benis <i>(259 votes received)</i>	Oct. 1, 2020 – Sept. 30, 2022
	Keaton Hille <i>(245 votes received)</i>	
Probate/Trust Council Member (2 open positions)	Maggie Lassen <i>(249 votes received)</i>	Oct. 1, 2020 – Sept. 30, 2022
	Lindsey Weidenbach <i>(249 votes received)</i>	