

**AGENDA FOR WEDNESDAY, APRIL 19, 2023, 10:30 - noon**  
**SENIOR LAWYERS SECTION, EXECUTIVE COMMITTEE MEETING**

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**Welcome and Interim Chair's Report:** Jeanine Lutzenhiser

**Secretary's Report:** Al Armstrong

- Review and approval of minutes from EC meeting on March 15, 2023

**Treasurer's Report:** Joe Gordon

- Action item: vote on memo request for unbudgeted funds

**Newsletter:** Jim Riehl

- Thoughts/discussion on budget issue: immediate and future planning

**BOG Liaison Reports:** Jordan Couch (At Large), Kevin Fay (District 9)

**Young Lawyer Committee Liaison Report:** Sabiha Ahmad/Jeanine Lutzenhiser

- Sabiha's contact with YLD
- Jeanine and Sabiha's possible idea for SLS/YLD mentoring program
- EC opinion: Should Sabiha go to YLD meeting and ask about interest in connections with SLS?
- YLL applications process for FY24

**Election Update:** Carolyn MacGregor, Jeanine Lutzenhiser

- Update: Applications closed 4/17
- Has anyone not applied who would still like to serve?
- Next deadline: June 5: Elections open
- Brian volunteered to serve as interim chair July-Sept, but still need FY24 chair

**July 14 CLE Subcommittee Report:** Carole Grayson

- Two confirmed speakers: Richard Tizzano and Tony Hinson (EP, tax planning)—other updates?
- Budgeting for lunch; other discussion from 4/12 meeting with WSBA

**New business/Adjourn**

**SENIOR LAWYERS SECTION  
MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**March 15, 2023**

This meeting was conducted via Zoom. The following Executive Committee members and WSBA personnel were present at this meeting: Interim Chair David Sprinkle, Al Armstrong, BOG Co-Liaison Kevin Fay, Jeanine Lutzenhiser, Jenny Rydberg, Jim Riehl, Steve DeForest, Bill Cameron, Brian Comstock, Young Lawyer Liaison Sabiha Ahmad and Carolyn MacGregor, WSBA Sections Program Specialist. Not able to be present were Carole Grayson, Joe Gordon, Eleanor Doermann, BOG Co-Liaison Jordan Crouch and Morrie Shore.

**SECRETARY'S REPORT**

Al's (and Jeanine's) February Meeting Minutes were approved by Motion.

**TREASURER'S REPORT**

David, in Joe's absence, presented the WSBA's Statements of Activities for the months of December, 2022 and January, 2023. These reflected our Section's month-to-month financial status as of the ends of those two months: balances of \$14,840.98 and \$16,191.54, respectively. Since the Statements were WSBA-generated, it was determined that formal approval was not necessary.

**REPORT FROM BOG CO-LIAISON KEVIN FAY**

Kevin, our District 9 Governor and BOG Co-Liaison, related some of the actions taken at the recent BOG meeting in Olympia. Matters were discussed relating to the WSBA's efforts at increasing member engagement, such as increasing efforts at diversity, equity and inclusion, and seeking ways to facilitate rural legal practice. Other matters discussed included determining the WSBA's future home—should it vacate its current abode and move out of Seattle, open several branch offices, etc.

**YOUNG LAWYER SECTION LIAISON REPORT**

Sabiha indicated she would like to be more involved with the Young Lawyers Section, as she is not yet a member. She has reached out to the Executive Committee of the Young Lawyers' Section regarding a possible mentorship arrangement.

## **SURVEY RESULTS**

David circulated the results of our survey of our Section members prior to our meeting. David indicated that our survey of Section members drew 50 responses. David was pleased with this. He was, however, surprised about the lack of interest in mentoring that the survey revealed. The survey respondents generally thought highly of our newsletter. Attendance at an in-person CLE was favored by 76%, while over 85% said they would attend a CLE webinar. Relative to our past in-person CLEs, many survey respondents reported that they enjoy the opportunity to see and socialize with old friends that in-person CLE affords.

## ***LIFE BEGINS NEWSLETTER***

Jim mentioned that today (March 15) was the last day new items can be submitted for our next edition.

Jim indicated he wished to include an ethics column in subsequent editions, perhaps twice per year. He will reach out to Kurt Bulmer about this.

Jim stated that he is “building a library” of items for future publication in our newsletter. And “I am always looking for pictures and graphics.” Jim lauded Jenny’s travelogue about visiting Antarctica.

Ideas for future articles were shared. A study, that showed a correlation between low reading scores and later incarceration, was mentioned as a possibility. Former attorney general Rob McKenna was mentioned as a possible contributor.

## **INTERIM CHAIR POSITION**

Jeanine volunteered to act as Interim Chair for the third quarter of the current fiscal year, April 1 to June 30, and Brian agreed to so act for the last quarter, July 1 through September 30, 2023.

## **ADJOURNMENT**

David adjourned the meeting.

## **NEXT MEETING**

Our next meeting will take place on a remote-attendance basis on April 19, 2023 at 10:30 am.



Jeanine Lutzenhiser &lt;jblutzenhiser@gmail.com&gt;

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## Senior Lawyers Section Budget Update

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**Carolyn MacGregor** <Carolynm@wsba.org>

Fri, Mar 31, 2023 at 9:27 AM

To: David Sprinkle &lt;David.Sprinkle@fnf.com&gt;, Joseph Harold Gordon &lt;jgordonjr@gth-law.com&gt;

Cc: Jeanine Lutzenhiser &lt;jblutzenhiser@gmail.com&gt;, Jim Riehl &lt;jimboriehl@gmail.com&gt;

Good morning all,

With another wonderful issue of *Life Begins* undergoing review, I need to let you know that newsletter expenses have exceeded the amount designated in the budget for FY23. After payment to Britt Sutherland for the Winter issue, the section has spent \$1914.90, exceeding the budgeted amount of \$1800. Britt estimates about \$900 for the Spring issue. Are you hoping to publish a Summer issue as well? Either way, the EC will need to submit a memo to the WSBA director of finance at minimum and potentially also the executive director to request the use of unbudgeted funds for the anticipated expenses for the current and possibly future issues in FY23. If you are planning a Summer issue, I would recommend allowing \$900-1000 for that one as well.

We have a template for this purpose and I am happy to draft the memo for your review if you'd like. We should attempt a quick turnaround on this given that the Spring issue is already in the works.

I would also recommend considering actual newsletter expenses in FY23 when planning the budget for FY24, now that you have a better sense of it.

Please let me know if you have any questions and if you'd like me to provide a draft. The memo template is attached.

Warm regards,

Carolyn



**Carolyn MacGregor** (*she/her*) | Sections Program Specialist

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**Cover Memo Template for CFO - Budget Change requests.docx**

438K

# WASHINGTON STATE BAR ASSOCIATION

**TO:** WSBA Executive Director

**FROM:** Joe Gordon, Treasurer, on behalf of the WSBA Senior Lawyers Section Executive Committee

**RE:** WSBA Senior Lawyers Section Request for Unbudgeted Expenses

**DATE:** April 10, 2023

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**ACTION:** Approve the WSBA Senior Lawyers Section's Request to Use Section Funds for Unbudgeted Expenses

- The Senior Lawyers Section has revived the Section newsletter, *Life Begins* over the last year and a half and the online publication has developed into a robust collection of articles including travel accounts, book reviews, member spotlights, and resources. The cost per issue for newsletter design has been higher than was anticipated in the budget. In order to fund the issue currently in production and one more this summer, the Section will need an additional \$2200 to pay the desktop publisher, Britt Sutherland, from the budget category Newsletter Expenses.
- As of today, the Section has a fund balance of \$15,178. Describe current fund balance and attestation that the section has enough in the fund balance to cover both budgeted and the proposed unbudgeted expense.
- Describe the process under which the section discussed and voted to approve these unbudgeted expenses, e.g., The Section Executive Committee met on [DATE] and approved by a [unanimous, majority, etc.] vote to spend section funds for the purpose of [Unbudgeted expense description].
- Include other information that could be helpful for the ED to approve the request.

Signature Line

Attachments (if any):





Jeanine Lutzenhiser &lt;jblutzenhiser@gmail.com&gt;

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## Senior Lawyers CLE Meeting Notes - 4/11

1 message

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**Rachel Matz** <rachelm@wsba.org>

Tue, Apr 11, 2023 at 4:03 PM

To: Carole Grayson &lt;cag8@hotmail.com&gt;, "Sprinkle, David" &lt;David.Sprinkle@fnf.com&gt;

Cc: Jim Riehl &lt;jimboriehl@gmail.com&gt;, Jeanine Lutzenhiser &lt;jblutzenhiser@gmail.com&gt;, "jenny@rydberg.us" &lt;jenny@rydberg.us&gt;, Carolyn MacGregor &lt;Carolynm@wsba.org&gt;, "Lutzenhiser, Jeanine" &lt;Jlutzenhiser@ugm.org&gt;

Good afternoon all,

It was great to "meet" everyone virtually today. I'm very much looking forward to this CLE! Some notes from today's meeting:

- Please CC [rachelm@wsba.org](mailto:rachelm@wsba.org) on any emails to/from potential speakers so I may be available to weigh in on logistics, if needed.
- Catering will be discussed in further detail at the EC meeting on 3/19. Everyone agreed box lunch is the way to go, but we should limit it to 4 or so options. The registration page can include meal choice. Possible caterers:
  - <https://www.gourmondoco.com/lunch>
  - <https://www.ingallina.com/executive-lunches/>
- Jeanine has confirmed two speakers, Richard Tizzano and Tony Hinson. The topics are Estate Planning/tax planning and life after retirement for lawyers. We are unsure of how long their presentations will be, but together this could be 2 hours of material. Rachel will follow up with them to go over logistics and confirm other details.
- Carole has reached out to a few potential ethics speakers but has not confirmed anyone yet, and is still waiting to hear back from one potential speaker. Everyone agreed that the ethics of serving on a non-profit board would be an interesting ethics subject since lawyers are frequently asked to sit on boards. Carole will be reaching out to a contact for potential speakers. If we are unable to confirm a speaker, Rachel can reach out to Jeanne Marie, as Jeanne Marie indicated that she was available previously. An ethics panel may be a topic of interest for a future CLE, possibly in fall.
- Jim has spoken to Justice Owens about speaking but she may not be available. Jim may reach out to Justice Madsen after the next EC meeting. If not available for a full session, it may be good to ask Justice Madsen to give opening remarks.
- Speakers can submit for parking reimbursement. They will need to keep the receipt to do so.

Let me know if I missed anything or if you have any questions.

Best,



**Rachel Matz** (pronounced MAH-ts) | Education Programs Lead

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**Pronouns:** she/her

[The Importance of Not Misgendering Someone](#)

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