

**SENIOR LAWYERS SECTION
EXECUTIVE COMMITTEE MEETING AGENDA
February 16, 2021 10:30 am**

Join Zoom Meeting

<https://us02web.zoom.us/j/84778056806>

Meeting ID: 847 7805 6806

One tap mobile

+1-253-215-8782, enter 84778056806#

1. **Welcome:** Eleanor Doermann
2. **Secretary's Report:** Al Armstrong
 - Review and approval of minutes from January 19, 2021 meeting
3. **Treasurer's Report:** Ron Thompson
 - Financial Report
4. **Staffing Changes at WSBA**
5. **Elections:**
 - Timetable
 - Identify Nominating Committee: 2 EC members and 1 non-member
 - Volunteer position description
6. **Annual CLE:** Carole Grayson
 - Updates
 - Half-day budget for virtual conference
7. **Mini-CLE:** Eleanor Doermann
 - January 22 webinar with Sarah Wixson
 - April 9 upcoming webinar with Miriam Korngold
8. **Storage of Past Section Records**
9. **Newsletter:** Morrie Shore, Jim Riehl, Eleanor Doermann
 - Content suggestions for Spring issue.
10. **Adjourn**

Attachments to Agenda:

1. Minutes of January 19, 2021 meeting
2. December financial reports
3. Elections Memo
4. Sample budget for ½ day virtual CLE

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

January 19, 2021

This meeting was our eleventh consecutive meeting conducted entirely by phone, again due to the coronavirus crisis. As in the last few meetings, we met through Zoom. The following Executive Committee members were present at this meeting: Chair Eleanor Doermann, Ron Thompson, Jim Riehl, Brian Comstock, Steve DeForest, Al Armstrong, Joe Gordon, Morrie Shore, Carole Grayson and Eileen Trang of the WSBA. Not able to be present were Scott Osborne, Jeanine Lutzenhiser and BOG Liaison Tom McBride.

CHAIR'S REPORT

Eleanor welcomed the attendees. She noted that 37 people have signed up for our January 22 mini-CLE.

SECRETARY'S REPORT

Al's Minutes of our December 15 meeting were approved by Motion.

TREASURER'S REPORT

Ron reported that, financially, we are doing pretty well. At fiscal year's end (September 30, 2020), our fund balance stood at \$9,195.05. Our fund balance at the end of fiscal year 2019 was \$8,348.04; our net fund increase was therefore \$847.01. Ron noted that, for the current fiscal year, we had budgeted for an income of only \$81.25. This makes us \$765.76 ahead of budget. Ron noted that our fund's healthy status was, in part, due to our Section's not having to provide for the costs of printing and mailing our former newsletter.

Ron again noted our gradually declining Section membership. Our budget assumed a membership of 260, yet as of September 30 our membership was only 226. At the end of fiscal year 2014, our membership stood at 329.

Ron's Treasurer's Report for September was approved by Motion.

Ron also presented his October Treasurer's Report, reflecting our financial status at the end of the first month of the current fiscal year. This reflected the resounding success of our most recent mini-CLE, which netted our Section \$2,198. This brought our fund balance to \$11,495.35 as of October 31; as we had only budgeted for an income of \$200.40 for the entire year, we now stand at \$2,099.90 ahead of budget, and this with only 8.33% of the fiscal year completed. Ron noted the typos on the two Treasurers' Reports that gave the ending dates of both Reports as May 31, 2020, orally altering those two dates to September 30, 2020 and October 31, 2020, respectively.

Ron's Treasurer's Report for October was approved by Motion.

OUR STILL-SCHEDULED MAY CLE: TO BE OR NOT TO BE?

Shanthi Raghu, WSBA Interim Education Programs Manager, joined us as we discussed how we were going to proceed with our main CLE. The issue, of course, was how we were going to deal with the current pandemic as it relates to our planned May 2021 affair. Ms. Raghu said that the WSBA is not anticipating, nor preparing for, any in-person CLE's as things now stand. "Plan for a virtual event," said Ms. Raghu.

Carole noted that none of us now expect to present an in-person CLE. Ms. Raghu said that we are still in contract with the Marriott; she will contact the Marriott and work with Kevin to deal with this matter.

The discussion then turned to what sort of virtual CLE we should sponsor. Jim opined that two or three hours of remote viewing would be about the limit for most attendees. Ron said we would be better off presenting a series of mini-CLEs. Eleanor noted that the speaker isn't seen by the audience during our mini-CLEs and that would be a problem for a CLE that is longer than the one-and one-half hour affairs we are currently sponsoring. Brian stated that he knows that churches and clubs are currently handling presentations involving a hundred or so participants, with the speakers and attendees all on view, and that this procedure is not expensive. Ms. Raghu indicated that mini-CLE as the term is understood by the WSBA only allows for audio and power point. However, she continued, a half or full day CLE would be able to show the speakers on camera. These longer affairs involve more expense (but still cheaper than in-person CLEs), and the tuition would be higher than the \$35 maximum for mini-CLEs. However, there would be more costs recovered due to the WSBA policy of offering these productions for sale (on tape) on an "on demand" basis for a period of three years after production.

It was mentioned that the Solo and Small Practice Section has sponsored a virtual CLE, under pandemic conditions, featuring a reception following on Zoom. Brian suggested that, with respect to our May CLE that we just present it on a remote-viewing basis, with a price break for our Section members. Carole wondered whether anyone would really want to sit in front of a computer from 8:00 am to 4:30 pm. Brian then said maybe we could just present our virtual CLE in parts. "Other organizations do this, why can't we?" Carole asked about break-out rooms, and Ms. Raghu indicated that the WSBA hasn't yet done break-out rooms.

Carole observed that she wouldn't, as an attendee, want to sit for more than two speakers. Perhaps, she said, we can just do our CLE in parts, make it a series of mini-CLEs. Jim added that we shouldn't put on an entire day of virtual CLEs.

Several Committee members continued to voice support for sponsoring a series of remote-attended mini-CLEs in place of our planned May event. Eleanor observed that we still need to decide whether to present Mini-CLEs, or more elaborate CLEs with the presenter seen by the attendees. Ron made a Motion that we seek a continuance, passed the currently scheduled date, with our contract with the Marriott. The Motion passed. Eleanor inquired as to what speakers we should present first. Carole suggested attorney Marion Korngold, as she is in the process of changing careers and thus may not be available at the time different that the date to which she has already

committed . Other names from our May program were suggested, such as Dan Satterberg and Scott Osborne. As for time constraints, Eleanor indicated that we would have to give the WSBA six to eight weeks lead time for a given program. Brian made a Motion that we adopt Carole's idea; that we present a program featuring Marion Korngold in April. Ms. Raghu said April 9 is available. The Motion passed. Carole said she would contact Ms. Korngold.

LIFE BEGINS NEWSLETTER

It was announced that our latest newsletter will be placed on our website soon and announced with an e-blast. Brian congratulated Eleanor, Morrie and Jim for another superb effort. Brian wished that the newsletter could go out to all 14,000 or so WSBA members of a certain age, but Eleanor said we currently do not have the capability to do this.

ADJOURNMENT

Eleanor adjourned the meeting.

Our next meeting will take place on a remote-attendance basis on February 16, 2021 at 10:30 am.

Washington State Bar Association

Statement of Activities

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

25.00% OF YEAR COMPLETE

	FISCAL 2021 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SENIOR LAWYERS SECTION					
REVENUE:					
INTEREST - INVESTMENTS	50.00	-	-	50.00	0.00%
SECTION DUES REVENUE	5,500.00	175.00	550.00	4,950.00	10.00%
MINI-CLE REVENUE	1,400.00	-	2,310.00	(910.00)	165.00%
TOTAL REVENUE:	6,950.00	175.00	2,860.00	4,090.00	41.15%
DIRECT EXPENSES:					
CONFERENCE CALLS	250.00	-	-	250.00	0.00%
PER MEMBER CHARGE	3,999.60	127.26	399.96	3,599.64	10.00%
NEWSLETTER EXPENSES	1,500.00	-	-	1,500.00	0.00%
MINI-CLE EXPENSE	-	-	112.00	(112.00)	
EXECUTIVE COMMITTEE EXPENSES	1,000.00	-	-	1,000.00	0.00%
TOTAL DIRECT EXPENSES:	6,749.60	127.26	511.96	6,237.64	7.59%
NET INCOME:	200.40	47.74	2,348.04		
FUND BALANCE AS OF 9/30/20:	9,195.05		9,195.05		
NEW FUND BALANCE:	9,395.45		11,543.09		

Detail Trial Balance

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

Washington State Bar Association

Tuesday, January 19, 2021 5:59 PM

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WSBA\ DARSHITAP

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

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

Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
Account: 41805		MINI-CLE REVENUE			Beginning Balance			-2,310.00
Account: 41805		MINI-CLE REVENUE			Ending Balance			-2,310.00
Account: 48200		SECTION DUES REVENUE			Beginning Balance			-375.00
12/31/2020	T12312020		SSEN		Section Dues Revenue - SSEN		175.00	
Account: 48200		SECTION DUES REVENUE			Beginning Balance			-375.00
					Total Activities	0.00	175.00	-175.00
Account: 48200		SECTION DUES REVENUE			Ending Balance			-550.00
Account: 58400		PER MEMBER CHARGE			Beginning Balance			272.70
12/31/2020	1220MISC		SSEN		12/20 Per-Member Charge	127.26		
Account: 58400		PER MEMBER CHARGE			Beginning Balance			272.70
					Total Activities	127.26	0.00	127.26
Account: 58400		PER MEMBER CHARGE			Ending Balance			399.96
Account: 58620		MINI-CLE EXPENSE			Beginning Balance			112.00
Account: 58620		MINI-CLE EXPENSE			Ending Balance			112.00
					Report Total Beginning Balance			-2,300.30
					Report Total Activities	127.26	175.00	-47.74
					Report Total Ending Balance			-2,348.04

WASHINGTON STATE BAR ASSOCIATION

To: Section Chairs, Chair-Elects, and Treasurers

From: Julianne Unite, Member Services and Engagement Manager

CC: Eleen Trang, Sections Program Specialist
Carolyn MacGregor, Sections Program Coordinator

Re: 2021 Nominations & Elections Process for FY2022

Date: January 11, 2021

Section executive committee elections are an important aspect of preserving highly effective executive committees, providing opportunities for leadership development, and engaging section membership. In 2017, changes to Article XI of the WSBA Bylaws have inspired a more streamlined and consistent nominations and elections process that is, at its core, intended to be **clear, accessible, transparent, and equitable to all WSBA members**.

The memo below describes the [Staff Support](#), [How You Can Help](#), and [Timeline and Action Items](#) for the nominations and elections process, and the relevant [WSBA Bylaws](#) excerpted for reference. Your section's bylaws may contain additional elections information. **Please review the information below carefully** and share with your entire executive committee, especially those designated as part of the nominating committee.

The elections occurring this spring 2021 will be for terms beginning October 1, 2021 (the beginning of the WSBA's next fiscal year).

WSBA Staff Support for the Nominations and Elections Process

The Sections Team (Member Services and Engagement Manager [Julianne Unite](#), Sections Program Specialist [Eleen Trang](#), and Sections Program Coordinator [Carolyn MacGregor](#)) will work closely with section chairs and nominating committees (or other persons designated by the section) throughout this process. More specifically, the Sections Program Specialist will:

- **Post Volunteer Position Descriptions online** for executive committee officer positions (Chair, Chair-elect, Treasurer, and Secretary).
- **Maintain information** and documents regarding the nominating committee, nominations and election timelines, applicant/candidate information, and voting eligibility requirements.
- **Leverage all relevant communication tools** to promote and communicate open leadership opportunities and elections. These tools include, but are not limited to, eblasts to WSBA members, web page updates, [NWSidebar](#) blog, and *TakeNote*. Staff will not post to a section list serve unless specifically requested to do so. Due to the [Bar News](#) magazine publication timelines, we are unable to publish section-specific election information; however, the Sections Team will work with WSBA's Communications and Outreach Department to promote all section elections.
- **Set up the online application portal** through [myWSBA](#). The application will be customized for each section, allowing each section's open positions and terms to be visible to eligible voting section members. The online

application also allows for the uploading of a resume and/or candidate statement. After the application deadline has passed, all members of the nominating committee will be allowed access to the online applicant materials through their own myWSBA accounts.

- **Gather final candidate information** from the nominating committee and/or the section executive committee, build the ballot using [SurveyMonkey](#), circulate a draft ballot for approval and disseminate the ballot to eligible section members. Additionally, the Sections Team will respond to requests/comments regarding any missed ballots to ensure that all eligible members receive a ballot. Your Sections Program Specialist will not disseminate the final ballot until it is approved by the designated section representative from the nominating committee.
- **Send the nominating committee the final results** of the election, and once approved, post the information online.
- **Send “onboarding” information to each new executive committee member** to orient them to their role, the WSBA, and WSBA sections as the next fiscal year approaches (FY2022).

How You Can Help

As we embark on this process, here are some ways that section nominating committees and/or other section executive committee members can support a successful elections process.

- **Identify the executive committee’s needs** as you review open positions; what skill sets are needed? In what areas can/should you diversify your executive committee (gender, geography, etc.)?
- **Confirm which current executive committee members would like to run for an open position** (either their current position or a new role). *Of note, all members interested in seeking an open position MUST complete the online application process, including current executive committee members.*
- **Utilize section communication tools** such as the list serve, newsletter, and webpages to promote these leadership opportunities.
- **Promote your section leadership opportunities** through your own professional networks.

Suggested Timeline and Action Items

To help the Sections Team best facilitate this year’s elections process, we recommend following, adhering to, and reading all future communications associated with the default timeline suggested below. By following the default timeline, it would promote section member convenience (less confusion following different timelines if a member is involved in more than one section) and will result in the section’s election information being included in all related WSBA marketing efforts. The section may choose to follow a different timeline consistent with the WSBA Bylaws and section’s bylaws. If your section wishes to follow a different timeline, please indicate this in the appropriate section of the 2021 Section Election Set-Up Form (see below for more information about the form).

- **Thursday, February 4 @ Noon**

Section Leader Informational Zoom Drop-In

Join a Zoom drop-in session with the Sections Team if you have any questions about this process. If you are unable to join this session, please contact the Sections Program Specialist for your elections questions.

Zoom Info:

<https://wsba.zoom.us/j/99940355150?pwd=eUQ4RU9QcXhTc2hablV2SkJwU2hNdz09>

Meeting ID: 999 4035 5150; Passcode: 948665

Call-In: 253-215-8782

- **By Friday, February 12, 2021**

Action Item: Submit completed 2021 Section Election Set-Up Form.

This completed form is crucial for a smooth election process.

- **Monday, March 15 – Friday, April 16**

Application Portal Open

The myWSBA application process is a self-nomination process. All eligible section members will be able to apply online using their myWSBA account. The WSBA Bylaws require an alternate nomination process (allows nominations to occur outside the nominating committee process) that sections select or describe in the 2021 Section Election Set-Up Form.

- **March 17 & 26**

Interested Applicant Informational Zoom Drop-Ins - Learn More About Section Executive Committee Leadership

These drop-in sessions are opportunities for interested applicants to hear from current section leaders about serving on a section executive committee. Please help us by joining a call to share your insights as a section leader. **To RSVP, email eleent@wsba.org.**

Wednesday, March 17 (9:30am – 10:30am)

Friday, March 26 (12:00 – 1:00pm)

- **By Monday, May 17**

Action Item: Finalize Candidate Slate.

Send the Sections Team the names of the candidates for the open positions so the voting ballots can be created in SurveyMonkey.

- **By Tuesday, June 1**

Action Item: Approve Ballot.

Within the timeframe of April 16 – June 1, the Sections Team will confirm any final details with you, build the ballot, gather ballot approval, update information on the website, and finalize election communications. Please respond to requests to allow us to create your ballot in a timely manner.

- **Monday, June 7 – Sunday, June 20**

Section Elections (electronically via SurveyMonkey)

Voting will open at 8:00 a.m. June 14 and close at 11:59 pm on June 20. Requests for paper ballots and reports of any technical difficulties may be directed to sections@wsba.org or the Sections Program Specialist.

- **By Friday, July 9**

Election results will be sent to the section chair, nominating committee, and any other representatives.

- **By Wednesday, July 21**

Action Item: Contact Candidates Regarding Results.

Please ensure that the election results are communicated to all candidates by this date. The Sections Team will not notify candidates of election results directly, unless asked to do so. Please invite elected members to participate in any section executive committee planning (e.g., budget planning, CLE planning).

- **By Friday, July 30**

Elections results are posted online.

For Your Reference: WSBA Bylaws

The above information and timeline adhere to the WSBA Bylaws below. If a section elects to deviate from the above,

please ensure that the plan adheres to the WSBA Bylaws and the section's bylaws (individual section bylaws may be more proscriptive than WSBA Bylaws). The [WSBA Bylaws](#) state:

XI.G NOMINATIONS AND ELECTIONS

1. Nominations

a. Nominating Committee. Each section will have a nominating committee consisting of no less than three section members appointed annually by the Chair or executive committee. At least one member of the nominating committee should not be a current member of the section executive committee.

b. The executive committee should reflect diverse perspectives. To assist this, all applicants will apply through an electronic application process administered by the Bar. The application form will, on a voluntary basis, solicit information including, but not limited to, the person's ethnicity, gender, sexual orientation, disability status, area of practice, years of practice, employer, number of lawyers in law firm, previous involvement in section activities, and skills or knowledge relevant to the position. The nominating committee should actively take factors of diversity into account when making recommendations.

c. Alternate Nomination Process. The executive committee will also have an alternative process to allow for nominations to occur outside of the nominating committee process.

d. Executive Committee Approval. The executive committee will approve a list of nominees for each open position. Persons nominated through an alternative nomination process will be included on the final list of approved nominees.

2. Elections

a. Only voting members of the section may participate in section elections.

b. The Bar will administer the elections by electronic means and certify results, unless the section develops its own equivalent electronic election process. For sections that administer elections through an alternate equivalent electronic election process, the section must provide the Bar with the total number of votes cast and the number of votes received for each candidate immediately following the close of the election.

c. In the event of a tie, the section executive committee will implement a random tie-breaker of its choice, such as a coin toss or a drawing of lots, to determine the winner.

d. All election processes must comply with the Bar record retention policies.

3. Timing. Nominations and elections for open section executive committee positions will be held no later than June 30th of each year.

Section	Senior Lawyers
Split Earned in FY21 to be Paid 1st Qtr FY22	No
Seminar Name	Senior Lawyers
Seminar Number	CS21860WEB
Seminar Date	May, 2020
Seminar Location	Virtual Only (WEBCAST)
Estimated Total Attendees	70 (Section Member), 10 (non-section)
Total Credits	3.5
Tuition Rate	\$129 (Section), \$159 (Non-Section)

ESTIMATED REVENUE		BUDGET		
Seminar Registrations	\$	9,930.00		
Sponsorship Revenue	\$	1,500.00		
Estimated On-Demand Seminar Revenue	\$	4,000.00		
<input type="checkbox"/> TOTAL REVENUE	\$	15,430.00		
ESTIMATED DIRECT EXPENSES				
Postage	\$	-		
Accreditation Fees	\$	24.00		
Seminar Brochures	\$	-		
Speakers/Program Development	\$	-		
Facilities	\$	400.00		
Honoraria	\$	-		
Staff Travel	\$	-		
Coursebook Production	\$	-		
Supplies	\$	-		
Estimated On-Demand Seminar Direct Expenses	\$	700.00		
<input type="checkbox"/> TOTAL DIRECT EXPENSES	\$	1,124.00		
ESTIMATED INDIRECT EXPENSES				
Personnel (salaries/benefits/overhead)	\$	10,500.00		
<input type="checkbox"/> TOTAL INDIRECT EXPENSES	\$	10,500.00		
ESTIMATED Total Expenses	\$	11,624.00		
ESTIMATED Net Revenue	\$	3,806.00		
Section Split at 50/50 up to 8k and 65WSBA/35Section over 8k	\$	1,903.00		

Projected Per Credit Indirect Cost	\$	3,000.00
Projected Per Credit Non-Event Specific Direct Costs		
TOTAL PROJECTED PER CREDIT COST	\$	3,000.00