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## **RETREAT FACILITATION PROPOSAL For the WSBA Solo & Small Practice Section**

This proposal is for preparation and facilitation services for the Washington State Bar Association Solo & Small Practice Section's Executive Committee Retreat on January 25, 2025. The parties accept this Proposal by signing below.

**Retreat Purpose:**

- Evaluate 2024 activities/progress and consider new initiatives for 2025
- Review and align SSP Section activities with WSBA purpose and mission
- Create goals and specific action items for future implementation by the EC
- Strengthen connections and collegiality of retreat participants

**Service:** Retreat Design, Planning and in person Facilitation for 15-20 participants  
**Duration:** Early October 2024 through February 2025  
**Location:** Meetings via videoconference, phone or in writing  
In person Retreat Facilitation at Clearwater Resort (Retreat location)

**Included:**

- Complimentary Consultation with Darcel Lobo on 9/23/24
- Complimentary Custom Proposal on 9/25/24
- Attend an EC Meeting via Zoom before the Retreat (if requested)
- Retreat Program Design, Agenda/Materials Collaboration & Facilitation Prep
- 3 Retreat Planning Meetings with Darcel Lobo, with Follow Up Summaries
- Facilitate 7 hour in person Retreat (10 am - 4 pm program with working lunch)
- Post-Retreat Wrap Up Meeting with Darcel Lobo

**Fee: \$5675.00 - 10% Bar Discount = \$5100.00**

Travel, hotel and meal expense to be reimbursed separately (in addition to fee.)

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Heather Decker, dba tcb coaching + consulting

Date

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WSBA Solo & Small Practice EC Section Representative

Date

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Washington State Bar Association Representative

Date