



S O L O &  
S M A L L  
P R A C T I C E  
S E C T I O N

Executive Committee Meeting  
9 August 2024

*Minutes*

Zoom meeting ID: 751 741 0489

**Present**

<input checked="" type="checkbox"/> Chair: Darcel Lobo	<input type="checkbox"/> Chair-Elect Nicholas Pleasants	<input type="checkbox"/> Chair Emeritus Jordan Crouch
<input checked="" type="checkbox"/> Treasurer Bruce Gardiner	<input checked="" type="checkbox"/> Secretary Michele Moore	<input checked="" type="checkbox"/> Emily Albrecht, YLD
<input checked="" type="checkbox"/> Ann Guinn, At-large	<input checked="" type="checkbox"/> Kari Petrasek, At-large	<input checked="" type="checkbox"/> John Redenbaugh, At-large
<input checked="" type="checkbox"/> Shashi Vijay, At-large	<input checked="" type="checkbox"/> Margeaux Green, WSBA	<input checked="" type="checkbox"/> Carolyn MacGregor, WSBA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There was a quorum of members necessary for voting purposes. Carolyn MacGregor arrived at 11:10 am. Emily Albrecht departed at approximately 11:40 a.m.

- I. Call to Order: Chair Darcel Lobo called the meeting to order at 11:06 p.m.
- II. Approval of Minutes: Michele moved to approve the minutes as submitted; Kari seconded. All in favor. MM will send to Carolyn MacGregor
- III. Reports
  - A. Treasurer: Receipts/Balance (Attached to these minutes) There was discussion of Mariners ticket sales and the budget line item in which they appear. Carolyn will investigate and report back to the committee. Last count of total membership was 845 members, but it is difficult to have a firm count due to the difference in the fiscal year (October to September) and membership year (calendar). On 1 October they take 25% of membership and move it into the next FY budget. From October to the next fiscal year, it will appear that there are more members than we have actually have. BOG is addressing this issue.
  - B. Education Subcommittee: Shashi. Wellness CLE 1 Aug. was well attended. Exploring partnering with Low Bono for future mini-CLEs.

- C. Electronic Communications Subcommittee: John: Have added articles to section webpage.
- D. Membership Subcommitte: Darcel: Mariners game sold out. Discussed previously partnering with law schools for promo events. We want to begin scheduling some in-person social events across the state.

IV. Old Business

- A. Annual Retreat
- B. SSPS Conference: Ann: Marketing brochure has gone out for annual conference at Clearwater. Early bird pricing expires today. We will begin offering scholarship passes. We have discussed paying for EC member registration, but that was never voted on. Darcel is conducting Mastermind session.
- C. Margeaux Green (PMA): Working on cross promotion and guest articles. Discussed offering discount to section members for future CLEs; incentivizing non-members to join section for discount and section subsidizing the cost. Updating new PMA website; will share with SSPS soon. Hope to go live by end of year. Suggested webinar topics include closing a law firm. Margeaux is willing to write articles for section
- D. Section Update
  - 1. On 1 October 2024, newly elected at-large members are Zachary Bryant and Julie Fowler will join the EC. Michele Moore was reelected to begin her first full term on that date.
  - 2. We have 845 members at the moment; we had 867 members same time last year. 1001 tips guide is Jordan's project; Darcel will follow up with him.
- E. BOG:  
Next BOG meeting 6-7 October. Interested members can attend via Zoom

V. New Business

- A. Expansion of EC  
Since we have not had issues in meeting quorum. The bylaws allows us to add advisors and this would not require that the bylaws be changed.
- B. Social Media Presence  
There is a Social Media Editor Agreement that would allow us to have social media presence. It primarily governs photos. Darcel suggested that we have a LinkedIn presence, which will reach people outside our section whereas our listserv only goes to section members.
- C. Discussion of marketing to all members at renewal time. Carolyn MacGregor indicated we can send an e-mail to those who indicate they are a solo or small practice member. She will investigate further and report back to the EC.
- D. Lexology Software Program: Ann. It's a free website that gathers articles from large law firms re legal topics.
- E. Young Lawyer Liaison: Darcel. Needs to respond by Monday. We have one candidate who has expressed interest.
- F. Congratulations were extended to Carolyn, who received the WSBA Pillar Award.

VI. Meeting Adjourned at 12:20 p.m.

VII. Next Meeting

Annual meeting will be held 27 September.

The next EC meeting will be 11 October.