



SOLO &  
SMALL  
PRACTICE  
SECTION

## Executive Committee Annual Retreat 27 January 2025

### Minutes

Zoom meeting ID: 751 741 0489

#### Present

<input checked="" type="checkbox"/> Chair: Darcel Lobo	<input checked="" type="checkbox"/> Chair-Elect Nicholas Pleasants	<input type="checkbox"/> Zachary Bryant
<input checked="" type="checkbox"/> Treasurer Bruce Gardiner*	<input checked="" type="checkbox"/> Secretary Michele Moore	<input checked="" type="checkbox"/> Tyler O'Brient, YLD Liaison
<input checked="" type="checkbox"/> Ann Guinn, Advisor	<input checked="" type="checkbox"/> Kari Petrasek, At-large, BOG L.	<input checked="" type="checkbox"/> John Redenbaugh, Advisor
<input checked="" type="checkbox"/> Shashi Vijay*, At-large	<input checked="" type="checkbox"/> Margeaux Green, Advisor (WSBA)	<input checked="" type="checkbox"/> Carolyn MacGregor, WSBA

\* Via phone for first morning session.

- I. Call to Order: Chair Darcel Lobo called the meeting to order at 10:04 a.m. and began with an introduction and overview of the agenda.
- II. Approval of Minutes (Darcel): Kari Petrasek moved to approve the edited minutes of December 2024 meeting; Julie Fowler seconded. The motion passed unanimously.
- III. Review of 2024
- IV. Reports
  - A. Treasurer's Report: Bruce Gardiner  
Report attached to minutes.
  - B. Electronic Communications Subcommittee  
John Redenbaugh, chair; members Kari, Tyler, Keith Armstrong
    1. We are asking for help from EC members:
      - a. Invite people to follow the new section LinkedIn page (you can invite up to 100 people)
      - b. Recruit/encourage section members to volunteer to be featured in a Spotlight post
      - c. Direct content to Tyler and Kari that can be posted on the LinkedIn page

- d. Suggest “hot-topic” questions to the subcommittee, e.g., How do you achieve better work-life balance?
- 2. Reinstate hot-topic questions (bimonthly or quarterly) and post highlights about specific portions of the members-only resources; post on list serve and on the LinkedIn page.
- 3. Work with the Education Subcommittee: resource information monthly
- 4. Enhance the Forms Bank
  - a. Ask members what kinds of forms and templates would be helpful
  - b. Then seek them
- 5. Work with education Subcommittee to develop language that could be added at the front or back end of webinar registration to promote to non-members the benefit of joining the Solo & Small Practice Section now and obtaining registration for that webinar and future webinars on a complimentary basis.

C. Education Subcommittee

Shashi Vijay, chair; members Ann, Margeaux, Bruce, Michele, John S.

- 1. The committee determined its mini-CLE schedule for the current year.
  - a. March: Margeaux 6th
  - b. April: Ann
  - c. May: John Spaulding: Ethics and Bitcoin payments
  - d. July: Michele (3rd Thurs?, pick date) bankruptcy
  - e. Aug./Sept. Margeaux: AI
  - f. Sept. Margeaux?: Smokeball (no CLE credit)
  - g. September (open)
  - h. October (Halloween): Bruce, research tips & tools/UW law
  - i. November: Michele, 20th, Legal subscription & unbundled services (work with Low Bono/Family Law)
  - j. December: Ann, Ethics presentation
- 2. Other projects:
  - a. Recording programs, putting them on section page.
  - b. Half-day conference
  - c. Other possible topics and presenters: A1, Bob Ambrose, Damien Riehl (Margeaux can do introductions)
- 3. Budget request of \$3,000 proposed; \$100/month for costs

D. Membership Subcommittee

Nicholas Pleasants, chair; members: Darcel, Tyler, Zach, Julie

- 1. There need to be more member events, as well as events located in different areas of the state. The committee will explore collaboration with county bars and cosponsoring with other sections. Carolyn will introduce him to Tribal Law and other sections.
- 2. The STAR (Small Town and Rural) Summit was suggested as a special project.
- 3. Producing three videos and sending out testimonials from EC members.
- 4. Budget last year \$8,000; want to increase request to \$12,000 to permit proposed.

V. Membership and Leadership

- A. There has been a decline in numbers from a high of 1,025 in 2017.
- B. There will be three at-large positions open this year.

VI. SSPS 2025 Annual Conference

- A. Clearwater Resort was unavailable; it will be held at Kitsap Convention Center

- B. Annual section meeting will be held at 12:00 p.m. on 7 November.
  - C. Conference scholarships will be provided.
- VII. BOG (Board of Governors) Update: Kari Petrasek
- A. Kari Petrasek is treasurer for 2024-2025.
  - B. Chris Bhang appointed to vacant at-large seat.
  - C. Meeting was held last weekend.
    - 1. There was an update from the technology task force.
    - 2. There is a proposed Senate bill 5027 regarding loan forgiveness of \$20k/year up to \$120k in the prosecution, public defenders realms, with preference to people in rural areas if there is a shortage of funds.
    - 3. Option for retirement classifications: Supreme Court approved proposed amendments. Goes into effect immediately, as well as amendment that will allow inactive, honorary, and pro bono members to participate in WSBA entities, which includes boards, committees, councils, etc. Next bar year: they are changing the name of honorary status to emeritus status, permitting senior members to be changed to judicial status when they pro tem, and changing the hardship reduction fee for certain senior members.
- VIII. Liaison Updates
- A. Carolyn McGregor
    - 1. Discussed new expense form.
    - 2. Linking volunteer toolbox, fiscal, BOG, communication policies and guidelines, etc.
    - 3. WSBA is conducting a section leader survey on alcohol spending.
    - 4. Section Leaders has a goal of having discussion series two to three times per year.
    - 5. Commended the EC for its dedication to providing benefit to members.
  - B. Margeaux Green (margeauxg@wsba.org)
    - 1. Discussed Legal Technology Task Force and asked EC to review their recommendations and provide feedback. Looking at how to support members. Final report and recommendations will be in August 2025 BOG meeting materials. Margeaux will be sending in e-mail in April with draft 1 and then in May with draft 2; requests that we review and provide feedback
    - 2. Providing quarterly updates on member engagement council. Presentation on survey results provided. Working on providing to members in easily digestible form.
    - 3. AI use in large firms is 70% versus 22% in small firms; recommendation made for more technology CLEs.
- IX. Executive Committee Meetings
- A. Regular meetings will be held from 12:00 p.m. to 1:30 p.m. on the following dates:
    - 5 March
    - 15 May
    - 23 July
    - 10 October
    - 3 December
  - B. Next Annual Retreat: 24 January 2026.
  - C. There will be a special meeting at 12:00 p.m. on 19 February 2025 to discuss the pilot program for the provision of legal services by non-attorney entities. The EC will discuss internally and then decide whether to invite input from members. EC members should review materials on website prior to meeting.

X. Meeting Adjourned at 3:50 p.m.