



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 Annual Retreat 27 January 2024

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"/> Chair Emeritus Jordan Couch
<input checked="" type="checkbox"/> Treasurer Bruce Gardiner*	<input checked="" type="checkbox"/> Secretary Michele Moore	<input checked="" type="checkbox"/> Emily Albrecht*, 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

* Not present for first morning session.

- I. Call to Order: Chair Darcel Lobo called the meeting to order at 10:00 a.m. and began with an introduction and overview of the agenda.
- II. Approval of Minutes (Darcel): Shashi Vijay moved to approve the minutes of December 2023 meeting with no changes; Kari Petrasek seconded. The motion passed unanimously.
- III. Review of WSBA & SSPS Mission Statements
- IV. Discussion of Wellness.
One session of the annual conference is made available to members. The committee agreed to use Eric's presentation.
- V. SSPS Conference
The conference belongs to Washington State Bar Association. There was discussion regarding the possibility of purchasing the conference rights so that the conference can be shared with all section members.
- VI. Reports

- A. Treasurer's Report: Bruce Gardiner
Report attached to minutes.
 - B. Electronic Communications Subcommittee: John Redenbaugh, Chair
 - 1. Website is supportive.
 - 2. Committee will review the North Carolina videos for continued utility.
 - 3. Quarterly list serve e-mails will be made to share helpful information incorporating "hot topics" and encouraging input over a week.
 - 4. Committee working on keeping the website relevant and up-to-date.
 - 5. Budget request for \$5,000 proposed.
 - C. Education Subcommittee: Shashi Vijay, Chair
 - 1. The committee determined its mini-CLE schedule for the current year.
 - 2. There will be nine mini-CLEs on third Thursdays.
 - 3. Three session will address wellness or mental health issues, such as Eric's presentation, panel on different mental health issues, and trauma-informed lawyering.
 - 4. Dates will be sent to Kari Petrasek so that they can be sent to the list serve.
 - 5. Margeaux Green oversees the "What's New" section of Washington State Bar Association website and will add the mini-CLEs.
 - 6. Budget request of \$3,000 proposed.
 - D. Membership Subcommittee: Nicholas Pleasants, Chair
 - 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. Kari Petrasek suggested Washington Women Lawyers as a cosponsor.
 - 2. Suggestion was made for online happy hour with ice breaker regarding how attendees incorporate wellness into their practice.
 - 3. Budget increase request to \$8,000 from last year's \$5,000 proposed.
- VII. Membership and Leadership
- A. There has been a decline in numbers from a high of 1,025 in 2017.
 - B. Emily Albrecht moved to have Darcel Lobo serve a second term as chair; Shashi Vijay seconded. The motion passed unanimously.
 - C. Emily Albrecht will not be the Young Lawyer liaison after this year and will have to apply for an at large position.
 - D. Jordan Crouch will not be running for a new term.
 - E. There will be four at-large positions open this year.
 - F. Darcel Lobo moved to approve scholarships for the Seattle University incubator cohort. Bruce Gardiner seconded the motion, which carried unanimously.
- VIII. SSPS 2024 Annual Conference
- A. Will be held 27-29 September in person at Clearwater Resort..
 - B. Annual section meeting will be held at 12:00 p.m. on 27 September.
 - C. Conference scholarships up to \$3,000 in total will be provided.
- IX. STAR Committee
- A. Kari Petrasek updated the committee on STAR. There will be a summit 7 June 2024 at Gonzaga University School of Law.
 - B. Michele Moore moved to sponsor the summit up to \$1,000; Emily Albrecht seconded. Motion carried unanimously.
- X. BOG (Board of Governors) Update: Kari Petrasek
- A. Member Status Workgroup: Kari Petrasek is chair. Exploring an alternative status for members who want to retire but do not wish to have the designation of "voluntarily resigned."
 - B. Bar Licensure Task Force: Comments will be submitted to the Washington Supreme Court for

consideration.

C. Next meeting: 7-8 March 2024 at Gonzaga University School of Law

XI. Liaison Updates

A. Carolyn McGregor

1. Mileage rate has been updated
2. BOG voted to increase the cap for ground travel from 10% to 25%.
3. Budget drafts are due 7 June (first draft) and 19 July (second draft). This overlaps the election process.
4. Section Leaders bimonthly meetings are intended to allow members to have discussions regarding the bar without WSBA staff members being present.
5. Carolyn requested suggestions for topics members would like to see in the volunteer toolbox.

B. Margeaux Green (margeauxg@wsba.org)

1. Heads Practice Management Assistance Program; there is a new PMA web page.
2. CANVA provides beautiful presentations, brochures, etc. Lots of free stuff available.
3. IOLTA questions are fielded by Margeaux; questions are confidential.
4. The Department of Revenue has instituted fees if unclaimed monies are held longer than a year.
5. Pathways to Productivity: Headed in conjunction with Adely Ruiz (WSBA staff counselor). Runs 7 February to 17 April for a total of six sessions. Safe space to meet and network.
6. BOG Legal Technology Task Force is seeking task force members.
7. Provides presentations on hanging your own shingle, legal technology, document retention, trust account management, cyber security, disaster planning, and closing a law firm.
8. Provides confidential consultations on practice management.
9. Practice guides are available: [WSBA.org/guides](https://www.wsba.org/guides)

XII. Executive Committee Meetings

A. Regular meetings will be held as follows:

- 26 March, 12:00 p.m. to 1:30 p.m.
- 14 June, 11:00 a.m. to 12:30 p.m.
- 9 August, 11:00 a.m. to 12:30 p.m.
- 11 October, 11:00 a.m. to 12:30 p.m.
- 13 December, 11:00 a.m. to 12:30 p.m.

B. Next Annual Retreat: 25 January 2025.

XIII. Meeting Adjourned at 3:55 p.m.