



WSBA 2024 Fall Section Leaders Re-Orientation

Wednesday, Oct. 30, 2024 – Noon-2 p.m.

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FY25 Draft AT-A-GLANCE

December 4	Legislative Primer
Nov.- Jan.	Renew Your Section Membership
January 2025	New Membership Year! Executive Committee Recruitment Begins
February	Election Prep in full swing!
March/April	Executive Committee Applications Due
April	Annual Spring Section Leaders Meeting
May	Annual Budget Process Begins (FY26)
May/June	Executive Committee Elections
August	Final Section FY26 Budget Due
September	Board of Governors Reviews/Approves Budget
September 30	End of Fiscal Year 2025
October 1	New Fiscal Year Begins New Executive Committee Term Year
October	FY25 Expenses Due
October	FY25 Section Annual Reports Due
November	Fall Section Leaders Re-Orientation (FY26)
December 31	End of 2025 Membership Year

ANNUAL FALL SECTION LEADERS RE-ORIENTATION

Empowering Excellence

Wednesday, October 30, 2024
12:00 p.m. – 2:00 p.m.





ANNUAL FALL SECTION LEADERS RE-ORIENTATION

EMPOWERING EXCELLENCE

Wednesday, October 30, 2024
Noon – 2:00 p.m.

WELCOME & INTRODUCTIONS

CAROLYN MacGREGOR, *Sections Program Specialist*
NOAH BAETGE, *Sections Program Coordinator*
VANESSA SWEENEY, *Member Services and Engagement
Program Coordinator*
CHELLE GEGAX, *Member Engagement Specialist*



AGENDA

- Welcome & Introductions
- WSBA Overview & Updates
- Court Rules and WSBA Bylaws – Section Highlights
- Partnering with WSBA CLE
- Social Media Options, Guidelines, and Support
- Sections Resources and Best Practices
- Wrap-up and Closing Remarks
- Adjourn

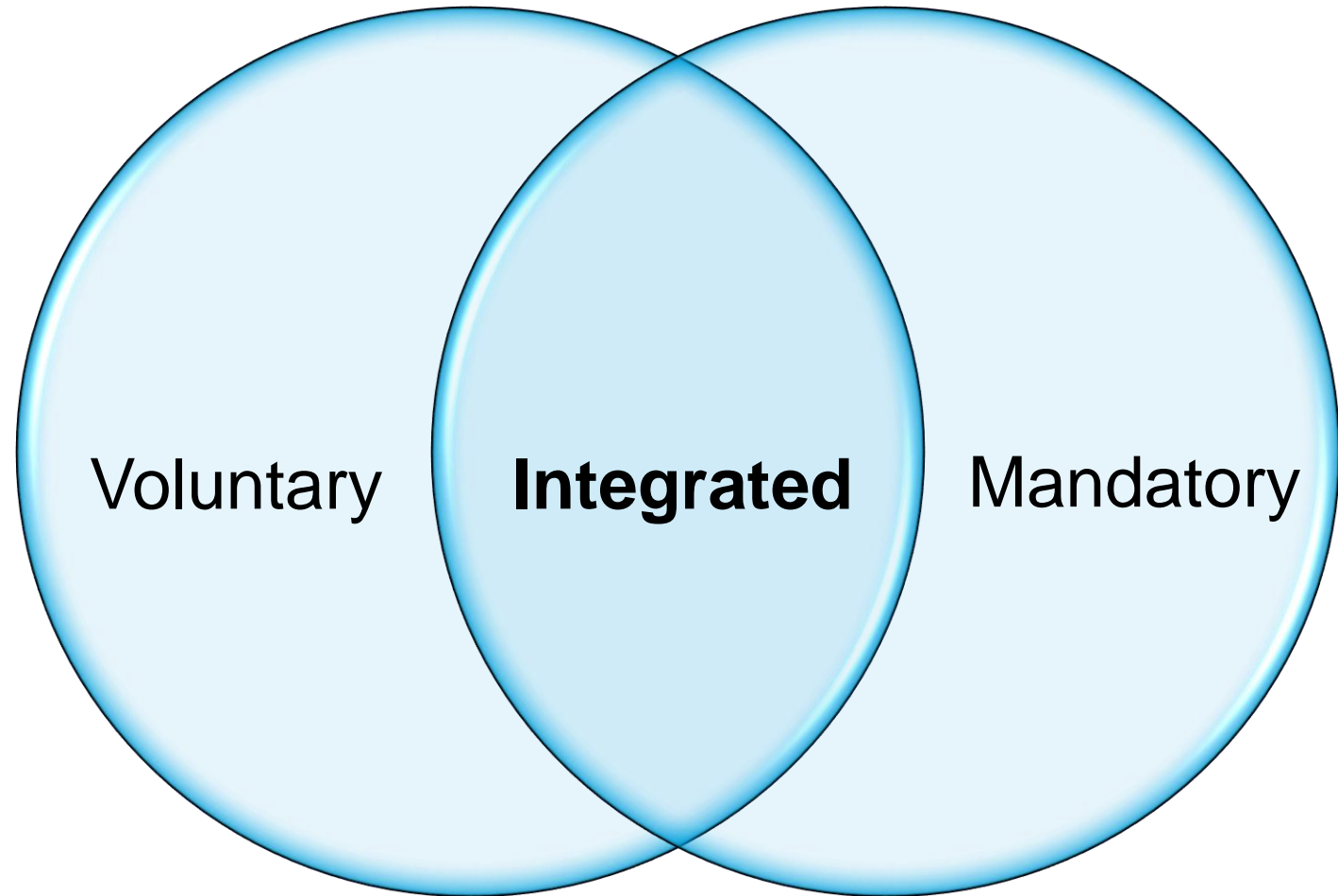


WSBA OVERVIEW & UPDATES

KEVIN PLACHY, *Director of Advancement*
TERRA NEVITT, *Executive Director*
SUNITHA ANJILVEL, *President*



BAR ASSOCIATION STRUCTURES





WSBA MISSION STATEMENT

The Washington State Bar Association's mission is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.



WASHINGTON SUPREME COURT

ADMINISTERED BY THE WSBA



→ Court-Created Boards (Court-appointed)

- Access to Justice
- Disciplinary
- Limited License Legal Technician
- Limited Practice
- Mandatory Continuing Legal Education
- Practice of Law

→ Court-Created Boards (BOG-appointed)

- Bar Examiners
- Character and Fitness
- Law Clerk
- Client Protection

→ Other Discipline-Related Entities

- Hearing Officer List
(Court-appointed)
- Disciplinary Selection Panel
(Court-appointed)
- Adjunct Disciplinary Counsel Panel
(Board of Governors-appointed)
- Discipline Advisory Round Table
(joint venture of the WSBA and the Supreme Court)



BOARD OF GOVERNORS (BOG)

→ BOG Committees

- Awards
- Budget & Audit
- Executive
- Legislative
- Nominations
- Personnel

**WSBA
Foundation
501(c)(3)**

→ WSBA Committees

- Continuing Legal Education
- Court Rules and Procedures
- Editorial Advisory
- Judicial Recommendation
- Legislative Review
- Pro Bono and Public Service
- Professional Ethics
- Small Town and Rural
- Washington Young Lawyers

→ Other

- Sections (29)
- Council on Public Defense
- Long-Range Strategic Planning
- Member Engagement Council
- Diversity, Equity & Inclusion Council*

* Includes both WSBA and BOG members

Entity Chart

The WSBA operates under the delegated authority of the Washington Supreme Court to license the state's nearly 40,000 legal professionals.

Created Oct. 25, 2019/Updated Aug. 18, 2022

STRATEGIC PRIORITIES

- ❖ Study **member well-being** and expand and improve resources for and assistance to legal professionals and the legal community
- ❖ Assess **technology-related** opportunities and threats and determine WSBA's role vis-a-vis regulation, consumer protection, and support to legal professionals
- ❖ Improve the experience of **belonging** among legal professionals and in the legal community
- ❖ Support **rural practice** and access to justice in small towns and rural parts of the state



WORKING WITH THE BOARD OF GOVERNORS

WASHINGTON STATE BAR ASSOCIATION

2024-2025 WSBA BOARD OF GOVERNORS MEETING SCHEDULE

MEETING DATE	LOCATION	DESCRIPTION	EXECUTIVE COMMITTEE MEETING	MATERIALS DEADLINE
October 18-19, 2024	Semiahmoo Resort Blaine, WA	Team Building Retreat		n/a
November 7-8, 2024	WSBA Conference Center Seattle, WA	BOG Meeting	October 16, 2024	October 8, 2024
January 17-18, 2025	WSBA Conference Center Seattle, WA	BOG Meeting KCBA MLK Luncheon Jan. 17	December 18, 2024	December 10, 2024
March 21-22, 2025	Great Wolf Lodge Conference Center Grand Mound, WA	BOG Meeting	February 26, 2025	February 18, 2025
May 2-3, 2025	Red Lion Hotel Port Angeles Harbor Port Angeles, WA	BOG Meeting	April 16, 2025	April 8, 2025
July 17 - 18, 2025 July 19, 2025	The Marcus Whitman Hotel and Conference Center Walla Walla, WA	BOG Meeting BOG Planning Retreat	June 25, 2025	June 17, 2025
September 26-27, 2025	WSBA Offices Seattle, WA	BOG Meeting	September 3, 2025	August 26, 2025

BOG LIAISONS TO SECTIONS



Kevin Fay, Dist. 9

- Business Law
- Corporate Counsel
- International Practice



Allison Widney, Dist. 3

- Criminal Law
- Litigation
- Liquor, Cannabis & Psychedelics
- World Peace Through Law



Alain Villeneuve, Dist. 7S

- Antitrust Consumer Protection & Unfair Business Practices
- Intellectual Property



Brent Williams-Ruth, At Large

- Indian Law
- LGBTQ+ Law



Tom Ahearne, At Large

- Civil Rights Law
- Dispute Resolution



Jordan Couch, At Large

- Environmental and Land Use

BOG LIAISONS TO SECTIONS



Parvin Price, Dist. 1

- Administrative Law
- Elder Law
- Senior Lawyers



Matthew Dresden, Dist. 7N

- Real Property, Probate & Trust



Todd Bloom, Dist. 6

- Construction Law
- Legal Assistance to Military Personnel
- Creditor Debtor Rights



Emily Arneson, Dist. 5

- Health Law
- Low Bono



Nam Nguyen, Dist. 10

- Taxation



Mary Rathbone Dist. 4

- Animal Law
- Labor & Employment Law

BOG LIAISONS TO SECTIONS



Kari Petrasek, Treasurer &
Dist. 2

- Family Law*
- Juvenile Law
- Solo & Small Practice

COURT RULES AND WSBA BYLAWS – SECTION HIGHLIGHTS

LISA AMATANGEL *Associate General Counsel*



SELECTED COURT RULES AND BYLAWS

- 1) GR 12.2 – WSBA Purposes and Activities
- 2) GR 12.4 – WSBA Access to Records
- 3) WSBA Bylaws, Article VII - Meetings
- 4) WSBA Bylaws, Article XI - Sections

GR 12.2 - WSBA PURPOSES

WSBA carries out administrative responsibilities and functions

- Expressly delegated to it by GR 12.2 and
- Other Supreme Court rules and orders regulating the practice of law
- Including the purposes and activities in **GR 12.2 (a)** and **(b)**

WSBA ACTIVITIES

GR 12.2 (b) Specific Activities Authorized

Examples:

- Sponsor and maintain sections whose activities further these purposes. GR 12.2(b)(1)
- Maintain a legislative presence to inform members of new and proposed laws and inform public officials about bar positions and concerns. GR 12.2(b)(1)

ACTIVITIES NOT AUTHORIZED

GR 12.2 (c) – The WSBA will not:

- Take positions on issues concerning the politics or social positions of foreign nations;
- Take positions on political or social issues which do not relate to or affect the practice of law or the administration of justice;
- Support or oppose, in an election, candidates for public office.

GR 12.4 - PUBLIC RECORDS

- Not PRA (Public Records Act, RCW 42.56) or FOIA (Freedom of Information Act, 5 U.S.C. § 552)
- General Rule 12.4
 - Presumes public access
 - Applies to WSBA and its subgroups – including sections
- Public Records Officer and records request procedure at <https://www.wsba.org/about-wsba/who-we-are/public-records>

PUBLIC RECORDS AND SECTIONS

- All written communication with WSBA staff and records you give to or store with WSBA may be subject to disclosure;
- This includes emails and other electronic records;
- Section records that are “Bar records” are subject to disclosure.

BAR RECORDS DEFINED

“**Bar record**” means “any writing containing information relating to the conduct of any Bar function prepared, owned, used, or retained by the Bar regardless of physical form or characteristics. Bar records include only those records in the possession of the Bar and its staff or stored under Bar ownership and control in facilities or servers.” GR 12.4(c)(2)

“**Writing**” means “handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation in paper, digital or other format.” GR 12.4(c)(3)

IS THIS A BAR RECORD?

Yes, it's a Bar record if:

1. It contains information relating to the conduct of any Bar function; **and**
2. It is prepared, owned, used, or retained by the Bar; **and**
3. It is in the possession of the WSBA and its staff or stored under Bar ownership and control in facilities or servers.

NOT A BAR RECORD:

- A record prepared by a member of a section who is not a WSBA employee, if that record is solely in that person's possession, not WSBA's; **or**
- A record that the Bar would have to create that is not currently in its possession at the time of a request.

EXEMPTIONS

- Not all Bar records are subject to disclosure;
- If an exemption applies WSBA generally will **not** produce the record in response to a request (or will redact exempted parts);
- Frequent exemptions include records listed in GR 12.4 and records made confidential by the Rules for Enforcement of Lawyer Conduct (ELC).
- **Note:** GR 12.4 incorporates other exemptions and confidentiality provisions in, *e.g.*, Rules of Professional Conduct (RPC), Admission and Practice Rules (APR), General Rules, and the state Public Records Act.

EMAIL BEST PRACTICES

- Be **mindful** about what you email to WSBA staff.
- Do not mix “business” and “personal” content in a single email or email thread.
- **Consider:** Is email the appropriate or best medium for your communication?
- Beware of public disclosure requirements in your work setting.

EMAIL RETENTION

- First (or only) WSBA staff person in “to” line on multi-recipient email from outside WSBA is responsible for handling it within WSBA’s policies, and destroying it when eligible for destruction – **not** the Section member;
- Retention period is determined by content, not by method of communication;
- WSBA sender of email is responsible for correct handling – **not** the Section member.

WSBA BYLAWS – ARTICLES VII AND XI

Article VII - Meetings

- WSBA Bylaws, not OPMA (Open Public Meetings Act, RCW 42.30)
- Transparency for members and public

Article XI - Sections

ARTICLE VII - OPEN MEETINGS POLICY

- **Meeting** = any meeting of a Bar entity at which action is contemplated
- **Action** = transaction of official business “including but not limited to receipt of member information, deliberations, discussions, considerations, reviews, evaluations, and final actions”
- **Schedule & contact information** made reasonably available by the Bar
- **Executive Session** (Bylaws, VII.B.7.c.) can't exclude Bar staff or BOG liaison

OPEN MEETINGS, CONTINUED

- **Minutes** – recorded and open to public inspection (excluding sub entities unless specifically authorized to take final action for the entity)
- **No secret ballots** (generally)
- **Open and Public** (unless Executive session) – in person, by videoconference or teleconference
- **Exception**: Executive Committee meeting about legislation can be by email (Bylaws, XI.F.2)

ARTICLE XI - SECTIONS

A. Designation and Continuation: “Sections are entities of the Bar created and tasked to carry on the work of the Bar and further their purposes as defined in individual section bylaws. . . .”

E. Bylaws and Policies: “Sections are subject to all Bar Bylaws, policies, and procedures. Each section must have bylaws consistent with the Bar Bylaws. . . .”

Note: Inactive members may be voting members of sections if permitted by section’s bylaws. (Bylaws, XI.C.1)

OGC SERVICES/SUPPORT

Bylaw Amendments:

- Review or assist with drafting

Compliance with section bylaws and WSBA policies

Guidance re BOG processes

Contract and Newsletter Review

Other Services/Support as needed

PARTNERING WITH WSBA CLE

RACHEL MATZ, *Education Programs Lead*
SALLY ROMERO, *Education Programs Lead*





AGENDA

- Welcome & Introductions
- WSBA CLE Portfolios
- Section Partnership
- Program Options
- Questions

**EDUCATION PROGRAMS MANAGER:
SHANTHI RAGHU**

**EDUCATION PROGRAM LEADS:
KAREN DUNCAN
RACHEL MATZ
SALLY ROMERO**



THE PARTNERSHIP

Sections are a critical partner in developing and delivering valuable continuing legal education programming for the members of the bar.

WSBA CLE is invested in your success, and as a partner, looks to continually reflect and improve our ability to deliver quality and relevant content to advance the legal profession.



VOLUNTEERS FROM ALL OVER THE WORLD WANT TO PARTNER WITH US

- Belgium
- Brazil
- Burma
- Canada
- Finland
- France
- Germany
- India
- Luxembourg
- Norway
- South Africa
- Spain
- Tibet
- United Kingdom – remote AND in-person!

Incredible - what a important resource for attorneys to have. Presenters were warm and incredibly knowledgeable.

The speakers were very passionate and persuasive.

This was a really interesting and well-planned CLE. Watching a CLE on-line all day can give me the nods, but I stay engaged and interested all day. Thank you!

Judge _____ sat down next to me and another attendee during lunch. We had a pleasant little chat. The takeaway is that there is still at least one very competent and very nice person sitting on the bench in DC.

WSBA-CLE

WSBA-CLE is a self-sustaining program

- *Section CLEs*
- *Mini-CLEs*
- WSBA Presents
- New Member Education
- Legal Lunchbox
- Regulatory Programming



PROGRAM OPTIONS

Section CLEs (half, full, multi-day)

Mini-CLEs



COMPARISON

	Half/Full/Multi-Day	Minis
Cost to Section	\$0	Accreditation: \$12 Webinar Tool: \$100 Venue/Food, etc.: TBD
Net Revenue	Split per fiscal policy over three years	Section retains all revenue
Attendee Options	Live: in person and remote OnDemand	Live: in person and/or remote
Credits	3 credits or more	2 credits or fewer
Tuition	Half-Day: \$159 Full-Day: \$275 Multi-Day: \$399 *option for section member pricing	\$35 or less
Program logistics	WSBA	Section
Timeline	6 months or more depending on program	Logistics confirmed by 6 weeks



HALF/FULL/MULTI-DAY

HALF-DAY, FULL-DAY AND MULTI-DAY CLES

- **6 months prior to program date**
 - WSBA Staff will reach out to start planning
 - Develop topic and theme
 - Recruit Faculty
- **3 months prior to program date**
 - Education Programs Lead works with Chairs and Faculty to develop, market and deliver the program

11 Weeks Out (or as soon as you have this information)

Date

- For the store page, confirm with Lead the following:
 - ✓ Seminar Title
 - ✓ Credit Hours and Breakdown (L&LP, Ethics, Other)
 - ✓ Discounted fees, if offering (i.e. Section member or New member)
 - ✓ Seminar description
- Lead submits form for Seminar Registration Link. When live, Lead will email link to Chair(s) and faculty.

9 Weeks Out

Date

- Agenda is finalized. Confirm with Program Lead that faculty have provided all their session titles.
- Faculty and Chair(s) begin to market Seminar to networks – Post to Section list serve + live Seminar Registration Link.
- Lead circulates the agenda to faculty for final edits.
- Marketing team creates E-Flyer from final agenda. When complete, Lead will email out to all faculty and Chair(s).

8 Weeks Out

Date

- Chair(s) and Faculty continue to market the seminar through Section List Serve and networks – Program Flyer, registration link (ongoing).
- Verify Print Mailing.

4 Weeks Out



MINI-CLE

MINI-CLE SEMINARS

- Section member benefit
- Up to 2.0 CLE credits
- Up to \$35.00 tuition
- Low cost to section
- Section keeps any revenue
- MCLE requirements apply
- Section-led with WSBA staff support

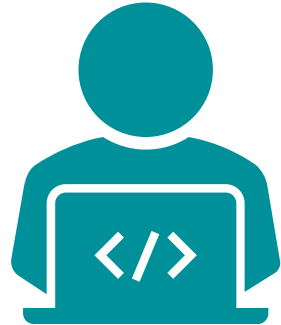
MINI-CLE TIMELINE

- **Up to 6 months in advance:** Upon section's request, WSBA adds hold to calendar up to six months ahead
- **6-8 weeks in advance:** Completed Event Form must be submitted at least six weeks prior to program.
- WSBA-CLE sets up registration, serves as the accreditation sponsor, creates and sends e-blasts, and reports CLE credits to MCLE within 30 days of the seminar

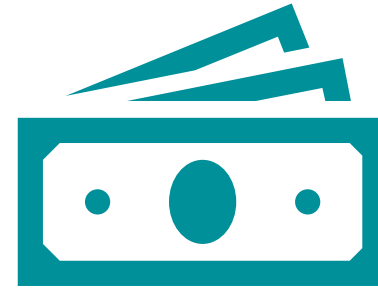
MINI-CLES: WEBINAR/IN-PERSON/HYBRID

- Webinar: WSBA webinar tool (On24) or third-party platform (e.g., Zoom, GoToWebinar)
- In-person: Section is responsible for choosing, securing, and setting up the venue
- Hybrid: both in-person and webinar components
- [Quick Reference Guide](#) – overview of Section/WSBA duties and what to expect for each event type in detail

ADDITIONAL RESOURCES



[Section Mini-CLE
Programming \(wsba.org\)](#)



[CLE Revenue Sharing
Fiscal Policy](#)

WE WANT TO HEAR FROM YOU!

QUESTIONS?

MINICLE@WSBA.ORG

SALLYR@WSBA.ORG

SOCIAL MEDIA OPTIONS, GUIDELINES AND SUPPORT

CONNOR SMITH, *Communications Coordinator*



WSBA SOCIAL MEDIA

The WSBA is currently active with official accounts on LinkedIn, Facebook, and X.

- [LinkedIn](#) – 6,190 followers
- [Facebook](#) – 4,300 followers
- [X](#) – 5,127 followers

SECTIONS ON LINKEDIN

- [WSBA
Litigation
Section](#)
- [WSBA
Taxation
Section](#)

You are viewing this page as a member

Litigation Section

WSBA Litigation Section
The Litigation Section strives to be the voice of civil litigators practicing in Washington state.
Law Practice · 59 followers · 51-200 employees

[+ Follow](#) [Message](#) [...](#)

Home About **Posts** Jobs People

All Images Videos Articles Documents Sort by: Top

WSBA Litigation Section
59 followers
1mo · Edited · [...](#)

Please join the WSBA Litigation Section for its free CLE event. Details about the CLE are in the event link below.

Tue, Oct 15, 12:00 PM - 1:00 PM PDT [View event](#)

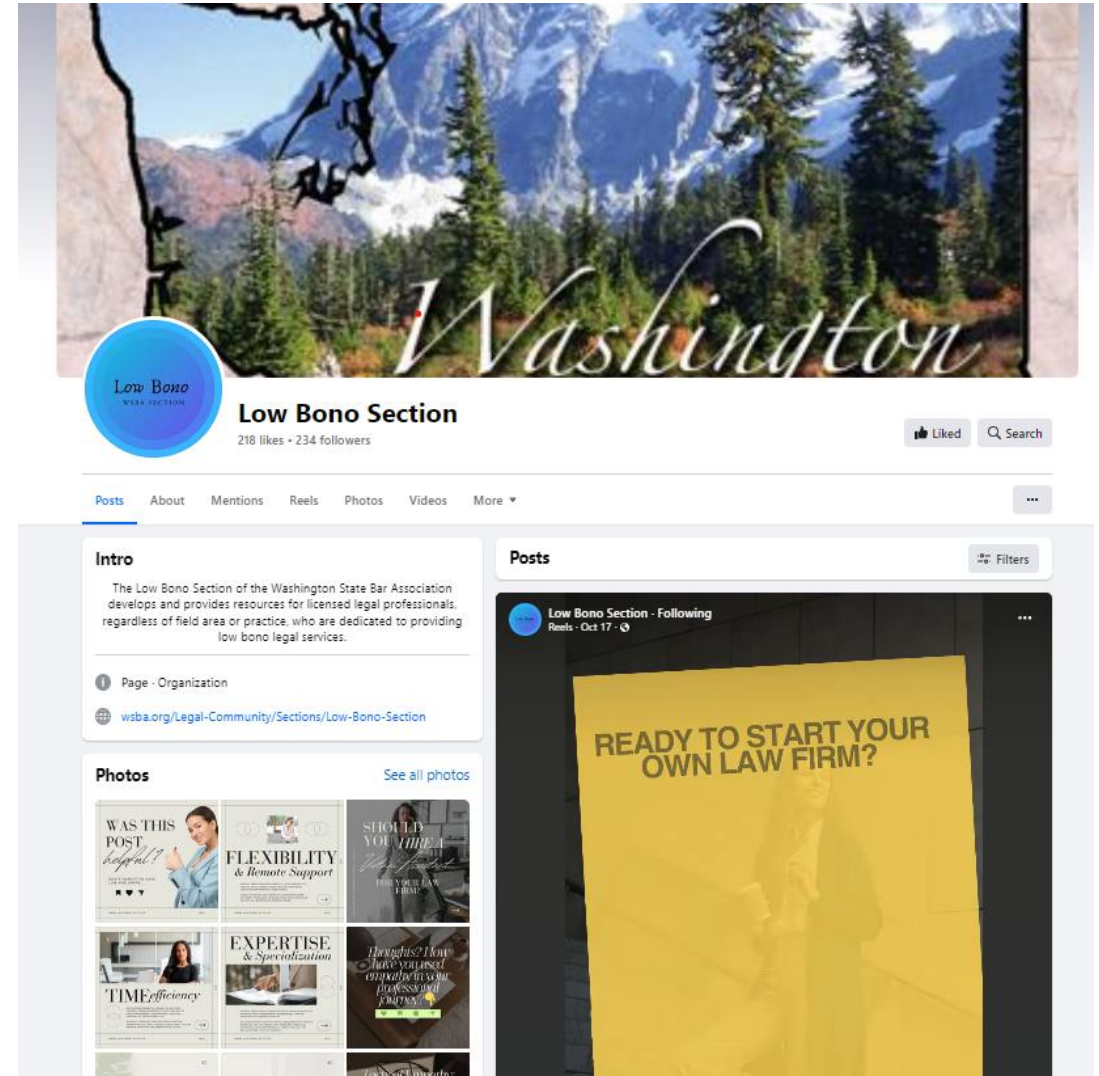
FREE CLE: Stranger in a Strange Land
Online

4 reposts

[Like](#) [Comment](#) [Repost](#) [Send](#)

SECTIONS ON FACEBOOK

- [WSBA Environmental and Land Use Law Section](#)
- [Low Bono Section](#)



JOINING SOCIAL MEDIA AS A SECTION

- Contact and schedule a brief consult with myself connors@wsba.org.
- We'll discuss your Section's goals for joining social media and how the WSBA can support you in these endeavors.
- Common goals are usually member engagement, recruitment, and awareness of programs your section is working on.
- Following our consult, I will send over two documents - the WSBA Social Media Guidelines and Protocols and the Social Media Editors Agreement to review and sign.
- I will create a draft of your Section page consistent with our branding for your review and following approval will grant you access.

ADDITIONAL COMMUNICATIONS SUPPORT

- Other tools can be leveraged through the WSBA's other communication platforms to encompass a more complete communications package.
- [NWSidebar](#) - our blog run by Communications Specialist, Colin Rigley, has run multiple blogs for sections and section recruitment over the years and can be a great resource if you have projects your section is working on that you want to have more visibility on.
- [Washington State Bar News magazine](#) - Section Spotlight column showcases Sections through a Q&A format to highlight more about the specific Section, member benefits, and how to join. Past columns include the [Indian Law Section Spotlight July 2023](#), [LGBTQ+ Law Section Spotlight June 2022](#), [Construction Law Section March 2022](#), [Labor and Employment Law Section February 2022](#).
- **Email support** - when your page is live, we can send out communication to your Section membership so they may follow the page.

SECTIONS RESOURCES AND BEST PRACTICES

- Role of Staff Liaison and Sections Team
- Event and Project Planning
- Fiscal Tips and Guidance
- Open Meetings Best Practices
- List serves
- Sections Discussion Series
- YLL Program Update
- Annual Calendar Overview

MEMBER SERVICES AND ENGAGEMENT TEAM



ROLE OF STAFF LIAISON

- Attends executive committee meetings to serve as resource and provide WSBA updates
- Provides guidance in navigating WSBA and its policies and processes
- Assists with contracts, MOUs, and LOAs
- Works with section executive committees on bylaws amendments and project proposals
- Coordinates budget-related requests and arranges payment for section expenses

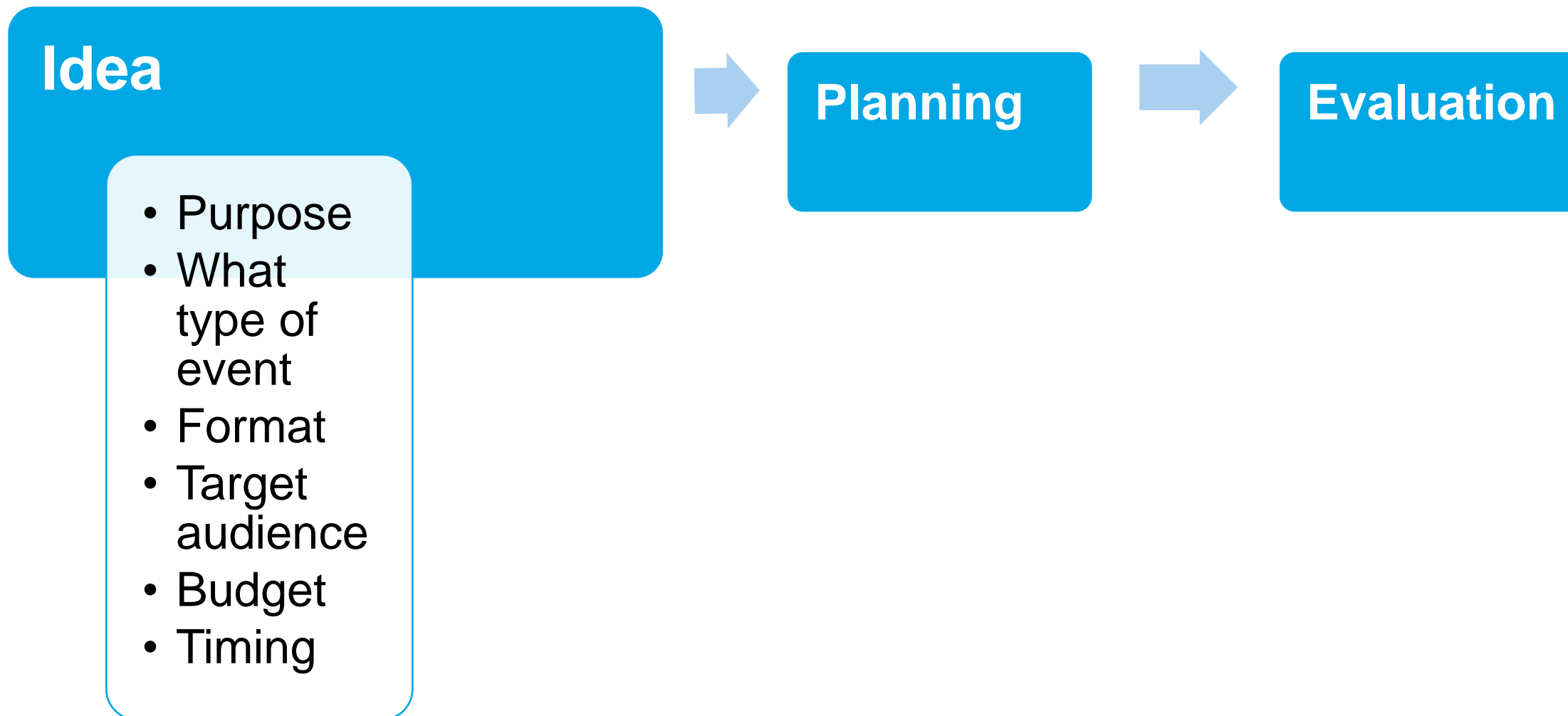
With assistance from Sections Team:

- Assists with section communications sent through WSBA channels (website, eblasts)
- Maintains records of section executive committee business, rosters, activities, and programs
- Administers and supports annual section EC projects such as EC elections, budget planning, and section annual reports
- Hosts semi-annual informational meetings and a discussion series for section leaders



EVENT PLANNING PROCESS

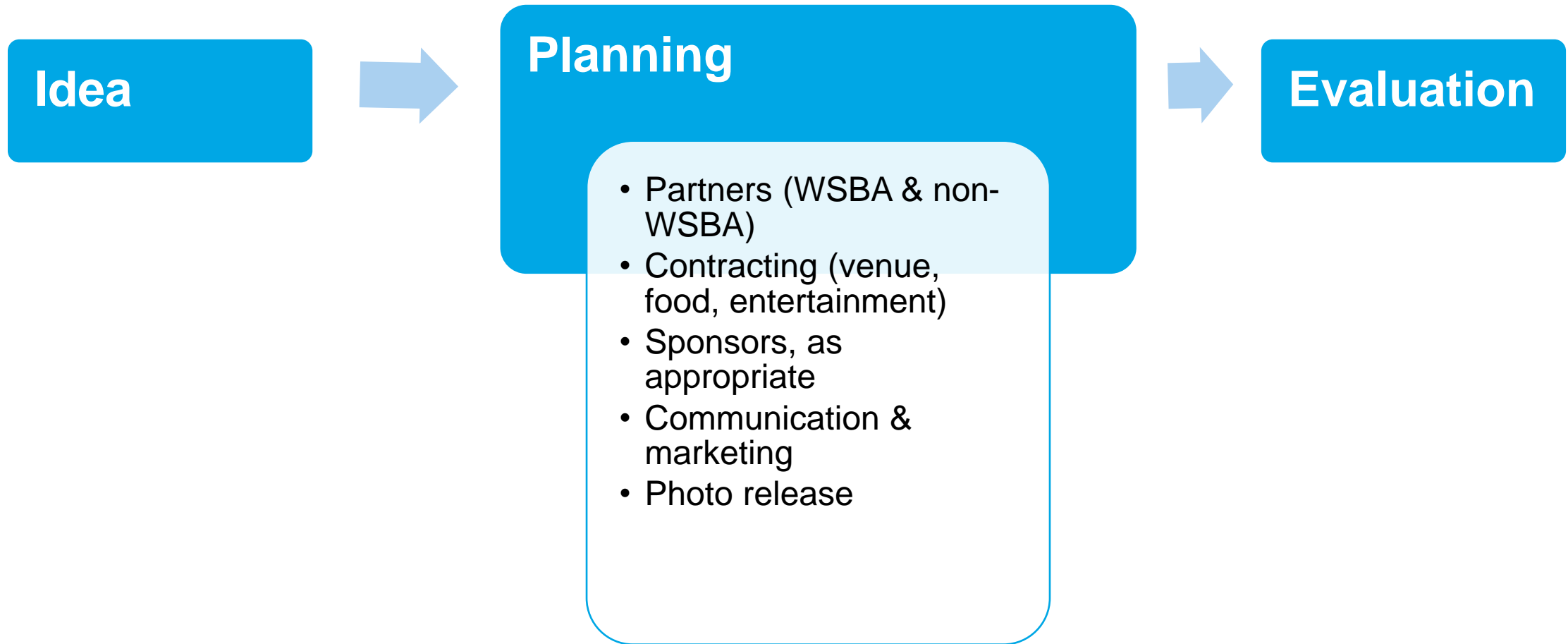
Key Stages of Planning



Idea Stage

- Purpose: What are you trying to achieve?
- What type of event
 - Executive Committee Meetings & Retreats
 - Annual Meetings
 - Receptions & Socials
 - CLE: Mini-CLEs, Half/Full Day & Midyears
- Who is your target audience
 - Section members; new/young lawyers; law students
- Budget: are there funds designated for the event? do you need approval to use unbudgeted funds?
- Timing: Plan ahead! Allow time for exec. committee approval.

Key stages of planning



Planning stage

- Partners (WSBA & non-WSBA) & Sponsors, as appropriate
- Contracting and payment (venue, food, entertainment, and partners/sponsors)
 - Next slide
- Logistics (A/V needs; hybrid set-up)
- Photo/Video release
 - Will there be pictures/video taken? How do you plan to use the pictures/video?
- Communication & marketing
 - WSBA eblast, website, social media, list serve
 - Logo use

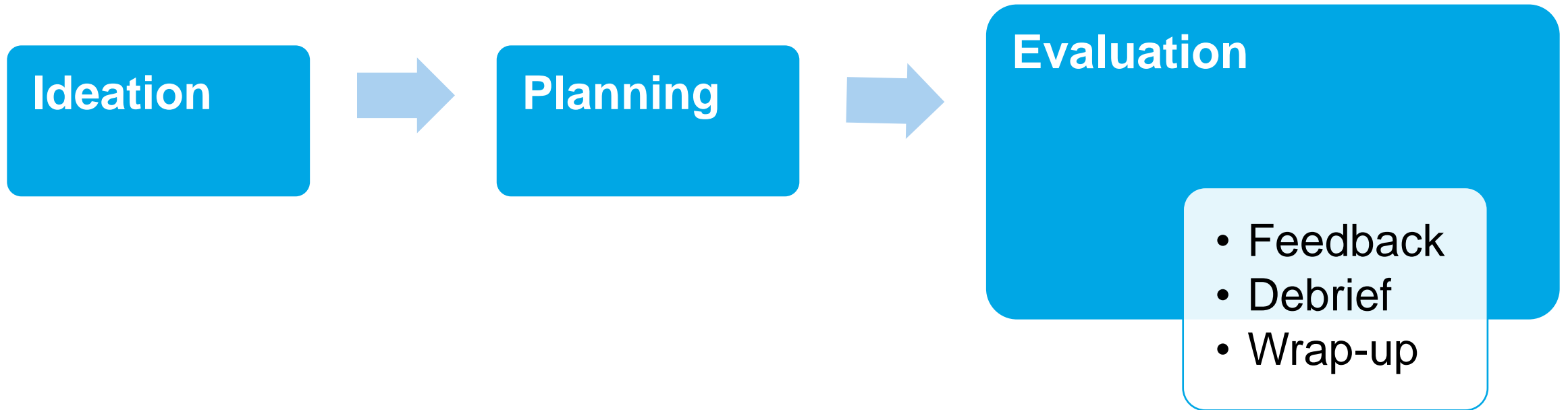
Contracts and other agreements

Agreements among entities (internal and/or external) should be clearly defined and memorialized.

- **Contract:** outlines conditions of service and payment
- **Letter of Agreement (LOA):** describes an exchange of services or goods
- **Memorandum of Understanding (MOU):** outlines the specifics of a fiscal sharing arrangement

Important note: WSBA staff must review and sign all agreements. The process for review and signature approval may take 7-10 business days.

Key stages of planning



Evaluation stage

- Feedback from section members and others
- Debrief (help plan for next time!)
 - Did you fulfill the purpose you set out?
 - Did you meet your budget?
 - How can it be improved for next time?
- Wrap up
 - Expense reports (within 60 days)
 - Invoices

PROJECT/PROGRAM PLANNING

- When developing a new project or program (e.g., writing contest, scholarship/grant program, bylaws amendments), consulting with your staff liaison early in the planning process allows for:
 - Use of templates and models from other sections with similar programs (you don't have to reinvent the wheel!)
 - Facilitation through the WSBA review process (may include legal, equity and/or financial analyses)
 - Input on budget considerations

NEW!
WSBA
PROJECT
DEVELOPMENT
GUIDE

In the pipeline...

- WSBA Project Development Guide and accompanying resources to help support the development of all WSBA projects.
- Guide identifies seven steps from initial analysis → evaluation.
- Resources include typical WSBA project workflows, staff contact lists (who to contact for what), and tools for stakeholder analysis, project milestones and implementation.
- What's next?
 - Focus Group with volunteer leaders (that's you!) – November.
 - Pilot Users
 - WSBA Project Manager role



FISCAL TIPS AND GUIDANCE

FISCAL TIPS AND GUIDANCE

- Using section funds – Payment method guidelines
 - When should WSBA pay vendor directly – group meals, venue contracts
 - When to seek reimbursement – travel expenses, smaller purchases in support of section business

- Expense reimbursements/fiscal policy
 - Updated [expense reimbursement form](#)
 - Per diem guidelines – “reasonableness”

- Budget considerations
 - Unbudgeted expenses in excess of \$500 over budgeted amount requires WSBA approval.

FISCAL TIPS AND GUIDANCE

On the WSBA website:

- Find videos for expense reimbursements and fiscal policy updates under What's New on the [Fiscal Policy page](#) in the Volunteer Toolbox.
- Visit the [Accounting forms page](#) to upload and submit an ACH/EFT direct deposit form

WASHINGTON STATE BAR FOUNDATION SECTION FUNDS

- The Washington State Bar Foundation is a 501(c)(3) that serves as the fundraising arm of WSBA. It currently supports four sections' charitable programs through **fiscal management, fundraising support, gift processing** and **donor recognition**.
- Gifts to the Foundation are **tax-deductible**.
- There is **no fee or cost** to Sections for Foundation support.
- Sections with Foundation funds include **Elder Law, Business Law, Environmental & Land Use**, and **Taxation**.

Contact Laura Sanford (lauras@wsba.org) to learn more.

OPEN MEETINGS POLICY AND BEST PRACTICE

Excerpted from WSBA Bylaws, Section 7.B

All meetings of the BOG or other Bar entity must be open and public and all persons will be permitted to attend any meeting, except as otherwise provided in these Bylaws or under court rules. A meeting may be held in person or by videoconference and/or teleconference. Meeting schedules and contact information will be made reasonably available by the Bar.

- Schedule meetings at least several weeks in advance as a practice, with special meetings at least 3 days if not a week or more in advance. Provide meeting link/address and agenda to EC members and staff liaison several days to a week in advance.

Minutes of all meetings, except for executive sessions, must be recorded and approved minutes will be open to public inspection upon request.

- Submit approved minutes to staff liaison promptly for WSBA records and website.

LIST SERVE TIPS FOR MEMBER ENGAGEMENT

Section list serves can be a significant member benefit, especially when fully utilized. To encourage maximum benefit, section leaders can:

- Model professional list serve protocol.
- Engage members through posing relevant questions or posting articles.
- Announce section activities and CLEs.
- Share info about related events and CLEs outside of section.
- Direct members to updates/new items on section webpage.

SECTION LEADERS LIST SERVE

- Channel for communication from Sections Team to section leaders (monthly bulletin, notice of upcoming meeting and deadlines, opportunities of potential interest to section members)
- Communication/discussion among section leaders is encouraged
- Are you receiving messages? If not, contact carolynm@wsba.org

DISCUSSION SERIES

- Intro to Series

- Past topics:
 - Future of Open Sections Night
 - Executive Committee Member Recruitment
 - Engaging Your Young Lawyer Liaison

- Vote for winter session topic
 - A. Section Member Recruitment
 - B. Marketing and Communication Strategies
 - C. DEI and Sections

YLL PROGRAM UPDATE

**Why Recruit
a Young
Lawyer
Liaison?**



Connection

Direct connection to the New & Young Lawyer membership



Representation

Average Section Membership – 30%



Facilitation

Help to facilitate events, CLE's, Mentorship, Social Functions and more!

ARE WE STILL RECRUITING YOUNG LAWYER LIAISONS?

ABSOLUTELY!

- 16 Sections currently have a vacant YLL position
- 2025 Open Recruiting will begin in Late May/ Early June, for terms starting October 1, 2025
- To recruit for your section or gain more information, please contact **Chelle Gegax** for more information



SECTIONS CALENDAR

December 4	Legislative Primer
Nov.-Jan.	Renew Your Section Membership
December	Executive Committee Recruitment Begins
January	New Membership Year!
February	Election Prep in Full Swing
March/April	Executive Committee Applications Due
April	Annual Spring Section Leaders Meeting
May	Annual Budget Process Begins (FY26)
May/June	Executive Committee Elections Begin
August	Final Section FY26 Budget Due
September	Board of Governors Reviews Approve Budget
Sept. 30	End of Fiscal Year 2025
October 1	New Fiscal Year 2026 Begins!

ADDITIONAL RESOURCES

[Volunteer Toolbox](#)

This toolbox is a collection of links, documents, and videos with information useful for WSBA committee, board, and section leaders. You will find resources and best practices for communicating with members; offering opinions and recommendations on relevant state legislation; promoting diversity, equity, and inclusion; planning your budget; and running effective meetings, events, and CLE opportunities.

POP QUIZ AND WRAP UP!

NOAH BAETGE, *Sections Program Coordinator*
CAROLYN MacGREGOR, *Sections Program Specialist*



Thank you!

Sections are important partners in promoting the WSBA's mission to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice. Let's unite and ignite to collaborate toward excellence!



2024 Fall Section Leaders Re-Orientation

Pop Quiz

1. When should you loop in your staff liaison to your section's activities?
 - a. Every 20 minutes.
 - b. When you feel like it.
 - c. At concept stage before planning begins.
 - d. The staff liaison doesn't need to know things, right?

2. What items below, related to EC meetings, should you send to your staff liaison? (Select all that apply.)
 - a. Color palette of attendees' attire
 - b. Meeting Minutes
 - c. Lunch Orders
 - d. Meeting Agenda
 - e. Billable Hours
 - f. Meeting Link/Address

3. Contracts and agreements need to be approved and signed by:
 - a. The appropriate member of WSBA leadership.
 - b. Your parent or guardian.
 - c. The nearest dog.
 - d. The WA Secretary of State.
 - e. None of the above.

4. You want to start planning a CLE with WSBA. How far in advance should you contact the CLE team?
 - a. Immediately
 - b. 5 days before the CLE
 - c. 24 hours before the CLE
 - d. After you've already put on the program and have collected program feedback

5. What can be considered a "Bar Record" when it comes to Public Records and Disclosure?
 - a. Grandma's Oatmeal Chocolate Chip Cookie recipe in an email to WSBA Staff
 - b. Communications between section members and WSBA Staff
 - c. Emails that mix "Business" and "Personal" matters between section members and WSBA Staff
 - d. Thank you cards mailed to WSBA Staff
 - e. All of the above

6. Are you ready for this quiz to be over?
 - a. Yes
 - b. No, can we do another?

Answers: c; b-d-f; a; a; e; b

Chapter 6: Expenses

I. GENERAL EXPENSE REIMBURSEMENT POLICY

WSBA depends upon and values the time and talent of its employees and volunteers. As a steward of member funds, WSBA asks for employees and volunteers to be fiscally prudent and follow the policy at all times. **WSBA will reimburse: (1) reasonable and prudent, (2) necessary, and (3) appropriately documented, out-of-pocket expenses incurred in connection with WSBA business or meetings, as set forth herein.**

A. Scope

This policy applies to all employees and volunteers while engaged in authorized WSBA work, including, but not limited to: the President, President-elect, and Immediate Past-President; Board of Governors; Board of Governors-elect; board, committee, task force, council, and panel members; section officers, executive committees and members; and invited guests. Any items not included herein deemed necessary to conduct the WSBA's business, or that deviate from these policies due to extenuating circumstances, may be approved by the WSBA Treasurer or the Executive Director in accordance with the WSBA Fiscal Matrix.

B. Liability

The financial liability of the WSBA to any board, committee, task force, council, panel or section is limited to the funds budgeted (on a line item basis) for it in the current approved budget of the WSBA. If any volunteer, board, committee, task force, council, panel or section (or any one of its members): (1) incurs a liability that is greater than the funds budgeted or otherwise approved; or (2) incurs a liability in excess or outside of the amounts allowed by this policy, such liability will be presented to the Director of Finance who will evaluate for appropriateness. If appropriate the Director of Finance will route to the Executive Director or Treasurer for approval. In the case the expense is not deemed to be reasonable the liability will be the personal obligation of the individual responsible for incurring or authorizing the liability.

C. Policy Exceptions

- WSBA ABA Delegate expenses shall be reimbursed a reasonable amount necessary to attend the ABA House of Delegate annual and midyear meetings only, not to include education and social events connected to the ABA Conference and ancillary meetings. Delegates should seek reimbursement from the ABA for approved expenses and seek reimbursement from the WSBA for those reasonable and necessary expenses not covered by ABA policy. The budget for delegate expenses will be contained as separate and distinct line item in the Executive Director Cost Center
- Certain expenses of WSBA Officers, Board of Governors, and the Executive Director shall be reimbursed in accordance with "IV. Expense Policies: WSBA Officers and Board of Governors" and Section "V. Expense Policies: WSBA Executive Director", *infra*.
- Section executive committees may use their discretion: (a) to use section funds to cover group meal expenses for one guest per section member attendee at section events open to all section members, at executive committee meetings and retreats, and at speaker or award dinners; and (b) to pay or reimburse a speaker or award recipient and guest for travel, meals, and lodging in accordance with WSBA expense policies. Group meals are paid for an entire group on one invoice and are not subject to the per diem amounts for individuals under the reimbursement policy. As with all other expenses, group meals are expected to be reasonable.

D. General Guidelines for Reimbursement Requests

1. WSBA will not reimburse expenses that are reimbursed from another source.

2. WSBA will not reimburse expenses incurred by spouses, domestic partners or guests (hereafter collectively referred to as “guest” or “guests”), except as identified in Section I.C above.
3. In accordance with IRS requirements, any person seeking reimbursement from WSBA shall submit a signed, dated WSBA Expense Report, supported by detailed receipts. In the absence of a detailed receipt, WSBA will reimburse up to \$75 for expenses, so long as certification is provided confirming expenses comply with WSBA fiscal policies. If the reimbursement is for meals, no more than the maximum federal per diem rate for the state of Washington (see www.gsa.gov/perdiem) will be reimbursed without a detailed receipt.
4. Barring any unforeseen circumstances, all WSBA Expense Report forms and receipts must be submitted within 60 days of incurring the expense; with the exception that expenses incurred in September must be submitted within 30 days after WSBA’s September 30 fiscal year end (by October 30). Reimbursement requests for expenses incurred in the prior fiscal year submitted after October 30th of the following fiscal year will not be paid unless approved by the Executive Director and Director of Finance. The Executive Director will have discretion to approve any expense report beyond the cutoff date when the same isn’t completed due to unforeseen issues.

E. Travel Expenses

1. Volunteers:

WSBA encourages virtual meetings whenever feasible to accomplish board, committee, task force, panel, council and section work. Reimbursement of travel expenses to board, committee, task force, council, panel and section members residing out of state to attend their meetings is limited to the approximate cost of in-state travel (i.e. cost of travel from the nearest WA border to the location of the particular meeting).

2. WSBA Employees:

Employees must have prior authorization, from their supervisor or inherent in their job description, to incur travel, lodging, and meals expense on the job. All overnight stays at a Board of Governors meeting shall be approved by the Executive Director. For additional terms, see “III. Additional Employee Expense Policies”.

F. Transportation

WSBA will reimburse transportation costs based on the limits set forth below. WSBA will not reimburse for lodging *en-route except* when special circumstances such as weather, abnormal traffic patterns or personal circumstances occur. Any expense report containing en-route expenses will be approved by the Executive Director.

WSBA encourages employees and volunteers to utilize the least costly method of transportation available under the circumstances. For example, if a ticket to fly coach economy to a particular destination is less expensive than the cost of reimbursing mileage for driving then flying should be the selected mode of transportation.

1. Personal Autos: Mileage will be reimbursed at the IRS Standard Mileage Rate in effect at the time of travel. *Carpooling is encouraged.* Damage to personal autos while being used on WSBA business is not covered because a portion of the mileage reimbursement is intended to defray the insurance cost to the individual. Fines for traffic violations are also not reimbursable.
2. Rental Cars: Rental cars may be used only when economical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. Volunteers are not covered under WSBA insurance policies and must provide their own insurance coverage when renting vehicles.
3. Ground Transportation: WSBA will reimburse ground transportation, parking costs and tolls. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from the traveler’s home. WSBA will reimburse tips for no more than 25% of the cost of the trip, in the case where

25% is less than \$2.00 tips can be adjusted to that amount.

4. **Airfare:** WSBA will only reimburse coach/economy-class airfare, which should be booked sufficiently in advance of travel to obtain the lowest possible fares. WSBA will not reimburse for use of frequent flyer coupons or air miles. Use of private airplanes is permitted; however, reimbursement is limited to an amount not to exceed coach-class airfare on a commercial air carrier, purchased not less than two weeks in advance of travel, for the same or substantially similar route. WSBA will pay a cancelled airfare if WSBA cancels a meeting. Airfare change fees will only be paid for changes in a meeting schedule. *Reimbursement receipts for airline travel must include name of passenger, credit card used for payment, confirmation that flight was paid in full, date of flight, and departure and destination locations. Credit card statements and cancelled checks are not acceptable.*
5. **Other:** Reimbursement for any other method of travel will be reimbursed only in an amount that would have been payable had the most economical method of travel been used.
6. If there is a question about the reasonableness of a travel expense it will be escalated to the appropriate Department Director for a determination of reasonableness.

G. Lodging/Hotel Accommodations

WSBA will reimburse hotel/motel accommodations up to \$200 per night (\$225 in Seattle) plus taxes. With respect to out of state conferences, WSBA will reimburse hotel accommodations at the advertised conference hotel rate. Generally, if no lodging below the applicable limit is available or convenient in the area of the stay, department directors may approve reimbursements above the applicable per night limit utilizing the reasonable and prudent standard. WSBA will not reimburse for incidental expenses such as entertainment, personal phone calls, etc. *Reimbursement receipts must include name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephones, and incidentals.*

H. Meal Expenses

1. WSBA will reimburse breakfast, lunch and dinner meal expenses, including reasonable tips, gratuity, and taxes. WSBA will not pay or reimburse for alcohol purchases (see Section II. Purchase of Alcohol for Bar Functions). The WSBA encourages volunteers and employees to adhere to the IRS per diem guidelines for meal reimbursement which are updated periodically. The most recent per diem rates are available on the IRS website and will be updated annually on the WSBA volunteer and employee expense form. Any reimbursement requests within the maximum per diem limits for the State of Washington will be deemed reasonable. Reimbursement requests above the maximum per diem limits should be reasonable and prudent given the circumstances and context in which the expense was incurred. Requests for reimbursement above the Federal Per Diem Rates will be escalated to the appropriate Department Director for a determination of reasonableness.
2. If a meal is provided as part of a meeting or conference, no reimbursement will be made for substitute meals.
3. If a remote meeting of at least four hours in duration is scheduled through a meal period (i.e. breakfast, lunch, or dinner) then regular reimbursement rates will apply.

I. Expenses Other Than Travel/Transportation, Lodging, and Meals

1. **Office Expenses:** Despite use of services available through the WSBA office, volunteers may occasionally use their own resources to conduct WSBA business. Where practical, volunteers are expected to absorb, without reimbursement, minor expenditures. However, to the extent that cost records are available to document specific out-of-pocket expenses, such as telephone calls and postage, reimbursement may be made.

Expenses for photocopying and facsimile use will be reimbursed at rates set by the WSBA². No reimbursement

will be made for office services not detailed by this policy (for example, voice mail charges, telephone connections, etc.). No reimbursement will be made for personal costs or professional services without specific advance authorization.

2. Gifts/Awards: WSBA will reimburse costs (up to \$150) for the purchase of gifts, plaques or similar items recognizing an individual's extraordinary volunteer service to the WSBA and/or its component parts. Gifts from volunteers to WSBA employee are prohibited except for *de minimis* or token appreciations (up to \$50). All employee liaisons to boards, committees, task forces, councils, panels or sections should make sure the group is aware of this policy.
3. Miscellaneous: Reimbursement for expenses not otherwise described by this policy may be allowed when reasonable, necessary, appropriately documented, explained, and approved by the Executive Director or WSBA Treasurer in accordance with the Fiscal Matrix.

²Photocopying charges will be reimbursed at the actual out-of-pocket expense up to 15 cents a page. For faxes, the WSBA will reimburse the lesser of (a) the actual cost to send the fax; (b) up to 25 cents per page; or (c) up to \$5 per transmission. Appropriate documentation detailing the number of pages, fax recipients, etc. is required. The WSBA will reimburse for the telephone costs associated with long distance fax calls if detailed cost records are available.

II. PURCHASE OF ALCOHOL FOR BAR FUNCTIONS

The WSBA prohibits the use of WSBA funds to purchase alcoholic beverages.

- A. WSBA will not pay for or reimburse alcoholic beverages purchased by volunteers or employees as part of a meal. Such purchases shall be segregated from meal expenses and paid for by the individual ordering them.
- B. Alcoholic beverages may be served at WSBA functions, as long as they are: (1) paid for with personal funds (e.g. no host bar), or with non-WSBA funds raised for that purpose; (2) paid directly to the vendor; and (3) served by a licensed bartender.
- C. WSBA funds may be used to pay ancillary costs at events such as the cost of a bartender, corkage fees for donated alcohol, and service/setup fees.

III. ADDITIONAL EMPLOYEE EXPENSE POLICIES

A. Weekend Work

Working on a weekend is treated like any other workday. Meals, daycare, etc. will not be reimbursed. However, in some circumstances, employees may be reimbursed for parking if they are required to work on a weekend (see "Private Auto- Parking" policy below).

B. Transportation

1. Rental Cars: Car rental requires pre-approval of a department director, and may be used only when economically practical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. It is helpful to rent the car in the name of the WSBA. However, the WSBA's insurance policy contains an endorsement which extends coverage for damage to rental cars even if they are rented in an individual's name as long as they had permission from the WSBA and they are on WSBA-related business (the endorsement is intended to fill in the gaps where someone doesn't or can't rent the car in the WSBA's name). The WSBA will not pay for additional insurance coverage; the renter should decline coverage when renting in the WSBA's name.
2. Car Pooling: Employees are encouraged to car pool when it is feasible as it reduces costs, risk, and can improve coordination amongst employees when traveling together.
3. Private Auto – Parking: Employees who purchase a monthly parking space are eligible for daily parking reimbursement at a prorated rate (1/21 of the monthly parking cost) on days they are required to use their vehicles for business. Employees who normally take public transportation but occasionally need their car for work may be eligible for reimbursement of actual parking costs. This option is expected to be used only occasionally and may apply regardless of whether the employee returns to the WSBA at the end of their work day. In addition, employees whose work assignments temporarily require substantial after-hours and weekend time in the office may request reimbursement for parking, subject to department director approval. Examples of such situations include the following: hearings; bar exam preparation; committee, section, or board meetings, licensing season; or other projects.
4. Taxi Rides: As part of the ORCA program, employees who have an ORCA and use an eligible method of transportation to work may use a taxi to get home if they meet certain emergency criteria. See the Human Resources Department for details. Directors may authorize a WSBA-paid taxi ride home in extenuating

circumstances.

5. "Advances" For Travel or Expenses: The Executive Director, upon a director's recommendation, may approve travel advances. Travel advances must be requested at least 7 workdays prior to the trip to allow for sufficient time to prepare the check.

C. Meals

1. With Volunteers: Picking up the tab for lunches with volunteers outside of regular meetings should be done with caution because of consistency, fairness, and appearances. Director approval is required. Any such expenses should be charged to the committee or function budget.

D. Professional License Fees

WSBA will reimburse an employee or directly pay for fees associated with professional licenses that the employee legally must have to perform his/her job at the WSBA, or which the Executive Director determines are in the interest of the WSBA for the employee to have. This includes, for example, WSBA licensing fees (but not section membership fees) for attorneys whose positions require a license to practice, the State Board of Accountancy licensing fees for CPAs, and the Department of Health licensing fees for LAP psychotherapists. Such reimbursements/payments are prorated for new employees based on the calendar year and date of beginning work at the WSBA, as follows:

Month	% Reimbursed
January	100%
February	92%
March	83%
April	75%
May	67%
June	58%
July	50%
August	42%
September	33%
October	25%
November	16%
December	8%

E. Professional Liability Insurance

WSBA reimburses Lawyers Assistance Program employees for the cost of professional liability coverage for their activities conducted pursuant to their employment with WSBA. An employee who leaves WSBA employment during the insured period must refund to the WSBA that portion of the reimbursement covering any insured period after WSBA employment ends.

F. Employee Membership Dues

WSBA may reimburse or pay membership dues for employees to belong to local, state, or national organizations, subject to director approval and budget constraints.

G. Employee Cell Phone Expense Reimbursement Policy

This policy covers the reimbursement policies and procedures for business use of employee-owned cell phones.

The WSBA acknowledges the use of cell phones is required of some employees to fulfill the responsibilities of their position (see WSBA Employee Handbook for eligibility criteria). As a result, the WSBA has defined two ways of providing cell phone service to employees whose position requires the use of cell phones.

1. Issue a WSBA owned cell phone
2. Allow for use of employee's personal phone and provide a reimbursement

Providing a WSBA Phone

The IT department will maintain a record of both the approvals and the phones issued. This is a critical step as these phones will be subject to public records rules. The type of phone to be issued will be determined by IT.

Use of Personal Phone for Work

A person who qualifies for a WSBA issued cell phone but chooses to use their personal cellular phone for WSBA business may be authorized to receive reimbursement in lieu of being issued a WSBA cellular phone.

The reimbursement will be at a rate of \$20 per month for employees who work over 20 hours per week, and \$10 per month for employees who work 20 hours or less per week. Eligible employees will receive a stipend via paycheck unless they opt out of the benefit.

Employees who have positions that do not meet these criteria may request this reimbursement as needed for special assignments or events (ex: Bar Exam, BOG meetings) with Director's pre-approval. These employees will be responsible for submitting an expense reimbursement form in PN3 to receive this benefit.

H. Employee Parties and Celebrations

1. Generally, events in which all employees are invited to participate, or were approved by the Executive Director and the directors in advance, are paid by the WSBA. These include:
 - Refreshments for all-employees meetings;and
 - Executive Director's purchase of treats for the entire employees for a special occasion.
2. Examples of where the WSBA *will not pay* include (any exceptions to this must be approved in advance by the Executive Director):
 - Personal celebrations like showers for weddings or babies;
 - Flowers for personal events, like illness or death in the family;and
 - Going-away luncheons or gifts.

I. Employee Development Budget

Each director is given an annual Employee Development budget, with sole discretion to use Employees Development funds reasonably for team building items such as employee retreats or activities, department meetings, meals or snacks, coffee or lunches with employees, and tokens or small gifts of appreciation for employees.

IV. EXPENSE POLICIES: WSBA OFFICERS AND BOARD OF GOVERNORS

The officers and members of the Board of Governors (including sitting and newly elected officers and Governors) are fiduciaries of WSBA and ambassadors to WSBA boards, committees, task forces, councils, panels and sections; to local and specialty bar associations in Washington State; and to other related groups or officials. It is expected that WSBA officers and governors will incur certain expenses in furtherance of this responsibility, and will comply with the expense policies of the WSBA, with the following exceptions:

A. Guest Meal Expenses

Individual meals for a guest of an officer or governor may be reimbursed when no group meal is provided (up to the limits set forth in the "Meal Expenses" section of the General Expense Reimbursement Policy). Separate lodging/rooms and transportation costs will not be reimbursed.

B. Officer and Governor Attendance at Law-Related Events

From time to time WSBA officers and governors are invited to attend a ticketed, non-educational event sponsored by an outside organization. Usually, these invitations come from local or specialty Bar Associations in the state of Washington, or a similar national organization having a local meeting, or other law-related organizations. The primary purpose of the event may be to raise funds for the organization, or it may be social or networking occasion.

The Board affirms its role as a statewide organization to reach out to these interest groups, to encourage and support other Bar Associations and law-related organizations, to further the understanding of the activities and purposes of the WSBA, and to foster collegiality among its members and goodwill between the Bar and the public; in a fiscally prudent manner.

To this end, WSBA will annually reimburse expenses incurred for group registration events as follows:

	Statewide Events	Local and Specialty Bar Events	Significant County Bar Events
Officer	yes	up to 8	yes
Governor	yes	up to 6	In Governor's home district

The Executive Director may approve exceptions to these limits. WSBA reserves the right to request reimbursement for cancellations to group registration events.

C. Officer and Governor Travel to and Attendance at National/Regional Events

Educational, training, or networking events for officers and/or governors are approved as part of the budget process based on the educational/networking value. Examples include the Bar Leaders Conference, Western States Bar Conference, American Bar Association annual or mid-year meetings, or meetings of the National Council of Bar Presidents.

The following policy has been adopted by the Board of Governors:

1. Officer Conferences:

The President, President-elect, Past President, and Treasurer may attend three national conferences and the Western States Bar Conference. The President, President-elect, Treasurer, and Past President may also attend the Northwest Bar Leaders meeting.

2. Governor Conferences

Governors may attend one national or regional conference during their term of service on the Board of Governors

V. EXPENSE POLICIES: WSBA EXECUTIVE DIRECTOR

The Executive Director is an ambassador of WSBA to WSBA boards, committees, task forces, councils, panels and sections; to local and specialty bar associations in Washington State; and to other related groups or officials. It is expected that the Executive Director will incur certain expenses in the furtherance of this responsibility. The Executive Director shall comply with the expense policies of the WSBA, with the following exceptions:

A. Guest Meal Expenses

Individual meals for a guest will be reimbursed only at Board of Governor functions when no group meal is provided (up to the limits set forth in the "Meal Expenses" section of the General Expense Reimbursement Policy). Separate lodging/rooms and transportation costs will not be reimbursed.

B. Attendance at Law-Related Events

The Executive Director shall be reimbursed for attendance at law-related events when he/she is attending in his/her official capacity.

C. Travel

Reimbursement will be made for travel costs (transportation, lodging, meals and incidentals) to other bar associations when the purpose of the trip is to meet with another bar's Executive Director or elected official(s) for the purpose of furthering WSBA business. This would include local and specialty bar associations in Washington State, and unified or voluntary bar associations in other states. The Executive Director is also reimbursed for attendance fees and travel and lodging expenses to attend work-related educational seminars, such as, but not limited to, American Bar Association, Western States Bar Conference, Bar Leaders Institute, and the National Association of Bar Executives.

D. Meals

WSBA will reimburse meal expenses of the Executive Director and any WSBA or Washington State elected or appointed official(s) when the purpose of the meal is for the Executive Director or WSBA or Washington State elected or appointed official(s) to conduct WSBA business with the official(s). This would also include Washington state local and specialty bar elected or appointed officials.

E. Review of Payments to Executive Director

At least quarterly, the Treasurer shall review the payments made to the Executive Director (including salary, benefits, credit card charges, and reimbursements). The Senior Accountant and Budget Analyst prepares a quarterly report for the Treasurer to review and sign.

VI. CLE SPEAKERS/PROGRAM PARTICIPANTS EXPENSES

In general, reimbursements to speakers and program participants shall be reimbursed according to the WSBA guidelines. However, with prior approval of the Executive Director, W S B A may approve reimbursements for lodging and meal expenses above the WSBA rates, as supported with appropriate receipts.

VII. ACCOMMODATION FUND

A. Purpose

The WSBA Accommodation Fund and Procedures are established to support the WSBA Accessibility Policy and ensure reasonable accommodation to members' participation in WSBA services, programs and events. Accommodation for services, programs and events is available to all members with disabilities. Reasonable accommodation includes such accommodation as sign language interpretation, sound enhancement, or other

accommodation requested by members wishing to participate in WSBA services, programs and events.

B. Procedures

Persons should request accommodation through WSBA employees organizing the event (Organizer). The request should describe the event or series of events and the accommodation requested. Dialogue with the person requesting accommodation may be necessary to assure the most appropriate accommodation. All accommodation requests should be made as far in advance as possible, at least two weeks in advance of the event is strongly recommended to allow the best accommodation possible. The Organizer will review the request and outline the reasonable accommodation available. Reimbursement requests or pay-ahead service requests will be handled by the Organizer to ensure privacy. Should the request be beyond the expertise of the Organizer, even after consultation with Human Resources, outside experts will be consulted.

C. Other

The Accommodation Fund is intended primarily for use by WSBA members—other resources are available for WSBA employee accommodation and the Accommodation Fund is not intended to cover other overall accessibility accommodation which are budgeted for separately. The Accommodation Fund is not intended to cover facility or general accommodation needs. These matters will be handled by employees working with the facility at which the meeting or event is to be held.

D. Funding

The amount of funding available for accommodation will be set annually as an estimate of need in the budget process but may be modified by the Budget and Audit Committee if further needs arise to assure accommodation. The Organizer shall work with the Director of Finance to prepare a request for increased funding which will be considered by the Budget and Audit Committee at its next meeting. In time sensitive circumstances the Executive Director can preliminarily approve a request which exceeds the Accommodation Fund, so long as the funds are available within the current fiscal year budget, subject to the Fiscal Responsibility Matrix.

VIII. WSBA CREDIT CARDS

Each department director and some employees who frequently incur travel expenses (e.g., investigators) are issued individual WSBA corporate credit cards ("card holder") to cover WSBA business expenses only; personal charges are not allowed. An exception is if the charge contains personal expenses beyond the WSBA limit, in which case the card holder shall submit a check to Finance with the credit card bill. All charges on a WSBA credit card must be supported by appropriate detailed receipts.

Card holders may authorize their employees to use their credit card for business expenses. However, the card holders remain responsible for all charges made using their credit card; specifically, that all charges comply with WSBA policies, are made within the delegated budget authority, and are coded to the proper general ledger account.

Each card holder must approve the monthly statement for his/her credit card. The monthly statement, along with detailed receipts and general ledger coding information, shall be submitted to the Senior Bookkeeper (AP) within 10 days of the end of the month.

Employees who support the WSBA's conference rooms and CLE Conference Center may be issued credit cards for the purpose of purchasing office supplies, food service, kitchen supplies, etc. in order to efficiently and cost-effectively manage the conference rooms and provide support to employee meetings. The monthly American Express bill shall be reconciled and coded to the proper general ledger accounts, then given to the Director of Finance for review and approval.

IX. FUNCTIONAL ACCOUNTING PROCEDURES/ALLOCATION OF INDIRECT EXPENSES

"Indirect" expenses are expenses that benefit the whole organization; in many ways they are the basic cost of doing business. Examples include salaries, benefits, rent, telephone, insurance, legal advice, auditing services, computer equipment, etc., as well as all-employee meetings, coffee/tea service, etc. GAAP does not require a specific method of allocating expenses to their appropriate function. There are numerous ways to allocate common expenses, but there is no one correct way. However, the method chosen must be meaningful, reasonable, accurate, and consistently applied. Changes in the method of allocating indirect expenses, and what specific expenses are included in indirect expenses, are generally disclosed in the audited financial statements.

The main goal of allocating common expenses is to provide the "true cost" of each program. However, getting a "true cost" is a misnomer, since different allocation methods will produce different results. The organization must choose a reasonable method that makes sense and will produce "accurate enough" information. Thus, it is important to understand that you are never really seeing the true cost of any program; you are seeing as close as we can get based on the allocation method chosen. A good example of this is how the WSBA treats certain support expenses. The WSBA has several departments which support all the cost centers, but for which the costs are not allocated to the indirect pool. No employee time for the Human Resources department or Information Technology department is allocated to other cost centers, although they primarily exist to support all cost centers. Thus, the "true cost" of a program does not include many of the WSBA support functions provided to it. It is helpful to understand this when conducting reviews of programs and cost centers.

WSBA has been using functional accounting since 1992. Direct expenses are recorded 100% to the appropriate cost center. Examples include committee expenses, employee travel, events, etc. The WSBA allocates indirect expenses as follows:

- Salaries – Salaries are directly allocated (through payroll) to the cost centers in which the employees primarily work. For example, some employees are allocated among several cost centers in one department (e.g., Advancement or Regulatory Services Departments). Many employees are allocated to only one cost center, although they perform work for many functional areas (e.g., Finance and Administration Department employees). *The allocation of employees is done through the budget process; employees are allocated throughout the year just as they are budgeted.* Therefore, a person may be budgeted at 25%, but may actually spend more or less of their time performing work for that cost center. However, the person is allocated through payroll at 25% regardless of their actual time spent unless a mid-year change in actual allocation is authorized by the Executive Director as part of the Reforecast process. Actual time is considered in allocating employees for the next budget year.
- Benefits – When incurred, benefits expenses are pooled together and allocated among the cost centers *based on the salary expenses (dollars, not FTEs)* for each cost center. This method proportionately distributes benefits in relationship to the salaries expenses. Thus, the departments with higher-paid employees will also incur a higher share of benefits expense.
- Other Indirect Expenses (insurance, telephone, professional fees, etc.) – The WSBA allocates all other indirect expenses based on the *number of FTE's in a cost center*. For example, if a cost center has 10 out of 138 of WSBA's FTEs, then it will be allocated 7.2% (10/138) of the pool of indirect expenses.

Chapter 7: Other Accounting Policies

Policy on Committee and Board Use of WSBA Funds

This Policy restricts committees (standing, ad hoc, special, or other) and boards from donating or contributing WSBA funds to programs or causes not specifically authorized in the approved budget. This restriction on the use of WSBA funds does not apply to sections since general WSBA funds are not used for sections.

Donations/Contributions/Sponsorships to outside entities

WSBA committees and boards are prohibited from donating, contributing to, or financially sponsoring outside entities or causes with WSBA funds even if the allocated budget has unexpended funds, except with special review by the General Counsel and further authorization from the WSBA Executive Director. This applies to donations to entities such as other bar associations, legal organizations, or outside causes. Requests made to the Executive Director must be made in writing at least 30 days prior to the desired date of the contribution.

Making charitable contributions

WSBA committees and boards are prohibited from making charitable contributions with WSBA funds.

Contributing to WSBA-Funded Programs

WSBA committees and boards are prohibited from donating or contributing WSBA funds to other WSBA-funded programs.

Employee Gifts

Use of WSBA funds, including committee and board budget funds, for gifts to WSBA employees are prohibited except for *de minimis* or token appreciations.

Procedure for Pre-approval of Form Content

The Controller must **pre-approve** the **content** of all documents that request payment (such as event registrations, order forms, or applications) that WSBA intends to either mail out or include in the *Bar News*, on the Bar web site, or in newsletters. This type of document must include specific information to ensure the correct application of any payment(s) returned to the Bar. Finance must review the document **before** the document is mailed or published.

In the case of form letters, the template should be given to the Controller for review and approval before any letters are mailed. In the case of order forms, once the order form is designed (but not yet mailed or published), a "draft" copy should be given to the Controller for review and approval.

WSBA Price List and User Fees

User fees for Bar products and services are set and revised periodically either during the budgeting process or as deemed appropriate by the department director

Taxes

Local Taxes

WSBA pays personal property taxes to the City of Seattle in accordance with local laws.

State Taxes

WSBA pays taxes to the State of Washington for:

- Use and sales taxes on the sale of taxable products;
- Department of Labor and Industry (L & I) workman's compensation taxes (the reports are prepared and filed by WSBA); and
- State Unemployment (SUTA) tax, which is paid on an "experience" basis only (the SUTA reports are prepared quarterly by ADP, WSBA's payroll vendor).

WSBA is exempt from State of Washington:

- Business and Occupation (B & O) tax, since WSBA is an instrumentality of the State Supreme Court.

Federal Taxes

The WSBA does not pay Federal Unemployment (FUTA) tax.

Letter regarding WSBA Tax Exempt Status

Please contact the Office of General Counsel or the Director of Finance.

Grants

WSBA programs may seek grant funding from foundations/organizations to support specific projects/programs.

Grant application

- With the support of the Executive Director, applications for grants, budget worksheets, grant checklists or work plans will be completed by the WSBA program requesting the grant.
- General Counsel will review grant applications for legal content.
- Accounting information will be reviewed by the Director of Finance before submission.
- The Executive Director will approve in-kind expenses related to a grant.
- The Executive Director or designee must approve the grant request before the application can be submitted to the funding organization.

Grant Awards

- Grantees will alert the Finance Division as to the amount and approximate date of receipt of grant funds.
- Reports, as required by the grant, will be completed by the grantee with assistance from Finance.
- If unused funds are to be returned to the Grantor at the end of the grant period, the grantee and Controller will balance the dollar amount to be returned. A Check Request will then be prepared by the grantee and, after securing proper approval, forwarded to Finance for processing.

Managing Grant Funds

- If grant amount is over \$20,000 and anticipated to benefit more than one fiscal year, the amount received will be deposited into a liability account and moved monthly as funds are spent. If the grant is anticipated to be used in the current fiscal year, the funds will be deposited into an income account when received.
- The Controller will review grant status with the grant recipient at fiscal year-end to determine and record the amount to be carried forward to the next year. Unexpended grant funds (i.e., for grants that cover more than one fiscal year) will be moved to a liability account at fiscal year-end by the Controller. This net amount would be adjusted for any expenses not charged as direct expense (i.e., salary/benefits, rent/office space) but included in the grant. The Controller will move those funds to the income account in the appropriate cost center as the related grant expenses are incurred.
- Expenses will be charged to an expense account within the same cost center.
- WSBA may charge an administrative fee. The fee amount would be determined by the grant requirements.
- Awarded Grants will be included within the appropriate cost center's income and expense categories in the annual budget process for that particular fiscal year.

Public Records Access and Fee Policies

WSBA's public records policies and procedures are set forth at <http://www.wsba.org/About-WSBA/Contact-Us/Request-Public-Bar-Records>.

Submitting Matters to the Board of Governors for Action

Pursuant to the WSBA Bylaws, the Board of Governors (BOG) is the governing body of the Bar that determines the general policies of the Bar and approves its budget each year. In January, 2020, the BOG adopted a policy entitled [Board of Governors Policy RE: Requests for Action \(Page 195\)](#). The policy sets forth the preferred process for submitting matters to the Board for action. The portions of that policy relevant to the fiscal policies are provided as follows:

3. Analysis. When a matter has been requested by a WSBA entity or has been approved for further exploration by a BOG Committee, the Executive Director will ensure that the matter is analyzed, including fiscal impact, stakeholder analysis and input, rule compliance, and implementation implications. A reasonable amount of time should be provided for this analysis taking into account the scope, magnitude, and relative novelty of the request. This information will be shared, as appropriate, to aid in the Board's decision-making.

Requests Requiring Amendment to the WSBA Budget

Changes to the WSBA Budget should not be approved without a rigorous review of the pros, cons and impacts of said change. As such, any request, proposal, change or suggestion that would require a change to the WSBA budget that arises during a meeting or has not been subject to analysis as described above, should be tabled until the next BOG meeting in order to provide time for that analysis.

The review will be performed by the Treasurer, Director of Finance, HR Director, WSBA President, and the Executive lead for the department affected. The review and potential request will be taken to the Budget and Audit committee for discussion and analysis. The committee's recommendation(s) are intended to be completed and delivered to the BOG for approval in its next meeting.

Chapter 10: Sections

Overview of Section Funds

WSBA has unrestricted, designated, and restricted fund balances. See Chapter 4, Unrestricted and Restricted Fund Balance Policy. All funds collected by the WSBA on behalf of a Section are subject to the control and fiscal oversight of the Board of Governors. Beginning in fiscal year 1994, the Board directed that the total difference between revenues, and direct and indirect expenses, for all Sections each year be designated as Section funds. Indirect expenses are that portion of the WSBA's employees' time and overhead expenses attributed to support of and work for the Sections (reimbursed through the "per-member" charge). Separate ledgers will be maintained for each Section, making up the total for the Section funds.

It is recommended that a Section's fund balance be consistent with its future needs. Generally, the purposes of a fund balance are to:

- Provide a cushion for an unexpected shortfall in revenue.
- Provide a cushion for an unexpected expense.
- Provide for a specific future event that does not occur annually.
- Provide the ability to take advantage of an unforeseen unique opportunity.

A Section's fund balance should be enough to sustain a consistent level of programming in the event there are severe fluctuations in annual Section membership (six months' worth of direct programming expenses are recommended as a guideline). In addition, a Section may plan for specific stated purposes (e.g., scholarships, special events, conferences, publications, and other member benefits). Sections are discouraged from maintaining fund balances in excess of two years' worth of direct programming expenses and specified purposes.

If a Section finds it has accumulated a larger fund balance than recommended above, Section leadership should devise a plan to spend down the fund balance by budgeting and incurring a loss in one or more subsequent fiscal years. Some suggestions are as follows:

- Reduce member dues.
- Subsidize the cost of full-day seminars by reducing the cost per member (the Section will pay the difference between the standard seminar price and what the Section would like to charge).
- High visibility or national-level speaker for a CLE program.
- Scholarships for law school students.
- Special educational projects (e.g., youth courts, mock trial programs, law school events).
- Improve membership resources (e.g., newsletters, website, law updates, handbooks, publications).
- Annual grant program to help support work of community-based programs providing access to civil legal services.
- Produce or sponsor law-related public information (e.g., Citizens' Rights brochures, sponsor lawforwa.gov website or votingforjudges.org, TVW's "TheDocket").
- Donate to Washington State Bar Foundation.
- Sponsor projects through the Washington State Bar Foundation.

Executive Committees' Fiscal Responsibility

Each Section is entrusted with funds that are paid by its members as dues and that are the fruits of volunteer efforts (such as the Section's share of revenues from CLE programs and mid-year/annual meetings). Each Section's Executive Committee is charged with the duty of approving Section expenditures. As stewards of the Section's finances, the Committee should be responsible in authorizing expenditures in accordance with WSBA and Section policies.

Section Budgets

WSBA's and the Sections' fiscal year is October 1 through September 30. Section budgets are approved annually by the Board of Governors as part of the WSBA's annual budget. See Chapter 1, Key Fiscal Policies – Budget Policies and Process.

Monthly Financial Reports

Monthly financial statements will be sent to each Section chair, chair-elect, treasurer, and/or other executive committee members as requested by the section's executive committee, within a reasonable time after the close of each month with the exception of September due to the close of the fiscal year-end. These summary reports will show the Section's annual budget, actual monthly revenue and expenses, and year-to-date revenue and expenses. A detail report of posted transactions will also be provided. Section chairs, chairs-elect, and treasurers should review their Sections' monthly financial statements for accuracy and comparison to budget, and contact the Section's staff liaison if they have any questions about the amount of an income or expense item, the category in which it is recorded, or any other concerns.

Section Revenue

Member Dues

Section member dues are collected by the WSBA throughout the year. Each fall, membership renewal forms are sent to all WSBA active members and Section members from the prior fiscal year.

Interest Earned on Section Fund Balances

Annually, each Section may receive interest income on its fund balance. The calculation and journal entry will be made at the close of WSBA's fiscal year, prior to the annual audit of WSBA's financial statements. Each Section's share of interest income will be determined by taking the average interest rate earned by WSBA on its investments that fiscal year (excluding investments of reserve funds) and applying that rate to the average of the final year-end fund balance of each Section in the current and preceding fiscal years.

WSBA CLE and Programs Presented in Partnership with Sections *(updated and approved by the Board of Governors on July 27, 2018)*

Programs Co-sponsored with Sections

The goal of all WSBA CLE programs is to support the mission and strategic goals of the organization. WSBA Sections are an important partner in these efforts. WSBA retains fiscal reserves ("WSBA CLE Fund") to mitigate against changes in the CLE market, sustain and improve important technology required for the delivery of CLE programs, and protect against unexpected revenue shortfalls.

Net seminar and any associated net on-demand product revenue for all WSBA CLE programs developed in partnership with Sections (excluding mini-CLEs) will be split between the WSBA CLE Fund and the partnering Section's cost center. Beginning with seminars delivered in FY19, net revenues will be split 50-50 (%) between the WSBA CLE Fund and the partnering Section's cost center, up to a total net revenue of \$8,000. Net revenue exceeding \$8,000 will be split 65% to WSBA and 35% to the Section. WSBA will absorb any net losses sustained by individual programs.

In calculating net revenue, WSBA will subtract all direct and indirect costs for the development of the live program and on-demand product from the gross revenue of the live program and on-demand product sales. WSBA will keep the Section informed of the program financials in a timely and transparent manner. Following each fiscal year's close, the partnering Section will receive its portion of any net revenue earned in that fiscal year, based on audited financial statements.

Because the CLE market is dynamic, WSBA and the Sections will annually review overall results and may seek to adjust the revenue sharing terms set forth in this policy to ensure that CLE programming and WSBA CLE Fund reserves are sustainable.

Mini-CLEs

WSBA CLE also supports Section CLE programming through a "Mini-CLE" model. Mini-CLEs are seen as exclusively member-benefit programs. They do not exceed 2.0 credit hours in length and registration fees must be \$35 or less. For Mini-CLEs, WSBA staff provides limited assistance at no charge to the Section (e.g., program accreditation, reporting, and attendance tracking). Sections do much more of the preparation and production of seminars than regular CLE programming, and are responsible for working in collaboration with WSBA (e.g., following procedures outlined including timely notice, providing onsite registration personnel).

Section Expenses

A WSBA Section, by duly authorized act of the governing board or committee of the Section, shall be authorized to expend all money as budgeted without prior approval by the Board of Governors, provided the following conditions have been met:

- The expenditure is consistent with the approved budget and WSBA expense policies;
- The expenditure is within the goals of WSBA as defined by Supreme Court Rule and the Bylaws; and
- The expenditure does not violate the restricted acts of WSBA as defined by Supreme Court Rule, or WSBA or Section Bylaws.

If a Section wishes to spend funds otherwise (in excess of \$500.00 over budgeted amount), Section leadership should prepare a written request outlining the purpose and amount of the proposed expenditure and submit it to the Section's staff liaison who will submit it to the Director of Finance and Director of Advancement for review and approval.

Per-Member Charge

Each Section shall reimburse WSBA for the cost of administering the various Sections through an annual per-member charge. See Chapter 6, Expenses – Functional Accounting/Allocation of Indirect Expenses for details.

Expenses in Excess of Annual Budget

Personal Liability. (WSBA Bylaws as updated and approved by the Board of Governors) Article V (B) 2 of the WSBA Bylaws states: "The financial obligation of the Bar to any Bar entity is limited to the amount budgeted and ceases upon payment of that amount unless the BOG authorizes otherwise."

Article V (B) 3 of the WSBA Bylaws states: "Any liability incurred by any Bar entity, or by its members, in excess of the funds budgeted, will be the personal liability of the person or persons responsible for incurring or authorizing the liability."

Article V (B) 4 of the WSBA Bylaws states: "Any liability incurred by any Bar entity, or by its members, not in accordance with the policies of the BOG or in conflict with any part of these Bylaws, will be the personal liability of the person or persons responsible for incurring or authorizing the liability"

Expenses Over Budget – Directors of Finance and Advancement Approval

Once a Section has incurred its budgeted expenses for the year and spent any additional unbudgeted revenue, no further expenses for the Section will be paid unless a spending plan for the remainder of the fiscal year is approved by the Directors of Finance and Advancement. Requests for additional expenses and a spending plan shall be submitted in writing to the Section's staff liaison who will submit it to the Director of Finance and Director of Advancement for review and approval.

Expenses Over Budget – WSBA Executive Director Approval

Unbudgeted expenses may not deplete the Section's reserve balance to less than 25% of the preceding fiscal year's expenditures. Approval by the WSBA Executive Director is required for unbudgeted expenses which total 25% or more of the Section's annual expense budget or \$1,000, whichever is greater. Requests for such expenditures shall be submitted in writing and approved prior to incurring an obligation for them. The Section leadership shall complete an Approval of Section Expenses in Excess of Annual Budget Form and submit it to the Section's staff liaison. The Section's staff liaison will inform the Section of the approval (or denial) of their request after review by the WSBA Executive Director.

Expense Policies for WSBA Sections *(updated and approved by the Board of Governors on July 23, 2016)*

Sections shall comply with the expense policies of the WSBA (see Chapter 6, Expenses).