

WBAALAS BOARD MEETING AGENDA

March 13, 2014

FHCRC – Thomas Building - Room B1-076

Voting Members Present: ER, SB, DR, AK, RR, JD (call-in), SH (call-in), JD (call-in)

Non-Voting Members Present: TD, AC (call-in)

5:32 Meeting called to order

5:32 Approval of February 13th meeting minutes

5:33 **Secretary Report**

*Membership: 37 Commercial Companies represented
9 Institutional Memberships
101 Individuals (institutional people and Individual memberships paid for) + 40 more from UW that came through just before the meeting and Amgen membership is being processed at time of meeting as well.*

*Trade Fair: Sponsorship Money= \$1,100
Raffle Items: 13 Vendors are bringing a raffle item
Speakers: 5
26 Companies will be represented in the vendor showcase area. Tables (27) are sold out now. One vendor bought two tables.
Vendor Reps will be present at the Trade Fair: 37
Participants: 64 participants signed up and paid. Many invoices still being processed at time of meeting.*

5:36 **Treasurer Report**

Accounts as of February 13th: *Checking: \$8,212.59
Savings: \$25,122.35*

5:36 **Website**

Training page for ALAT pilot program

Decided to lock the Training Class page on the website so that only participants of the classes can access the site. Webmaster will take care of locking the site.

TBR submitted her class templates to the AALAS BaitBox

Webmaster states that website has about 1,000 hits, but a lot of that is from crawlers and bots.

Webmaster will look into Google Analytics so that WBAALAS can track website quarterly to have an end of year report on website activity

5:44

Events:

Trade Fair 2014

Date: Wed, Mar 26th at Center for Urban Horticulture

Additional Speaker

TBR will be speaking from 11:55-12:15pm. She will be speaking on the new ALAT Pilot Program

Sign-up

Webmaster will contact TwoDot to disable the vendor sign up since tables are sold out

Printing

Program just about finished will send out for Vendors and Speakers to proof soon
President will print the CEU forms-Secretary to send CEU form to President
Treasurer and Secretary to work out printing program, nametags, and survey

Food/drinks/gift cards – logistics

Coffee: President and Treasurer will pick up coffee and gift cards at UVillage Starbucks. Purchase same amount of coffee as 2013 Trade Fair.

TBR will be presented with a gift card as well, since is speaking at the Trade Fair

Costco: President will do the Costco run-need more food for break time. Will need list of food items from last year. Discussed chewy granola bars, more fruit trays.

Coolers: Webmaster bringing 3, Secretary and Treasurer bringing 1 cooler each,

Ice: Webmaster will bring at least 11 bags of ice; Treasurer will look at ice receipts to see how much ice was purchased for 2013.

Lunch: Treasurer to make the lunch tickets again.

Priced 173 lunches at \$10 each-Includes chips but no water

Board decided best to keep chips included with lunch rather than have no chips or a set out bowls of chips.

Webmaster to bring rope in order to rope off lunch area during set-up.

We will NOT be shutting down the vendor area this year to set-up lunch and vendors will eat at the same time as participants.

Set-up

Treasurer will confirm with UW on setup and equipment. Do we have a clicker to change slides without being a computer? Do we have a pointer?

There will be a microphone near the entrance of the vendor hall

Will have the max number of allowable chairs in the presentation room

Everyone but President-Elect needs to be at the venue at 7am to set up we only have 1 hour to set-up

Events Cont.

Trade Fair 2014 Cont.

Duties During Trade Fair

First talk starts at 8:30am

President Elect- will introduce the speakers. TBR may have to introduce first speaker as President-Elect may not be at venue in time. Secretary to collect bios from speakers and pass on to President-Elect and TBR.

TBR-MC and Front Table

Past-President: Will head up food setup. Will need volunteers to help with food setup.

Check-in: Treasurer and Secretary

Treasurer will make a list of duties for people and post to forum

Thank you Cards

Discussed how best to send "Thank You" cards to speakers and vendors.

Discussed that Secretary sends out so many emails to vendors already that a simple "Thank You" email from Secretary would not mean that much. Better the "Thank You" email come from the President or Secretary will do handwritten "Thank You" notes/cards.

Speaker dinner

Dukes Chowder House (South Lake Union) @ 6pm on Tuesday March, 25th.

Secretary will confirm with out of town speaker that he will be in Seattle at that time.

Dinner will be opened up to all speakers this year not just the out of town speakers.

Secretary to send out invite to speakers and make reservation at Duke's

Summer Picnic 2014

Gas Works Park Shelter 01 (Tables 1, 2 &3) Saturday August 16, 2014 8am-10pm.

Board approved location; Treasurer will pay by March 24, 2014.

6:19

Membership Dues

Should WBAALAS memberships increase to \$20 (or more) and include admission into the Trade Fair? Members would just have to RSVP to the Trade Fair but there would not be a separate sign up process.

Webmaster stated that some companies cannot pay for memberships but they can pay for Trade Fairs and get membership that way.

Treasurer and Secretary to go over membership logs and figure out the monetary difference in the two different sign up processes.

Will discuss this issue further at future meetings.

6:27

Institutional Member Benefit Pilot Program – how did the first sessions go?

17 people attended the session at FHCRC. TBR thinks this number will dwindle based on feedback she received from participants-some people decided not to test, some people came to just have a break from work, some do not like group study format.

Overall first session went well

TBR will follow up with all participants that drop out of classes and will be gathering data from all study groups.

TBR will put together a survey for Secretary to send out to the membership about ALAT classes information will be used in her presentation at the Trade Fair.

Next session will take place on Friday March 14th.

6:37

Awards

Bette J. Varnam Technician of the Year Award: 4 nominations

Ron Orta Member of the Year Award: 1 nomination

Reminder: Ron Orta D8 Award deadline is March 17th.

Meeting adjourned at 6:39pm
Did not set date for next meeting