WBAALAS BOARD MEETING MINUTES
February 24th, 2016 4:00-5:15 PM FHCRC – Thomas Building (D1-302)
Members Present: AK, SW, KK, JD, B, AS, JK, JA, DR, DR, EC
Call In: AC, ML

4:00 Phone Roll Call
Approval of January 27th 2016 meeting minutes delayed until next meeting so that Board has time to review them
Board introduces themselves to the guest members attending

4:10 Treasurer Report
Accounts as of Feb 24th:
Checking: $2030.05, PayPal 2681.87
Savings: $24126.97

4:15 Shred old bank statements, which are available online = approved by Board

4:20 Trade Fair 2016 Update –current
1. Tables sold= 24
2. RSVPs = 49 individuals/ institutions, 38 commercial
3. Webmaster= ask TwoDot if we can do a reply when members register
4. Raffle items received= 12 commercial attendees has pledged to bring raffle items
6. Food = quote 1700.00 for full box lunches, same as 2015
7. Award nominations= 3 for tech award. SW KK will contact TD for plaque info

4:30 Trade Fair 2016 New
1. MC= AC will be primary MC, JA back up
2. Raffle- Changes for 2016 based on results of 2015 Survey. Changes need to be announced.
   1. Bingo card, for commercial members to sign off on. WBAALAS will buy a special prize. Goal is to encourage engagement with comm members. AK and JA will work on Bingo cards.
   2. Raffle 1 = one ticket given to each member at the door/ sign in. PLUS more chances to win by getting an additional raffle ticket for every presentation attended. Gift card prizes.
   3. Raffle 2= you can buy a ticket for $1. $50 value prize.
3. Program =Being updated especially as relates to Raffle by AS. JK will print. 2Short talks, Break 30min, Keynote 45 min, 2 short talks, lunch, raffle, announcements
4. Table tents idea=place on lunch tables, printed with information. If successful, consider sponsorship option next year
5. Branch table= Board is reserving one table for WBAALAS NWBR joint table. AS will contact NWBR
6. Name tag holders from Medline= branded, no branch distribution. JK will price badges. EC order.
7. Vendor question=Commercial member unable to attend, we will offer sponsorship of breakfast, etc instead. For 2017, commercial members who cannot attend but want to contribute will be offered a range of sponsorship opportunities such as breakfast, coffee/tea, table tent advertisement, sponsorships, raffle donations, etc.
8. Speaker dinner= Number of speaker and board member attendees will be determined at next meeting, with a reservation at Duke’s to follow. Same as 2015. AS will suggest hotels to speakers, AC p/u at airport

4:50 New Events:
1. 2016 Picnic –reservation request submitted
2. Winter Member event at Zoo, Saturday Dec 3rd 2016 – AS quote for board room, animal encounter, entry, etc. If commercial members unable to attend, give opportunity to sponsor an event or activity

5:00 **New Business**
1. Update - 2016 goals and ideas = AC forward AALAS science fair info, BioExpo NWBR RWeeks, mixer/social hour at Bravehorse “come hang out and skip traffic”, technician round table, supervisor round table, and based on success of those consider offering as sponsorship opportunity. Provide more educational activities. JA reached out to Donna about Science Fair
2. *Narrow the Gap Discussion* = Powerpoint about WBAALAS. Increase awareness. Communicate what resources are available to members.
3. New welcome letter for new members
4. New member sign up caution - AR groups. Only registered members may enter TF. Non registered drop ins must show institutional badge for entry
5. Webmaster will contact TwoDot about website auto reply for renewals.
6. Email = forwarding may not be working
7. Volunteer sign up on website = revisit later with TwoDot
8. TBR Update = contacting people on east coast to reach out to CTAD (Committee of Technician Awareness Development) AC will connect up w TBR, recommended joining listserv. Wants to increase awareness of WBAALAS. As encouraged TBR to post in forum.
10. Homework for the Board, from the President = Write two reasons to be part of / care about WBAALAS

5:25 **Schedule next meeting**
March 16, 4PM Fred Hutch, Thomas Building