

WBAALAS BOARD MEETING Minutes

February 13, 2014

FHCRC – Thomas Building - Room B1-072

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

Non-voting Members Present: CPDVM

Meeting Called to Order at: 5:42pm

5:43 Approved January 16th meeting minutes

5:43-5:45 **Secretary Report**

Membership Update:

125 total members

Commercial Members: 25 companies represented

Institutional Members: 4 companies represented

Trade Fair Registration Update:

Over half sold on vendor tables already.

18 companies bought tables, 1 vendor did buy 2 tables

\$750 in sponsorship money

11 companies are bringing raffle items

28 non-commercial members registered

5:45-5:47 **Treasurer Report**

Accounts as of January 16th: Checking: \$9,692.76

Savings: \$25,122.15

Treasurer ordered new checks with just the branch name on the checks

5:47-5:58 **Website**

Guidelines discussion

- What items are appropriate? Advertising? - Will need to prioritize events for advertising as events get posted. Local learning events will be highlighted first.
- How long do past newsletters stay posted? Decided to keep all old newsletters in an archive spot on the website.
- Treasurer and/or TBR to find old newsletters and put up on website if found. Past-President to put back the newsletters she recently removed from the website.
- Past-President recommends not posting the Commercial Member's business cards in the Newsletter since the Newsletter is now on the website and the website already has the scrolling business cards. It is a bit redundant. Treasurer will remove wording that Commercial Members business cards will be featured in the newsletter and Secretary will remove wording from all email correspondence.

5:59-6:15

EVENTS:

Trade Fair 2014

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

Speakers Dinner Date: Tues, Mar 25th, Location: TBD

Speakers update: 4 speakers booked so far. President-Elect is working on getting an NHP speaker and Secretary has contacted a woman at work about speaking on animal rights extremists.

Speaker expenses: - *What do we cover?* WBAALAS will cover transportation (Airfare on a case by case basis) and hotel for out of town speakers.

WBAALAS will not cover food except at the speaker dinner the night before the Trade Fair and the food provided at the Trade Fair.

Food/drinks:

Was suggested after last Trade Fair to have more break time food

Costco run: President will get the breakfast items

Starbucks Coffee Run: President and Treasurer will pick-up/buy the Coffee and the Speaker \$20 gift cards

Lunchtime Meals: Past-President will organize the lunches and drinks. Treasurer has a bid for on campus bag lunches already.

Awards: Deadline March 14th. Please encourage people at your work place to make nominations. Secretary sent out email to membership reminding people of the awards and to make nominations. Nominations are done through the website now.

Secretary to send out email reminding membership of the **D8** Ron Orta award as well.

6:15-6:16

Summer Picnic 2014

Location/date - Submitted request for Gasworks sites #1 or 2 on Aug 16 and then Woodland Park site #3 for either Aug 9 or 16 and site #2 for Aug 9.

Will not hear results until March.

6:16-6:18

Nominations

Roster has been submitted by Secretary

Program chair – By-laws state Program Committee is standing committee.

CP offered to be advisor to the next Program Chair

President-Elect will serve as Program Chair

6:18-6:33

D8 Council update

D8 Meeting Date: April 16-18th in San Francisco

SH gave a presentation about being a D8 Council Member. See presentation on Forum

D8 Council Update Cont.

Treasurer will also place the presentation on the website

Highlights for presentation:

Overview of why D8 was formed

D8 is a council to make the big D8 meeting successful

What D8 reps do-bring back information on what happened at meeting to the local branch

Branches should provide help for their reps to attend the D8 council meetings

SH will continue to be our main D8 representative, but recommended to have alternates in place.

Mini Leadership Academy; April 16th, 2014 at District 8 Meeting- SH will try to go. Anybody can go; registration is free, but limited to 15 people.

6:34-7:02

Other Business

Secretary to send the board list of email addresses for all board members. So everybody has the list.

Treasurer suggested WBAALAS membership for individuals and institutional members to be \$20 (or more) and that would include admission into the Trade Fair should they choose to go. Members would just have to RSVP to the Trade Fair but there would not be a separate sign up process. Will need to revisit and discuss this further

TBR gave presentation on her Institutional Member Benefit Pilot Program-See full presentation on the forum.

Highlights of presentation:

Offer weekly ALAT study courses to our **Institutional members**

This is a way to draw in more companies to sign up as WBAALAS Institutional members

Classes will be held at alternating Institutional Member offices.

WBAALAS will provide class materials, evaluation plan and entire ALAT class course syllabus.

Institutions will need to provide the classroom and A/V

Classes will be 95% hands on and game based, the focus will be on test taking skills and practice.

21-27 weeks of classes

TBR proposes pilot program to start in 2014 and if pilot program is successful then roll out the full program in 2015. TBR will run pilot program

Startup costs: ~\$1,400

Yearly ongoing costs: \$200/yr. for Survey Monkey subscription
~\$132/yr. for consumables

3 Institutions are already on board with program and willing to be part of the pilot in 2014

All voted to approve the Institutional Member Benefit Pilot Program

Meeting Adjourned at 7:03pm

Next Meeting Date: March 13th 2014, 5:30pm at FHCRC