WBAALAS BOARD MEETING MINUTES

May 22, 2014

FHCRC – Thomas Building - Room B1-076

Voting Members Present: DR, AK, ER, JD SH (Call-In), SB (Call-In)

Non-Voting Members Present: TD and AC

5:24 Meeting Called to Order

5:24 Approval of March 13th meeting minutes

5:25 **Secretary Report**

Two new members have signed up since Trade Fair

Submitted branch roster for Trade Fair. Had to indicate which of our members was also a member with National AALAS.

Suggest adding space on the membership enrollment form asking if the prospective WBAALAS member is a National AALAS Member or not. TD will have TwoDot add this to the membership for Individual, Institutional and Commercial Members.

5:26-5:29 Treasurer Report

Accounts as of May 20th: Checking: \$ 4,773.27

Savings: \$ 25,122.72

Passed around Treasurer's typed report (attached at end of minutes)

5:29-5:37 Website

- TD has posted the approved meeting minutes to the website. Can be found by clicking on the Home tab of the website.
- Will start to announce upcoming board meetings under the Events Page of the website. Will just include date and time of meeting on the website with instructions for people to contact a board member for more information.
- SB is still working on getting the old newsletters posted to the website.
- TD started using Google Analytics- he will post those results to the forum
- TD has posted pictures of the Trade Fair to the website. AC will post pictures of the TF to the Facebook page as well.
- RR has requested website permissions for AS who is working on the Newsletter. All voted in approval of granting AS website permission.
- RR and AS will have next Newsletter out very soon.
- Need to discuss with RR and AS at next meeting (neither present at this meeting) a Newsletter schedule. Quarterly?
- When a new Newsletter issue is posted Secretary to email membership letting them know that a new newsletter is available.

5:38-5:52 **EVENTS:**

Trade Fair 2014

Budget Report: Passed around Treasure's typed budget report. Report is attached at the end of the minutes.

Survey Results: Full report posted on forum.

Major Take Home Results:

Do not hold Trade Fair on a Wednesday. Too difficult because of facility deliveries

Longer speaker presentations

When new issues of newsletter are available please send out an email informing membership

Many people gave ideas of presentation topics they would like to hear at the next Trade Fair. Secretary as posted that list to the forum under the 2015 heading in Trade Fair Planning

A good number of people expressed interest in getting involved with WBAALAS. Secretary will need to contact those people for the next meeting.

AC suggested putting together a "Welcome Email" to have on hand to send to anybody that expresses interest in getting involved with WBAALAS. Will work on this through the forum so everyone can view email and give their input.

TF 2015

Thursday March 26th—Treasurer will call University of Washington Center for Urban Horticulture to reserve the date.

Can potentially vary length of speeches; have some shorter 20 minute speeches and two, one hour long speeches. Will have to take this on a speech by speech basis. SH suggested trying again to get Cindy Buckmaster. She has a new presentation for this year.

Summer Picnic 2014

Gasworks Park, Shelter #1 on August 16th, 2014

Set up time and picnic start time still TBD

JD recommended doing a pet CPR demonstration at the Picnic. JD will look into finding a suitable presenter.

Secretary to start emailing membership about the upcoming picnic Secretary to start asking for raffle item donations from vendors for the picnic

5:52-6:00 Institutional Member Benefit Pilot Program Update

Classes are being held at Novo Nordisk, Allen Brain Institute and Fred Hutch Cancer Research Center

Attendance is staying steady. Nobody is skipping classes or not showing up without first letting AK know.

AK suggests for future classes capping class size at 6-8 people for best results

AK will post the full 35 page report to the forum or email the report to the board members.

6:00-6:07 Other Business

D8 Council meeting is in Las Vegas on August 1st, 2014.

SH and AC will be attending meeting. SH will represent the branch. Anything we want to be discussed at the D8 meeting please let SH know. We will continue this discussion at the next board meeting.

There will be NO 2015 D8 meeting.

Voting for the President Elect of National AALAS is in progress. Voting is all electronic this year and you should have received email notifications already. Please Vote.

Reminder that a new National AALAS Website it rolling out. Please check it out.

NEXT MEETING: June 19th 2014, 5:30pm at FHCRC

Treasurer's Report 22May2014 Meeting

2013 Form 990-N filed May 12, 2014 (due May 15, 2014) Intuit subscription renewed May 2014 Domain name has been renewed for five years

Account Balances as of 20May2014

Checking: \$ 4,773.27 Savings: \$ 25,122.72

Income to date for 2014 - \$9,345.00

Trade Fair (see next page) \$4,120.00 Membership \$5,225.00 **Total Income \$9,345.00**

Expenses to date for 2014 - \$11,935.31

YTD Net Income -\$2,590.31

IPN Fees \$ 17.69

Business (web host & Intuit subscription) \$ 583.27

Operations

Postage/Mailing (Forward PO Box) \$ 1.05

Supplies (Checks) \$ 33.92

New website &

5 year Domain Renewal \$ 4,314.75

Trade Fair (see next page) \$ 5,147.59

Summer Picnic \$ 190.00

Other (gift card for Cindy) \$ 100.00

PayPal Fees \$ 252.04

Annual Dinner \$ 1,295.00

Total Expenses \$11,935.31

Trade Fair

2014 Trade Fair Income
Attendees 133 @ \$10 each, 1 at \$20* \$1,350.00 (23 no shows)
Tables (27 @ \$60 each, 1 @ \$0) \$1,620.00 (1 no show)
Sponsorships \$1,150.00
Total Income \$4,120.00
2014 Trade Fair Expenses

2 year Individual Members vs Trade Fair attendance comparison

These numbers are for discussion about having membership include Trade Fair and/or Trade Fair include Membership. I changed the way I enter membership in 2013 so it will take a little more effort to get numbers for 2011 & 2012. Individual Member numbers here include members on Institutional Memberships.

2013 155 Individual Members, 125 signed up for Trade Fair (30 members did not sign up for TF) 2014 166 Individual Members, 134 signed up for Trade Fair (32 members did not sign up for TF)

4 year Trade Fair Overview

Trade Fair Expenses

(These numbers reflect the actual expenses for each year's Trade Fair. They include deposits that were paid the previous year)

2011 \$4,796.24 2012 \$4,760.00 2013 \$5,561.02

2014 \$5,710.59

Trade Fair Income

2011 \$2,755.00 (Includes \$455 in sponsorships)

2012 \$3,645.00 (Includes \$675 in sponsorships)

2013 \$3,070.00 (Includes \$400 in sponsorships)

2014 \$4,120.00 (Includes \$1,150 in sponsorships)