

WBAALAS BOARD MEETING MINUTES

October 21, 2015 4:00 PM FHCRC – Thomas Building D1-301

Members Present: JD, JS, SW, SB, AS, EC, TD, JA, A

Call In: DR, DC, AC, AK

4:00 Approval of September 29, 2015 meeting minutes

4:01 **TREASURER REPORT**

Accounts as of October 21: *Checking: \$ 1,874.26*

Savings: \$ 25,126.20

4:05 **EVENTS:**

- Trade fair March 23, 2016
 - SB have Two Dot makes changes, let EC and JD know when changes have been made so we can move forward on advertising
 - Start advertising to commercial members:
 - JD & EC compose save the date blast for all members, one blast for non-commercial members and one blast to commercial members.
 - Commercial blast will include participation options of tables and sponsorship levels of silver, gold, and bronze.
 - Save the date blasts: Target date to blast commercial members 11/6/2015
 - and for non-commercial members TBD
 - Membership push, with TF membership benefit: blast in early December. SB will make sure webpage is live for the membership, so that AS can begin advertising in newsletter & EC JD can send email blast

- Member appreciation – Zoo lights
 - AS presented her proposal
 - Proposal: a dinner (40 count) or stand up snacks/networking (80) with target reservation date in early January.
 - Members free & plus ones / family tbd, with a waiting list. Free parking.
 - The zoo will be flexible with us on # of people & food
 - If we can't get a date scheduled that works around the holiday but within the zoo lights window, we will have a member appreciation event later.
 - AS JD reserve the space as the first step
 - EC will then email members to announce event
 - EC will email commercial members a blast for sponsorship, with the large sponsorship option being an opportunity to speak at the event

4:20 **BOARD MEMBER POSITIONS - Elections**

- Reviewed candidate bio's, confirmed membership standing
- Voted to approve candidates
- Two open board member slots: the ballot will instruct members to vote for their top two board member candidates.
- AK will post candidate bio's on website
- Ballots go out on 11/9/15 for two weeks as required.
- AK crafting ballots using Survey Monkey will coordinate with EC to blast the Election voting email via Chimp Mail.

4:40

EMAIL UPDATE -TD SB

- Mail chimp is a free web service which assists in email communication
- The Box is cloud storage where all WBAALAS old and new files are stored
- Advertise for new web administrator who is familiar with word press/deal with Two Dot/ manage passwords, in next newsletter AS
- DR and JA did not receive the Save the date meeting blast sent via chimp mail. TD advises all present to check and modify the spam filters on their work computers

4:45

NEWSLETTER –AS

- To include in final 2015 newsletter
 - Introduce election results
 - Membership drive
 - Save the Date for Trade Fair
 - Member appreciation event
 - Summary of Manager's Round Table
 - Describe membership benefits: mixed opinions
 - Institutional member mention at end of newsletter

4:55

Other Business

- TD reported on Manager Round Table held at IDRI, suggests WBAALAS provide lunch at next Round Table, to be held at Benaroya
- Use term Commercial members, not Vendors in future correspondence and discussion

Next meeting scheduled

- Scheduled for Dec 3, 4:00 at Fred Hutch
- Send Chimp mail save the date out EC