

WBAALAS BOARD MEETING MINUTES

February 11, 2015 FHCRC-Thomas Building (D1-302)

Members Present: DR, AS, TD, DC, AC, SB, SH

Call-In: AC

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- 4:00 Meeting called to order
- 4:01 Approval of January 6 2015 meeting minutes
- 4:02 **Treasurer Report**
Accounts as of January 6:
Checking: \$1050.71 (- \$573 pending)
Savings: \$25,000 +
Bills totaling \$573 are pending from INTUIT , and renewal of website Help
- 4:03 **EVENTS**
Membership Dinner 2015
Final cost 2102.40, Attendance 20
Trade Fair 2015
Food –
David: Costco
Susan: quotes from Gretchen’s, UW Housing for lunch. Est attendance 150
Gift Cards, Raffle Items, Tables –
Reach out to vendors: Jen will write Sponsorship letter, Elizabeth will email blast.
Website vendor TF registration: add option for sponsorship (w gold silver bronze levels), gift cards, raffle items.
List sponsors on T flyer. Solicit items, not just gift cards for raffle.
WBAALAS raffle item: one big prize for which individuals may buy a 1.00 ticket.
Brainstorm for the raffle item, \$50.
Speakers- Matt Schatt main speaker 50 minutes, Steve Kelley, Tami Wolden, Kari Koszdin, possible Jen Duncan, possible Shawn Hooper JAX. Jen Duncan working on timing
Awards- Call for nominations: Tim Dawe will compose for Secretary email blast
Program- Amgen did printing in past. Jen will feel out FredHutch and delegate. Some templates on forum.
Checklist on Forum- very useful
- 4:25 **WELCOME LETTER-**
Jen composed draft, Susan edited. Suggestion: different edition for Vendors vs Members
- 4:30 **PROFESSIONAL HELP W FINANCES-**
Update from Treasurer: Susan met with Dr. Quickbooks, extremely positive
- 4:35 **NEWSLETTER AND MEDIA UPDATE-**
Newsletter Update -Andrea has draft of newsletter, goal to post March 1. Add president’s message. Suggestion for next newsletter: articles from members about animals they work with, use interest survey at TF for Andrea to interview them. Announce the survey (and other news) mid raffle at TF.

Facebook & LinkedIn-Facebook contest, cross advertise in newsletter, announce at TF. Make page a closed group. Linked-In- turn from individual to company profile, or close down altogether

4:45

EMAIL UPDATE-

Email problems: Tim working w ~~UCENTRIC-YouCentric~~ webhost, which is unable to solve email problem.

Webmail plans: Tim talking to TWODOT, plans to switch to host GODADDY for webmail. Tim will migrate our webmail from ~~UCENTRIC-YouCentric~~ to GODADDY. Will let us know when switching servers, warns there might be a day lag. Will also get quote for TWODOT to manage the migration. When new host server has webmail up and running, try test with read receipts, when up and running then secretary can send out blast emails.

4:55

VIVARIUM MANAGER ROUNDTABLE-

Have Trade Fair flyers, which Andrea will make, -for round table.

Drink & snack budget?

Tim getting good rsvp response, is working on format.

5:00

Other Business

Legislative Action Coordinator (LAC) –

AALAS' Government committee which mobilizes membership to effect government. National wanted each branch to have a rep, Jen volunteered

Meeting adjourned at 5:00pm

NEXT MEETING: MARCH 11, 2015 at 4:00pm at FHCRC