

## WBAALAS BOARD MEETING AGENDA

January 17th, 2019, 3:00-4:30 PM @ FHCRC – Room TBD

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### 3:00 **Roll Call** – Introductions

*In person: Traci, Michael, Thomas, Joe, Sakara, Jen K., Tony, Amanda K, Mirah, Michelle (guest), Kassie (guest), Jennifer K, Julie, Tony, Tracy (guest)*

*On phone: Dave, Shawn*

### 3:05 **Approval of Meeting Minutes** – December 2018 *unanimously approved*

### 3:10 **Treasurer Report (Amanda K.)**

Accounts as of Jan 17<sup>th</sup>, 2019:

- Checking: *\$2380.52*
- Savings: *\$5131.60*
- PayPal: *\$940.37*
- Credit Card: *\$74.99 (GoDaddy SSL Cert)*

*Total profit/loss for 2018: Loss of \$10,773.33 (\$7,000 went to seed money for 2019 D8 Meeting); reports passed around and will be uploaded to Drive.*

Review proposed 2019 budget:

1. *Vote to approve moving to Quickbooks accounting software*
2. *Vote to approve of AALAS Learning Library memberships as a 2019 WBAALAS member benefit*
3. *Vote to approve discontinuing SurveyMonkey and use Google surveys*
4. *Vote to approve using the summer picnic as our general membership meeting for 2019*

*Consider discontinuation of HeroRat adoption if budget cuts are needed.*

### 3:15 **Membership Committee Report (Amanda K.)**

Membership as of Jan 17<sup>th</sup>, 2019:

- Total members: *19*
- Institutional orgs: *1*
- Commercial orgs: *4*

*Delayed membership drive until accounting software vote. Treasurer will begin membership drive on 01/21 using current/new accounting software for invoicing and expense tracking.*

### 3:20 **Newsletter Committee Report (Amanda K.)**

Next newsletter scheduled to be published: Feb 15<sup>th</sup>, 2019

Content submission deadline: Feb 8<sup>th</sup>, 2019

Bios of new board members

*Tech Week Celebrations with Photos*

*“Volunteer Day” at Zoo (Dave R.)*

*Dog Adoption Program at FHCRC*

### 3:25 **Events**

1. 2019 District 8 AALAS meeting update (Jen D. / Traci W.)

- i. *16 confirmed speakers, waiting on 2 to confirm. Traci and Carolyn working on gathering speaker preferences and bios.*
- ii. *2 calls for posters have gone out, flyers were distributed to solicit for local presenters at most recent Vivarium Managers Roundtable Meeting. 1 submission so far, another call to go out at the end of the month.*
- iii. *24 vendors so far*
- iv. *2 bids received on exhibit companies*
- v. *5 workshops have been finalized*
- vi. *Member registration to open in ~1 week*

**3:40 Scholarship Committee Report (Amanda K. / Tony G.)**

AALAS Certification exam fees and AALAS National Meeting attendance

*Address scholarship options mid-year, after assessing how the AALAS Learning Library is being utilized by membership.*

**3:45 Tech Week Planning Committee Report (Tony G. / Shawn H. / Michael M.)**

- a. "Save the date" sent out on facebook and email, online trivia Jan 28-Feb
- b. Non-members allowed to participate in trivia
- c. Committee working on questions, winner selection, and prizes
  - a. Questions
    - i. 1 topic/day: Euthanasia chosen for Monday. 4 more topics needed and 5 questions per topic
    - ii. Question resources: ALAT test questions, Cindy Pekow, others?
    - iii. *Jen K. or Amanda will update the website daily during Tech Week with trivia questions*
  - b. Winner Selection - *each answer gets the submitter's name/institution put in the raffle pool, most entries for individual and institution wins. Random number generator will be used in the event of a tie.*
  - c. Prizes - *Prizes approved by the board: Ice cream social for institutional winner, \$100 for individual winner.*
  - d. Live trivia weekend - *Tabled until next year.*

**4:00 Branch Outreach Committee Report (Michael M. / Joe A.)**

Begin working on putting together a list of places to visit during Q1

- a. Multiple places a day/ once per month
- b. Focus on non-members or reengaging current members, or try a mixture of both?
- c. *Branch Outreach Committee spoke at the most recent Vivarium Managers Roundtable Meeting and managers were receptive to hosting during their regular staff meetings.*

**4:10 Branch SOP Committee Report (Sakara P. / Amanda K. / Traci W.)**

Development of SOPs for Board Member positions and branch activities

- a. See appendix at end of agenda. Anything missing? Who is most knowledgeable about which topics? – *Development of SOPs ongoing*

**4:15 New Business**

1. Q2 Roundtable – sponsor would like to attend, should lock down location ASAP  
*Need to standardize the planning and communication regarding the Manager Roundtable meeting. MailChimp to be used for invitations, Tony to work with Tim to get a complete and updated list of attendees to invite (to include managers and lead techs). Next Roundtable to meet at Novo Nordisk in early April.*
2. Website update – board members, branch logo, trade fair page, join page  
*Information out of date, need to update board members and branch logo. Jen K and Amanda to update the Trade Fair page with info on D8, remove Winter Event, add AALAS Learning Library to member benefits.*
3. Q1 Webinar/networking event?  
*Plan for mid-March*

**4:20 Continuing Business**

1. 2018 Winter Member Event Survey  
*Decided not to send out*
2. WBAALAS Board Meeting location for 2019  
*Waiting on parking info from the Allen Institute. VA can be backup, if needed.*

**4:25 Schedule next meeting - 2/21/19 from 3-4:30pm at FHCRC**

## Appendix: Draft list of SOP topics

Branch SOP Committee: list of procedures/processes/topics to document (what is missing?)

### Treasurer

- Payment processing and bank account management
- Annual WA SOS report filing
- Annual tax filing

### Newsletter

- Newsletter schedule and drafting
- Newsletter distribution

### Secretary

- Meeting minutes

### President

- Meeting scheduling and management

### Applications

- Website management
- Google drive management
- MailChimp management
- Freshbooks management

### Special Events

- New Board Member orientation
- Membership drives
- Trade fair planning
- Picnic planning
- Member appreciation event planning