

WBAALAS BOARD MEETING MINUTES

May 16, 2019, 3:00-4:30 PM @ UW SLU F building room F107

Roll Call – Introductions

In person: Sakara, Thomas, Julie, Michael, Emily, Amanda, Dean

On phone: Traci, Shawn

Approval of Meeting Minutes – March 2019 *unanimously approved*

Treasurer Report

Accounts as of May 15th, 2019:

- Checking: \$7,071.53
- Savings: \$5,131.75
- PayPal: \$19.12
- Credit Card: \$3,231.21
 - Charges include final payment to Hyatt for D8 (to be paid back with revenue) and 1-yr branch mailbox.

Membership Committee Report

Membership as of May 15th, 2019:

- Total members: 193 (down due to an org revising # of 2019 members after invoicing)
- Institutional orgs: 10 (no change)
- Commercial orgs: 20 (no change)

Events

2019 District 8 AALAS meeting summary

Overall meeting was successful. Amanda sent out financial summary with details. Poll was sent out to all attendees, some good feedback was given on how to better the vendor portion of the meeting. D8 summary meeting scheduled for May 23rd at 1PM.

Q1 Webinar/Networking Event Summary

24 total attendees. Survey was sent out with a total of 10 responses. Most people satisfied with the event, biggest complaint was ability to locate the meeting location. Other feedback was given which will be used for the Q2 Webinar

Q2 Webinar/Networking Event

Julie to contact manager's roundtable group about hosting the webinar. Sakara to choose webinar topics based on previous poll and survey results. Michael to send out poll to members. Aim for webinar at end of June.

2020 Trade Fair

UW HUB not available. Reaching out to DINEvent to help find new venue. Our rep should have a few suggested venues by next week. Sourcing the venue is free. They also offer a la cart premium service such as contact negotiation, food & beverage coordination, AV coordination, onsite day-of coordination, etc.

2019 Summer Picnic

August 10th, 11am-2pm at Golden Gardens Park. Posted to website.

Newsletter Committee Report

Q2 Newsletter revised target publication June 10th. Revised submission deadline May 31st.

Editor will send email to membership soliciting for D8 pictures and anecdotes.

Scholarship Committee Report

No new activity.

Branch Outreach Committee Report

Visiting Altasciences on the 29th. Also aiming to visit Seattle Children's. PowerPoint and benefit flyer provided by Amanda to use.

Branch SOP Committee Report

Treasurer is nearly done with a QuickBooks SOP. Will post by next meeting.

Branch Website Committee Report

Meeting minutes and summer picnic added to website

3:50 New Business

1. **Review bylaws** – everyone to look over bylaws by next meeting and bring any feedback to Amanda who will take care of the formal update process.

4:05 Continuing Business

1. **Update WBAALAS logo on website** – Logo was successfully updated!

2. **Tech week winners ice cream party**

At Allen Brain Institute on June 12th. There will be 12-15 attendees. Michael, Joe, Amanda, and Thomas to attend. Will also use this time as an outreach opportunity. Budget for ice cream and toppings is \$100. Michael to purchase any needed supplies.

3. **WBAALAS Board Meeting location for 2019**

Continue hosting at UW SLU.

4. **Managers Roundtable meeting.**

- Q3 Roundtable
- Roxanne Miller at Envigo has offered to sponsor the Q3 and Q4 Manager Roundtable lunches.

4:25 Schedule next meeting

6/13/19 from 3-4:30pm at UW SLU