

WBAALAS BOARD MEETING MINUTES

January 14th, 2021, 4:00- 5:00 PM @ Teams Meeting

- **Roll Call** – Sakara P, Dave R, Michael M, Emily F, Tony G, Jonathan M, Ashley R
- **Approval of Meeting Minutes** – November minutes unanimously approved. No meeting was held in December
- **Treasurer Report (David R.)**
 - 5,347.59 checking
 - 01/12: \$100.00 deposit
 - 01/06: \$57.36 deposit
 - 12/21: \$2,580.00 check #1192 (Reimbursement for AMZ gift cards)
 - 10/15: \$3.15 debit
 - 10/15: \$100.00 deposit
 - 10/09: \$10.00 check #1190 (Reimbursement for SOS filing fee)
 - 11,170.55 savings
 - CC: no balance (no transactions since June)
 - Paypal (\$0 balance)
- **Membership Report (David R.)**
 - A couple new memberships have come in, a formal membership drive is to be done soon. Aiming to start early in the year
- **Website Report (David R.)**
 - Website crashed 2 weeks ago, Dave was able to resolve within a few days
 - Email Forwarding to board members: Completed by Dave. Jonathan having some issues, to contact Dave with details to resolve.
- **2021 Board Position Announcements**
 - Past President: Michael Matthews
 - President: Tony Gray
 - President Elect: Ashley Rennie

 - Treasurer: David Rodriguez
 - Secretary: Sakara Perry

 - Board Member 1: Jonathan Montoya
 - Board Member 2: Emily Frazier
 - Board Member 3: Julie Bakken

EVENTS

- **Tech Week**
 - Plan to host Trivia for tech week again – will have a few days of trivia questions (Mon., Wed., and Fri.) rather than daily trivia questions all week long
 - **Sakara** – To send Email blast to membership on Tuesday (Jan. 19)
 - Dave has multiple gift cards from vendors that we can send out
 - 1st, 2nd, 3rd, 4th place prizes:
 - \$100 check for first place
 - \$50 master card gift card for second place
 - \$25 visa gift card for 3rd place
 - \$10 starbucks gift card for 4th place
 - Will not have an institutional prize this year
 - Complicated to do because of COVID

- Allows us to give out more prizes for individual winner and promote more participation throughout the week
 - **Michael** - to contact Allen Institute (last year's institutional winners) and discuss options for reimbursing ice cream party prize since it never occurred due to COVID
- **Trade Fair**
 - Crown Plaza Hotel was to be location of 2020 trade fair but had to cancel due to covid.
 - Planning to host a trade fair late this year (in September of 2021) in hopes of restrictions opening up.
 - The Hotel is available for registration on the date suggested.
 - If reserved: We would have to commit and sign a contract but would not need to pay reservation fee
 - Cancellation fee is waived if cancelled due to COVID. However, would need to pay cancellation fee if cancelled for other reasons. If fee is small enough (less than 500) then risk is minimal enough where we are comfortable moving forward with reserving the hotel.
 - **Dave** - to check with Hotel and confirm via email
- **Technician Roundtable**
 - Was being planned for end of 2020 but there was small engagement (only 4 or 5 people interested), not enough to move forward with.
 - Idea: Rather than contacting managers, email blast entire membership along with the tech week email to contact us about interest in participating in tech week roundtable.
 - Potentially add a question specifically into the tech week trivia about the roundtable and interest in it
 - **Michael** - to send Sakara info on Technician Roundtable to include in email blast

New Items

- **Social Media**
 - Do better with social media and email blasts
 - **Michael** - To send email to membership to remind them about our Facebook group and invite them to join
 - Send surveys early on in the year about what the membership wants to see from us this year
 - Small acknowledgements to institutions in newsletter or on social media
 - Get everyone on the board to post at least once throughout February to keep engagement up
 - LinkedIn as potential Social Media site?
 - doesn't have same type of user interface
 - use either LinkedIn OR facebook, but not both.
 - **Michael** - to reach out to someone at AALAS to see what they recommend for social media
- **Be conscious of sending out Agendas/Minutes/Meeting Invites early**
 - Joint Calendar on the google Drive to help keep everyone aware about what is coming up
 - **Sakara** - to send Dave Calendar of events from previous year
 - **Dave** - to work on getting google drive calendar set up
- **Newsletter**
 - Sakara is now Newsletter chair. Amanda still on the committee but will no longer be head.
 - Send ideas and content to Sakara
 - Potential idea: Video clips/highlight reel of institutions' tech weeks
- **Tony** - to send out welcome email to the members

Next meeting: Feb. 25th @ 4pm