

## WBAALAS BOARD MEETING MINUTES

January 16th, 2020, 3:30-4:30 PM @ UW SLU Room F106

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- **Roll Call** – Introductions

In person: Michael M, Sakara P., David R., Amanda K., Emily F.

On phone: Julie B., Traci W., Tony G.

- **Approval of Meeting Minutes** – Dec. 2019, approved by all
- **Treasurer Report (David R.)**

Accounts as of January 16th, 2020:

- Checking: \$6,465.99
- Savings: \$11,169.47
- PayPal: \$19.12
- Credit Card: \$1,129.99, (includes AALAS Learning Library Subscription, QuickBooks, SSL)

Membership as of January 16th, 2020 (membership drive started last week):

- Total members: 107 (no change)
- Institutional orgs: 6 (no change)
- Commercial orgs: 13 (no change)

- **Events**

1. 2020 Trade Fair

- a. Committee Updates:

- i. Program Chair – Sakara: working on final program, changes include talks through 3pm. 30 minutes for talks, event set up & clean up for vendors/speakers, 630am start set up, 730 breakfast, registration is outside of vendor hall, so no need to worry about people waiting in line, submitting names on program of vendors, sponsoring vendors can be listed on programs depending on their level of membership. Pick up after ourselves, no breaking down tables, etc. all approved.... Speaker bio's/topics
    - ii. Registration Chair – Emily and Julie. Emily sent out a draft of registration form, few more things to finalize. Table sizes/drapes/would be helpful. Option to purchase additional tables? adding charging station, no bingo, 41 tables, google drive has past event info, sponsors for lunch, breaks, speakers.
    - iii. Tony G: Compassion fatigue wants a table, is this ok? Cross promoting? NWBAR table? Tony will inquire with compassion fatigue folks for more info. How much would we charge?

- iv. How much notice do they need in case we sell out of tables?  
Sponsorship levels, look at past meeting agenda's. MM will email tomorrow regarding sponsorship levels after checking with Joe. Yes on tote bag. When is going out to vendors? What is deadline? April 18<sup>th</sup> is deadline for meal info. Need date for vendor registration...beginning of Jan or by end of Jan.
      - v. Speaker Chair – Traci and Tony- Traci not many changes, not heard from ALLAS yet, will follow up with them, working on bios/talks, etc, Jan 31<sup>st</sup> is deadline.
      - vi. Vendor Chair – Joe and Michael - will touch base tomorrow
      - vii. AV Chair – Dave and Jen- nothing yet, David will connect and follow up with Jen. Will need to bring own laptop for presentations, etc., no branch laptop, will figure it out....
      - viii. Treasurer – Amanda - sent David info for AV
    - b. Deadline Reminders
      - i. Tentative program finished: February, info from Traci, also on website
      - ii. Budget Finalized: completed in November
      - iii. Vendor pricing finalized? Perks need finalizing
      - iv. Registration open for vendors: January by end of month
      - v. Registration open for members: March
  - 2. Q4 Webinar
    - a. Webinar Topic: Voice of one: Speaking about Animal Research no response, Friday at noon proposed, Thursday at 3pm cross proposed.....march??
    - b. Host location: Seattle Children's, finalizing date & time. Mid Feb?
  - 3. Animal Technician Week
    - a. Date: February 2 - February 8, 2020, save the date, Sakara sent out also on Facebook.
    - b. AALAS is offering a free webinar on compassion fatigue.
- **Newsletter Committee Report (Amanda K.)**
    - 1. Newsletter Committee Update - no update, have ready by end of January. (add presidents message, bio's, etc...new board members)
  - **Branch Outreach Committee Report (Michael M. / Joe A.)**
    - 1. Branch Outreach Committee update
      - a. Target accounts? No updates, another item to discuss tomorrow with MM & JA. Rapid ID, Omeros, Benaroya potential members.
  - **Branch SOP Committee Report (Sakara P. / Amanda K. / Traci W.)**
    - 1. SOP Committee update
      - 2019 Goal: Trade Fair SOP ongoing still & speaker chair SOP, everyone keep track of tasks during trade fair for SOP purposes.

- **Branch Website Committee Report (Jen K. / Dave R.)**
  1. Award recipients – Ramel V. (Bette J Varnam) and Traci W. (Ron Orta) everyone has their awards...no photos yet. MM reach out for photos....Sakara send out what was written to each recipients
  
- **Continuing Business**, Tony G, asked about plane ticket to attend branch management summit., end of January. 12/13<sup>th</sup> of March. Re-cap
  1. Winter Event Summary,
  
  2. WBAALAS Awards
  
  3. Branch Management Summit
  
- **New Business**, Election announcements
  - Schedule next meeting advertisement for nominations include with trade fair registration.
  - Onboarding event...Sakara want to add onto the end of board meeting or meet another day. (January 30<sup>th</sup>)
  - Next meeting February 27, 330 same time & place