- 3:30 **Roll Call** Introductions
 - o In Person: Dave R., Sakara P., Emily F., Amanda K., Tony G., Traci W., Michael M.
 - o On Phone: Julie B.
- 3:35 **Approval of Meeting Minutes** November 2019 Not available yet
- 3:40 Treasurer Report (Amanda K.)

1. Accounts as of December 19th, 2019: Checking: \$4,780.79

Savings: \$11,169.39

PayPal: \$0

Credit Card: \$10.00

- 3:45 Membership Committee Report (Amanda K.)
 - 1. Membership as of December 19th, 2019: Total members: 171

Institutional orgs: 11 Commercial orgs: 20

- 3:50 **Events**
 - 1. 2020 Trade Fair
 - a. Committee Updates:
 - i. Program Chair Sakara

Tentative schedule complete, will work on designing program to hand out to attendees

- 15 minutes added to first raffle, entire meeting extended to 3pm
- Sakara to update program and send out for review
- ii. Registration Chair Emily and Julie

Working on tentative vendor registration form – due Jan. 2nd

- Final pricing needed from Vendor chairs
- Board to reach out to speakers who are also vendors to invoice them with the discounted price
- iii. Speaker Chair Traci and Tony

All but one speaker confirmed (George sanders)

- George Sander confirmed, waiting on response from National Leadership
- To use HeroRAT video as backup in case of speaker absence
- iv. Vendor Chair Joe and Michael

Present final vendor sponsorship opportunities and prices

- Need to check on pricing, possibly need to decrease
- Looking into additional sponsorship opportunities (Amanda will look into charging station and snack pack cost)

- Make sure raffle items are bigger \$ item to decrease raffle length
- Suggested to offer WBAALAS logo stickers for sale
- v. AV Chair Dave and Jen

No items

- Dave and Jen to find out AV requirements for loading presentations (jump drive/Dropbox/pre-loaded on computer)
- vi. Treasurer Amanda

Send out final budget (with revision from last meeting)

- Michael to send Amanda final numbers to update budget
- b. Deadline Reminders
 - i. Tentative program finished: February
 - ii. Budget Finalized: November board meeting ✓
 - iii. Vendor pricing finalized: November board meeting-December
 - iv. Registration open for venders: January
 - v. Registration open for members: March
- 2. **Q4 Q1** Webinar
 - a. Webinar Topic: Voice of one: Speaking about Animal Research
 - b. Host location: Seattle Children's, finalizing date
 - Discussed doing during tech week, the board recommends picking a different date
- 3. Animal Technician Week
 - a. Date: February 2 February 8, 2020
 - b. 2019 event: Online Trivia; 2 winners, institutional and individual
 - i. 3 days, not 5; technicians only (no managers, vets, etc.)
 - ii. Ability to reply via email with answers, google poll, and link on website
 - iii. Sakara to send out email in early January
- 4:00 Newsletter Committee Report (Amanda K.)
 - 1. Newsletter Committee Update
 - a. Deadline December 30th
- 4:05 Branch Outreach Committee Report (Michael M. / Joe A.)
 - 1. Branch Outreach Committee update Revisit in 2020
- 4:10 Branch SOP Committee Report (Sakara P. / Amanda K. / Traci W.)
 - 1. SOP Committee update

2019 Goal: Trade Fair SOP ongoing

President SOP in progress

Set up Google forms for document uploads

- 4:15 Branch Website Committee Report (Jen K. / Dave R.)
 - 1. Award recipients Ramel Velasco (Bette J Varnam) and Traci Weber (Ron Orta)
- 4:20 Continuing Business
 - 1. Winter Event Summary
 - a. Low turnout
 - b. Consider Wildlights/ Paint & Sip again or similar event, rather than a happy hour; start planning in May/June after trade fair
 - 2. WBAALAS Awards
 - 3. Branch Management Summit
 - a. Tony to attend
- 4:25 New Business
 - 2. Training of new board members/ onboarding event
 - a. End of January, possibly at UW
 - b. Time with all board members to get together for a couple hours and discuss roles on board/transfer knowledge to new members
 - 3. Sakara volunteered to be 2020 Awards Chair
- 4:30 Schedule next meeting Change to 1.5 hours again
 - o Thursday, Jan 16th from 3:30-5pm