- **Roll Call** – Introductions

In person: Michael M, Sakara P., Joe A., Emily F., Traci W., Tony G.

On phone: Amanda K

- **Approval of Meeting Minutes** – Jan. 2020, names of board member and their positions need to be added to the minutes before approval

- **Treasurer Report (David R.)**

Accounts as of February 20th, 2020:

- Checking: $10,210.06
- Savings: $11,169.57
- PayPal: $232.14
- Credit Card: $1,129.99,
    - Balance includes carryover from last month (SSL cert, QuickBooks and ALL subscriptions) and new purchases in February (flight for Tony G and Q1 webinar)
        - Auto-payment scheduled for 02/24/2020

Membership as of February 20th, 2020:

- Total members: 153 (up 46)
- Institutional orgs: 8 (up 2)
- Commercial orgs: 18 (up 5)

Trade fair registrations as of February 20th, 2020:

- Total of 5 registrations (of ~40 spaces available)
    - Gold: 1
    - Silver: 2
    - Bronze: 2
- All submitted forms are filed in Google Drive: Washington Branch AALAS > Events > Trade Fair 2020 > Registration forms (invoiced)
- They are filed in the order they were received and labeled with sponsorship level.

- **Events**
    1. 2020 Trade Fair
        a. Committee Updates:
            i. Program Chair – Sakara: A tentative program is done and will be sent to the Board before the next meeting.
            ii. Registration Chair – Emily and Julie. The vendor form was sent out. A google form will be created for member registration in March. Once 37 vendors register, put vendor registration on hold so we can decide if we want to reserve a table for NWABR, UW Compassion Fatigue, or other non-profits. Non-profits would likely share tables.
            iii. Speaker Chair – Traci and Tony- Speaker's bios are done and time preferences for the speakers have been requested.

        i. What is the criteria to be a speaker at the trade fair? We should determine criteria so speakers can be filtered if needed. A call for speakers should be put out 6 months prior to the trade fair and the website updated so people can suggest speakers.
- iv. Vendor Chair – Joe and Michael – Joe sent out the vendor form on Feb 14th. Hotels are not being offered to vendors
- v. AV Chair – Dave and Jen- No updates
- vi. Treasurer – Amanda – Completed vendor registration forms are sent to the treasurer. Registration forms are uploaded to Google drive in the order they are received

    b. Deadline Reminders
- i. Registration open for vendors: Feb 14th, complete
- ii. Registration open for members: March
- iii. Hotel deadlines: Food due April 18th (need to confirm date), head count due 1 week prior to trade fair

2. Q4 Webinar
    a. Webinar Topic: Voice of one: Speaking about Animal Research
    b. Will be held at Novo Nordisk. The happy hour location and a sponsor are still needed. An email will be sent to vendors for a sponsor.
    c. Mailchimp should be used for all email blasts, an SOP is available on the drive. Joe will send Michael his vendor contact list so Mailchimp can be updated. D8 vendors and D8 attendee list will be added to Mailchimp.

- **Newsletter Committee Report (Amanda K.)**
  1. Newsletter Committee Update - Q1 newsletter delivered February 10th. Amanda will send an editorial calendar for the rest of the year before the next Board meeting.

- **Branch Outreach Committee Report (Michael M. / Joe A.)**
  1. Branch Outreach Committee update
     a. Went to Seattle Children's and Alta. Alta has been visited multiple times but they still haven't joined. New targets are needed for upcoming visits.

- **President Elect**
  1. No responses to recent email that went out, need to start networking to find a new President Elect. Michael will talk to Tim Dawe and Traci will talk to Kari Koszdin.
  2. We should focus on getting people to the Board meetings, start sending out emails inviting all members to the Board meetings. Possibly change meeting locations to encourage members to attend.

- **Branch SOP Committee Report (Sakara P. / Amanda K. / Traci W.)**
  1. SOP Committee update
     a. Trade fair SOP ongoing: All Board members please save all documents or emails regarding the trade fair to use as templates in the future and note all important things regarding your role.

- **Branch Website Committee Report (Jen K. / Dave R.)**
    1. Need to remove tech week content from the website, add trivia winners
    2. Add trade fair speaker info to website

- **Branch Management Summit (Tony)**
    1. The Summit is on the 13th and 14th of March, Tony will give a presentation on the Summit during the following Board meeting.
    2. While at the Summit, Tony will ask about how the Board can get people interested in the President Elect role.

- New Business
    1. Tech Round Table
        a. Possibly start a Tech Round Table? Managers could identify 1 or 2 techs to attend, directed by managers as part of the technician's development plan. A facilitator would be needed.
        b. Potential opportunity to offer CEUs is the Tech Round Table is held as a class type meeting.
        c. We should seek sponsorship for the Tech Round Table, but this is something the Board would pay for as well.
    2. Vivarium Managers Round Table
        a. A sponsor is needed for the next Round Table, send out an email to vendors seeking a sponsor
        b. The Manager's Round Table should be more formalized, we should have a summary of each Round Table in the newsletter. Have Tim attend Board meetings?
    3. Summer Picnic Date
        a. August 8th, 15th, and 22nd have been submitted as our preferred dates

- Next meeting is March 26, 3:30pm