

WBAALAS BOARD MEETING MINUTES

January 13th, 2022, 4:00- 5:00 PM @ Teams Meeting

- **Roll Call** – Ashley R., Dave R., Julie B., Emily F., Traci W., Christine L., Melissa R., Sakara P.
- **Approval of Meeting Minutes** – December meeting minutes unanimously approved
- **Treasurer Report (David R.)**

1) Checking: \$4,380.06

Recent transactions: 12/20/21 - \$2,616.30 for member gift (zoo tickets)

2) Savings: \$11,171.59

Recent transactions: none (only interest payments)

- **Membership Report (David R.)**
 - No Changes since last meeting
 - Membership drive 2022 – review email language since uncertainty around when we can offer in-person events
 - Wording in membership drive draft email approved by board
- **Website Report (Christine L.)**
 - Mail forwarding sent out
 - Award winners updated on website
 - **Christine** to send out instructions for logging into email
 - Everyone tasked with clearing out old emails and updating signature/name
- **Calendar Review (David R. and Sakara P.)**
 - Membership Drive – January-March
 - Annual IRS filing (form 990-N) must be submitted by May 15th
 - Annual filing with WA Secretary of State must be completed by Nov. 30th (notice email comes Oct. 1st)
 - Renew branch subscription to AALAS learning library in Jan.
 - **Sakara** to send out Calendar access to Board.
- **Social Media (Ashley R.)**
 - post increase of 29% (December) in comparison to November. We currently have 47 active members.(Active meaning that they have viewed, posted, reacted or responded to a post). We still have a total of 70 members.
 - **Sakara** to look into LinkedIN profile for WBAALAS
- **Newsletter (Sakara P.)**
 - Sent out January 3rd, 2022
 - Q1 Newsletter scheduled for end of March

EVENTS

Technician Appreciation Week

- January 30th-February 5th

- typically do a week long trivia event (based on ALAT and LAT study material) with prizes.
 - In the past we have given the winning institution an icecream party, and individuals receive money or gift cards.
 - This is open to all technicians, so they do not need to be current WBAALAS members to participate and win.
- Event Details: Individual winners only
- **Sakara and Ashley** to work together on details of the event – work with Christine on getting website updated

Q1 Tech Roundtable

- **Sakara** to send Jonathan an email to get impressions on last roundtable and if he would like to continue to run them or pass off to Melissa
- Board agreed to continue holding quarterly tech roundtables

Q1 Manager's Roundtable

- **Dave** to follow up with Tim on next roundtable

NEW ITEMS

- Bylaws Review
 - Plan: Reach out to National and ask if they have someone willing to review our Bylaws (**Dave**)
- LAC
 - Julie received a reply today from AALAS regarding the Legislative Action Coordinator. Flyer sent out to board to review
 - **Julie** to review pamphlet and then decide on whether or not to take on this role
- D8 Rep
 - Ashley reached out to Tom Chatkupt and D8 AALAS on information
 - Officially signed up as D8 Rep.
- The board manages Financials through quickbooks. They now have a “quickbooks live” option to do audits for customers.
 - One time fee of \$500 to have an external review of our books – approved by board, **Dave** to set up
 - After the initial audit we will review and decide if it should be a more regular occurrence

OLD ITEMS

Holiday Gift

- Sent to all current institutional and individual members (171)
 - Only 2 “not successful”
- Heard from multiple recipients that they love the gift
- **Melissa** to double check on wording in zoo ticket and let Sakara know if a follow up email should be sent out explaining when the ticket may be used

Election Results

Past President: Emily F.
 President: Ashley R.
President Elect: Traci W.
 Secretary: Sakara P.
Treasurer: Dave R.
 Board Member 1: Jonathan M.
Board Member 2: Melissa R.
 Board Member 3: Julie B.
TBR: Christine L.

- For Feb. board meeting, **Sakara** to send board meeting invite out to all members via mailchimp, members must RSVP to attend, will assess any interest we get at that point and discuss options moving forward
- **Everyone** encouraged to invite a friend to the next board meeting

WBAALAS Awards

- **Winners**
 - Winnie D – Tech of Year Award
 - Ashley R – Branch Member of Year Award
- Still waiting on mailing address for Winnie before sending out awards (sent follow up but haven't heard back)
 - **Traci** to send Dave mailing address for award. Dave to mail out awards and checks.

Next meeting: February 24th @3PM on Teams