

WBAALAS BOARD MEETING MINUTES
May 12th, 2022, 3:00- 4:00 PM @ Teams Meeting

- **Roll Call** – David, Julie, Melissa, Ashley, Jonathan, Tracy, Emily, Sakara
- **Approval of Meeting Minutes** – April meeting minutes unanimously approved.
- **Treasurer Report (David R.)**
- **Checking: \$4,643.69**

Recent transactions:

- 5/11/22 - \$37.62 deposited for 2 individual memberships
- 4/29/22 - \$95.04 deposited for 5 individual memberships
- 4/28/22 - \$1657.37 withdrawn for Trade Fair venue deposit/hold
- 4/21/22 - \$300 transferred from savings - 2 commercial memberships + 1 sponsorship mistakenly deposited into savings instead of checking
- **Savings: \$11,171.95**
Recent transactions: none (only interest payments)

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

175 individuals (up 5 from last meeting), 6 institutional (no change), 16 commercial (no change)

- **Website Report (Christine L.)**
No update-Christine not in attendance.
- **Calendar Review (David R. and Sakara P.)**
 - Membership Roster due May 1st (submitted)
 - Annual IRS filing (form 990-N) must be submitted by May 15th **David to do this afternoon**
 - Trade Fair September 8th
 - Annual filing with WA Secretary of State must be completed by Nov. 30th (notice email comes Oct. 1st)
 - Ben Cohen Branch Management Summit – July 15-16 (flight form completed by June 1st)

- **Social Media (Ashley R.)**
Facebook: **70 members (same as last month). 48 active members, 49 total posts.**

LinkedIn: **30 connections (up one from last month)**

- **Newsletter (Sakara P.)**
 - Q2 Newsletter scheduled for June 30th
 - Content deadline June 23rd
- **D8 Update (Ashley R.)** Tuesday 5/24 at 4:00pm PST. The Teams Meeting link will stay the same. **Ashley will be attending meeting virtually.**

EVENTS

Q2 Manager's and Technician Roundtables

- Manager's roundtable scheduled for June 23rd – May hold at a restaurant, details TBD
Still needs sponsorship. Christine to put on events section of WBAALAS website.
- No update on technician roundtable, date and discussion to be determined later.

Summer Picnic

- Still yet to hear back on date. Sakara to reach out to someone.

Trade Fair

- Trade Fair location at UW Horticulture Center:
 - NHS hall: for Vendor booth and breakfast/lunch
 - Merrill Commons: space for eating
 - Isaacson classroom & Douglas Classroom: for speaker presentations
- September 8th, reservation from 7am to 3pm
- Contract and paperwork signed, deposit submitted

TRADE FAIR PLANNING

- Program Chair: Ashley
- Registration Chair: Emily/ Jonathan: Emily to forward registration form from previous email to us all.
- Vendor Chair: Melissa: reach out to vendor of choice and get feedback on vendor levels, gain suggestions (David mentioned Rene from shepherd specialties)
- Speaker Chair: Traci: Send email blast/reach out to possible speakers.
- Food chair: David
- Awards/Raffles: Julie
- Christine/Sakara to assist where needed.
- Everyone to look into their roles to get an idea of what information/planning they need to do.
Will start email thread to discuss trade show info.

Registration and perks Pricing (need information ASAP so we can open registration to vendors):

- Suggestions of numbers and perks below (based on 2018 numbers)

Vendor booth (2 employees)

- Table – 250 – (up from 150 in 2018)
List of attendees?
- Bronze – 350- (up from 250 in 2018)
List of attendees
Slot in passport/scavenger hunt
- Silver – 475- (up from 375 in 2018)
Choose table location- first come, first served.
List of attendees
Slot in passport/scavenger hunt
- Gold – 600* (up from 500 in 2018)
Choose table location
Maybe provided with raffle tickets to give out?
List of attendees
Slot in passport/scavenger hunt

*Consider letting them give a short Blurb about themselves, make sure there aren't too many on this tier to do so though.

Discussed giving some vendors a stamp for a possible scavenger hunt.

Tote Bag Sponsor (they provide) – 250 Still need sponsor
Lanyard Sponsor (they provide) – 250 Still need sponsor

Food sponsor (multiple per meal?) **Still need sponsor**

Breakfast - 250

Lunch - 250

? Snacks – 150

Other sponsorships?

NEW ITEMS

Start thinking about a winter event

OLD ITEMS

Next meeting: Thursday, June 9th from 3pm-4pm Via Microsoft teams.