

WBAALAS BOARD MEETING AGENDA

February 9th, 2023, 3:00- 4:00 PM @ Teams Meeting

- **Roll Call** – Traci W., Sakara P., Emily F., Dave R., Ashley R., Melissa R., La’Akea S., Christine L.
- **Approval of Meeting Minutes** – January Meeting Minutes unanimously approved

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

Checking: \$6,310.94

Recent transactions:

- 1/12/23 deposit of \$420 - membership fees
- 1/13/23 deposit of \$350 - membership fees
- 1/17/23 - deposit of \$530 - membership fees
- 1/19/23 - deposit of \$498.18 - membership fees
- 1/19/23 - withdraw of \$352.80 - annual Quickbooks license fee
- 1/20/23 - deposit of \$360 - membership fees
- 1/27/23 - deposit of \$480 - membership fees
- 1/30/23 - deposit of \$600 - membership fees
- 1/31/23 - deposit of \$80 - membership fees
- 2/3/23 - deposit of 118.81 - membership fees
- 2/6/23 - deposit of \$600 - membership fees
- 2/6/23 - withdraw of \$291.75 - gift cards for Tech Week winners (\$275 + fees)

Savings: \$ 11,172.75

Recent transactions: none (only interest payments)

PayPal balance: \$0

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

124 individuals (+81 since last meeting)
6 institutional (+4 since last meeting)
18 commercial (+14 since last meeting)

- **Website Report (Christine L.)**

Nothing new

- **Calendar Review (David R. and Sakara P.)**

Tax reporting is due in March

- **Social Media (Ashley R.)**

Facebook: Claiming only two posts in the last 28 days (wildly incorrect)
28 active members (active meaning reacted, viewed, posted, or commented on posts)
72 total members (up 1 from last month)

LinkedIn:

44 connections
7 views

EVENTS

- **2023 Manager’s and Technician Roundtables (Melissa R., Dave R.)**

- Q1 Manager’s Roundtable
 - The next Managers Roundtable will be held virtually on Thursday 2/23/23
 - Already have sponsorship
 - Possibly schedule a presentation by either the sponsor or Amanda K.
- Q1 Technician Roundtable

- Date: 1st or 2nd Wednesday in March
- Sponsor: Animal specialties
- Presentation: Melissa will reach out to Calvin for presentation

- **2023 Trade Fair Planning**

Location: UW Horticulture Center

Date: June 15th, 2023, 7am-3pm (pending contract and deposit). Sakara will go ahead and sign contract and will let Dave know when deposit needs to be paid.

- AV help: Send out email to WBAALAS membership for AV help and additional trade fair help?
 - Melissa will send out email seeking help
- Forming Committees
 - Programs & Nametags: Ashley
 - Registration and CEU: Emily
 - Speakers & Speaker Dinner: Traci
 - Vendors, Tables & Signage: La'Akea and Melissa, Sakara will help out
 - Raffle, Prizes & Plaques (Member/Tech of the Year, Scholarship): Sakara
 - Goodies bags: La'Akea
 - Food: Dave
 - MC: Ashley
- Presentation topic ideas?
 - Invite someone from National AALAS? Yes
 - We will need to pay for lodging and meals, AALAS pays for airfare
 - They like to know what we would like them to speak on. Potential ideas are a presentation on what AALAS does or on how AALAS certification can help you.
 - Can we choose who we request? It is usually the president, president elect, or executive director who presents. You can request a specific person or leave it open to AALAS to choose who they send.
 - Speakers
 - Traci will send out an email seeking speakers from the WBAALAS membership.
 - Let Traci know if you know of research staff who would be interested in speaking.
 - Should we think of a theme for this year's trade fair? Traci will think it over and present ideas next meeting
- Look into getting a different food vendor, not great feedback on food last year
- Everyone take inventory of what you have from the last trade fair and we will report what we have at the next meeting

- **2023 Summer Picnic**

- Sakara - application dates for reservations at Golden Gardens?
 - Application due Feb 28
- Reservation dates for application: Aug 12, 19, 26 and July 22, 29
- Will hold in later Summer due to trade fair in June

- **2024 D8 Update (Ashley R.)**

- Meeting is set to be hosted in the PNW.
- Vinnie would like to set up a zoom meeting with the different branches to discuss the 2024 D8 meeting "in person". This should happen in the next couple weeks. Traci and Sakara would like to participate in this planning meeting.
- If anyone else wants to be a D8 Representative, there can be up to 3 members serving (but we only get 1 vote). Anyone interested being an additional Representative? Traci would like to be a D8 Representative.

NEW ITEMS

- 2023 National Meeting Scholarship
 - Announcement went out to membership
 - Need to create the application form
 - The application should go out to membership as far ahead as possible

- Cutoff date: A couple weeks before trade fair?
- Sponsorship
 - Traci will figure out costs for plane ticket and hotels so we can determine fundraising goal.
 - La'Akea will reach out to vendors to get feedback
 - Setting sponsorship levels (100, 250 dollars)
 - How to acknowledge sponsors
- Webinars
 - Will hold in April and will do the webinar in person (at Novo Nordisk?).
 - Sakara will reach out to vendors to find a happy hour sponsor.
 - Which webinar?
 - Allentown webinars
 - National AALAS webinars (we need to pay for these)

OLD ITEMS

- **Tech Week**
 - 2023 Tech Week Trivia had a great turnout!
 - Tuesday: 20 responses (compared to 12 responses in 2022)
 - Wednesday: 21 responses (compared to 7 responses in 2022)
 - Thursday: 15 responses (compared to 6 responses in 2022)
 - Solicit Tech Week summaries/photos for Newsletter
 - Send out email to vivarium managers for pictures
 - Get pictures from VA of their party (institutional prize winner)
 - Daily shout outs and daily winners were a nice addition to tech week
- **Newsletter**
 - Q1 Newsletter just went out
 - Sakara working on Q2 newsletter
 - 6 newsletters will be sent out this year (every 2 months). Next one in April.
 - Animal specialties and Ancare had ad space but Sakara didn't receive ads for them. Dave will get Calvin to send an ad for animal specialties.
 - Leandra will write a laypersons summary of scientific articles
 - Interviews with WBAALAS members?
 - Come up with standard interview questions and Traci, as the president, can interview members.
 - LAS pro has interviews that we can use questions from
 - Mel will draft an email and Sakara will send it out
 - Dave will also present this at the next Vivarium Managers Roundtable

Next meeting

March 16th, 3-4pm