

WBAALAS BOARD MEETING AGENDA

March 16th, 2023, 3:00- 4:00 PM @ Teams Meeting

- **Roll Call** – Traci W., Dave R., Emily F., La'Akea S., Leandra M., Melissa R., Christine L.
- **Approval of Meeting Minutes** – February Meeting Minutes Unanimously Approved
- **Treasurer Report (David R.)**
 - 1) Checking: \$6,189.97
 - Recent transactions:
 - 2/10/23 - withdraw of \$403.27 - annual website service see
 - 2/13/23 - deposit of \$880.00 - membership fees
 - 2/15/23 - deposit of \$100.00 - membership fees
 - 2/16/23 - withdraw of \$2,013.69 - deposit for Trade Fair venue rental (UW Horticulture Center)
 - 2/17/23 - deposit of \$340 - membership fees
 - 2/21/23 - deposit of \$540 - membership fees
 - 2/24/23 - deposit of \$100 - membership fees
 - 2/27/23 - withdraw of \$119.05 - website backup fee
 - 3/14/23 - deposit of \$270 - membership fees
 - 3/15/23 - deposit of \$260 - membership fees
 - 2) Savings: \$11,172.83
 - Recent transactions: none (only interest payments)
 - 3) PayPal balance - \$0
- **Membership Report (David R.)**
 - 199 individuals (+75 since last meeting)
 - 7 institutional (+1 since last meeting)
 - 27 commercial (+9 since last meeting)
- **Website Report (Christine L.)**
 - None
- **Calendar Review (David R. and Sakara P.)**
 - The non-profit status was filed with the Secretary of State
- **Social Media (Ashley R.)**
 - Facebook: Invites have been sent to all people who provided an email during Tech week, but there appears to be a problem with receiving invite emails; may need to try another avenue
 - Claiming only 9 posts in the last month (still wildly incorrect)
 - 32 active members (reacted, viewed, posted, or commented on posts, up 4 from last month)
 - 72 total members (same)
 - LinkedIn:
 - 44 connections (same)
 - 7 profile views (same)

EVENTS

- **2023 Manager's and Technician Roundtables (Melissa R., Dave R.)**
 - Q1 Manager's Roundtable summary: ~9 people attended
 - Q2 Manager's Roundtable planning
 - Virtual or in-person: Virtual

- Already have sponsorship
 - Dave will start planning
 - Q1/Q2 Technician Roundtable
 - The Q1 roundtable wasn't held due to Calvin not being able to attend
 - Virtual or in-person: Virtual
 - Already have sponsorship
 - Presentation: One of the Allentown webinars
 - Melissa will schedule the next roundtable for April
- **2023 Trade Fair Planning**

Location: UW Horticulture Center
Date: June 15th, 2023, 7am-3pm

 - Committee updates
 - Programs & Nametags: Ashley
 - Ashley created a blank Program that is saved on our google drive
 - Registration and CEU: Emily
 - Open registration 4 weeks prior to trade fair
 - Emily will handle membership/speaker registration. Dave will handle vendor registration.
 - Pricing needs to be set for vendor registration so the vendor registration form can be sent out. Pricing will be voted on at the next meeting.
 - Speakers & Speaker Dinner: Traci
 - National AALAS Leadership Request has been sent; no response yet
 - Board members inquiring with research staff at their own organizations for speaker & topic ideas
 - Traci to send out email to WBAALAS membership soliciting speaker topics/ideas
 - Vendors, Tables & Signage: La'Akea and Melissa, Sakara will help out
 - Raffle, Prizes & Plaques (Member/Tech of the Year, Scholarship): Sakara
 - Sakara will start soliciting for award nominations mid-April
 - Are we wanting to do a raffle this year? Yes, we should do the same as last year for the raffle.
 - Goodies bags: La'Akea
 - Goodie bags will be items donated from vendors and will be packed as they are handed out at the trade fair
 - Food: Dave
 - Looking into different food vendors based on last year's feedback
 - MC: Ashley
 - AV help: Mel to send out email to WBAALAS membership asking for AV/general trade fair help
 - Theme ideas? No suggestions at the meeting, it was decided a theme wasn't necessary
 - Inventory:
 - Sakara has the table signs, napkins, masks, hand sanitizer
 - Traci has raffle tickets, badge ribbons, badge holders, name badge inserts (very few left), hand sanitizer, 3 table sign holders, box of 48 plastic spoons, pens, tape, empty Ziploc bags, \$25 Sees Candy and \$25 Starbucks gift cards from Cascade Scientific, paperwork and folders full of 2019 D8 info
 - Dave will put together a google form for inventorying the trade fair supplies
- **2023 Summer Picnic**
 - Sakara - application went out for reservations at Golden Gardens; waiting for response
 - Will hold in later Summer due to trade fair
- **2024 D8 Update (Ashley R., Traci W.)**
 - Meeting is set to be hosted in the PNW, close to downtown Seattle preferred to help increase attendance
 - We have had a couple meetings so far to discuss the D8 Meeting for 2024
 - Using Linda Broderick with Helms Briscoe again for locating venues (she helped with the last D8 Meeting in Seattle, 2019). She can also help with running the event if we decide we need the additional help.

NEW ITEMS

OLD ITEMS

- **2023 National Meeting Scholarship**
 - Traci creating the application form and emailing out to membership
 - The total cost for the scholarship will be \$750-1000 (hotel, airfare, registration). Sponsorship shouldn't be capped, if we receive extra money than we could use it for next year's scholarship. If we don't receive enough money for a scholarship, then the branch will cover the rest of the cost.
 - Ok to seek scholarship sponsors at the same time as vendor registration for the trade fair
 - Dave will draft a form and send out for review

- **Webinars**
 - In person at Novo Nordisk
 - Might need to push out to May as things have been busy, but will aim for end of April
 - Which webinar? Allentown or National AALAS webinars
 - Sakara reaching out to vendors to find happy hour sponsor

- **Newsletter**
 - Sakara working on Q2 newsletter, scheduled for end of March
 - Laypersons summary of scientific articles by Leandra
 - Interviews with local WBAALAS members by Traci
 - Ideas for newsletter
 - New techniques (similar to TechTips in LAS Pro)
 - Compassion fatigue

Next meeting

April 20, 3-4pm