

**WBAALAS BOARD MEETING MINUTES**  
April 20<sup>th</sup>, 2023, 3:00- 4:00 PM @ Teams Meeting

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- **Roll Call** – Traci W., Dave R., Emily F., La'Akea S., Melissa R., Christine L., Ashley R.
- **Approval of Meeting Minutes** – March Meeting Minutes Unanimously Approved
- **Treasurer Report (David R.)**
  - 1) Checking: \$6,625.62
    - Recent transactions:
      - 3/17/23 - deposit of \$650 - membership fees
      - 3/23/23 - withdraw of \$195 - summer picnic reservation fee
  - 2) Savings: \$11,172.91
    - Recent transactions: none (only interest payments)
  - 3) PayPal balance - \$0
- **Membership Report (David R.)**
  - 199 individuals (no change since last meeting)
  - 7 institutional (no change since last meeting)
  - 27 commercial (no change since last meeting)
- **Website Report (Christine L.)**
  - Need to update details of next Technician Roundtable and Manager's Roundtable on the website
  - Need to update the link to the link to the learning portal to Amanda's website
- **Calendar Review (David R. and Sakara P.)**
- **Social Media (Ashley R.)**
  - Facebook: Invites were resent, appears to be working now
    - 27 posts (claiming up 80% from last month, but previous months have been incorrect)
    - 41 active members (reacted, viewed, posted, or commented on posts, up 9 from last month)
    - 72 total members (same)
  - LinkedIn:
    - 44 connections (same)
    - 5 profile views (down 2 from last month)

## EVENTS

- **2023 Manager's and Technician Roundtables (Melissa R., Dave R.)**
  - Q2 Virtual Manager Roundtable planning
    - 5/25/23 via Zoom
    - Sponsorship/Presentation (Amanda will sponsor)
  - Q2 Virtual Technician Roundtable planning
    - Date? Melissa will schedule
    - Sponsorship (Allentown, Reach out to Calvin at Animal Specialties for sponsoring the Q3 roundtable)
    - Presentation (Allentown webinar)
- **2023 Trade Fair Planning**
  - Location: UW Horticulture Center
  - Date: June 15<sup>th</sup>, 2023, 7am-3pm
    - Committee updates

- Programs & Nametags: Ashley
  - Registration and CEU: Emily
    - Make the membership registration form in the next 1-2 weeks
    - Dave will send out a save the date email to members and vendors
    - Dave will make the vendor registration form
  - Speakers & Speaker Dinner: Traci
    - Leadership Request: Vice President - Robert Quinn, DVM, DACLAM attending
      - Traci will book a hotel room at the Silver Cloud
    - Board members inquiring with research staff at their own organizations for speaker & topic ideas
    - Email sent to WBAALAS membership soliciting speaker topics/ideas
    - We had 8 speakers last year. Reach out to Amanda to see if she wants to speak this year.
  - Vendors, Tables & Signage: La'Akea and Melissa, Sakara will help out
  - Raffle, Prizes & Plaques (Member/Tech of the Year, Scholarship): Sakara
    - Sakara to solicit for award nominations
    - Check with Sakara when the solicitation will go out
  - Goodies bags: La'Akea
  - Food: Dave
    - Caterers - Laurel Bay and Pyramid
    - We will stay with Laurel Bay, Pyramid is too expensive
  - MC: Ashley
  - AV: Mel to send out email to WBAALAS membership asking for AV/general trade fair help
- **2023 Summer Picnic**
    - Application went out for reservations at Golden Gardens; waiting for response
  - **2024 D8 Update (Ashley R., Traci W.)**
    - Meeting is set to be hosted in the PNW, close to downtown Seattle, April-May timeframe
    - Met with Linda Broderick and D8 Planning Committee to narrow down venue/date choices
      - Follow-up meeting planned for next week
    - Need to start recruiting people who are willing to chair committees. Other branches will be helping out with chairing committees.

## NEW ITEMS

- **President-Elect Position**
  - Sakara moving and can no longer move into President position next year
  - Melissa volunteered to step into the President-Elect position
  - Need to check by-laws on filling the Melissa's board member position
- **WBAALAS Learning Portal**
  - We have reached our limit (76 seats), but 67 of the seats are currently unused and can be reassigned.
  - Amanda to reconcile the ALL accounts against the current membership roster
    - Needs access to the 2023 membership document, Dave will send to Amanda

## OLD ITEMS

- **2023 National Meeting Scholarship**
  - The scholarship form is ready to be sent out, Melissa will send out.
  - Deadline of June 5 for scholarship applications.
  - The scholarship winner will be announced at the trade fair.
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  - Estimating ~\$1000/person for scholarship (hotel, airfare, registration)
  - Vendor feedback on sponsorships?

- **Webinars**

- In person at Novo Nordisk: Traci will check with Sakara if the webinar can still be held 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**

- Q2 newsletter update
- Ashley will help with the newsletter going forward

**Next meeting**

May 4, 3-4pm