

WBAALAS BOARD MEETING MINUTES

May 18th, 2023, 3:00- 4:00 PM @ Teams Meeting

- **Roll Call** – La.Akea S., Traci W., Sakara P., Dave R., Emily F.
- **Approval of Meeting Minutes** – May 4th Meeting Minutes - Not enough members were present for a quorum, voting was not done.
- **Treasurer Report (David R.)**
 - 1) **Checking: \$11,085.96**

Recent transactions:

 - 4/28/23 - deposit of \$1,125 - trade fair registration fees
 - 5/1/23 - deposit of \$525 - trade fair registration fees
 - 5/1/23 - withdraw of \$46.83 - website domain renewal
 - 5/3/23 - deposit of \$400 - trade fair registration fees
 - 5/5/23 - deposit of \$18.81 - individual membership fee
 - 5/8/23 - deposit of \$400 - trade fair registration fees
 - 5/10/23 - deposit of \$400 - trade fair registration fees
 - 5/15/23 - deposit of \$300 - trade fair registration fees
 - 5/17/23 - deposit of \$1475 - trade fair registration fees
 - 2) **Savings: \$11,173.01**

Recent transactions: none (only interest payments)
 - 3) **PayPal balance - \$56.92**
- **Membership Report (David R.)**

206 individuals (+7 since last meeting)
7 institutional (no change since last meeting)
29 commercial (+2 since last meeting)
- **Website Report (Christine L.)**
- **Calendar Review (David R. and Sakara P.)**

Nothing new
- **Social Media (Ashley R.)**

EVENTS

- **2023 Manager's and Technician Roundtables (Melissa R., Dave R.)**
 - **Q2 Virtual Manager Roundtable planning**
 - 5/25/23 via Zoom
 - Sponsorship/Presentation – Amanda K. sponsor
 - **Q2 Virtual Technician Roundtable planning**
 - **Week of May 22nd, shooting for Thursday (25th from 12-1pm)**
 - May not be schedule yet. Traci will reach out to Melissa.
 - Notice needs to be sent out to members and the event needs to be added to the website.
 - Sponsorship – Allentown
 - Presentation – Dealing with Difficult People webinar

- **2023 Trade Fair Planning**

Location: UW Horticulture Center

Date: June 15th, 2023, 7am-3pm

- Committee updates
 - Programs & Nametags: Ashley
 - Program form needs to be updated with speaker info
 - Draft of program made, not heard from speakers for their preferred speaking time yet, timing adjusted to give more time between talks.
 - 2 slots for 30 minutes, rest for 1 hour
 - Nametags will be done after registration closes
 - Registration and CEU: Emily
 - Need to find/create CEU form
 - Might have CEU from previous year in drive. Form should have Traci's signature.
 - Need to send registration reminder emails, Emily will schedule an email to go out Monday.
 - 40 members registered so far
 - Speakers & Speaker Dinner: Traci
 - 7 confirmed speakers: Robert Quinn (AALAS), Katie Marshall (Refined Handling Techniques), Jamie Lovaglio (Lab bats), Amanda Kizer (as a backup), Dante D'India (Zebrafish), Megan Ellis (Antelope Ground Squirrels), Isaac Barber-Axthelm (T-cell work in NHP's)
 - Possible pending: Allen Institute - Dystocia in mice, Bio-serv – Enrichment(?)
 - Bioserv will not be attending the trade fair
 - 2 RSVP's for speaker dinner at Joeys on 6/14 PM
 - Sponsor for speaker dinner? Might complicate things to have this as a sponsorship opportunity this late in the game, do this for next year.
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 - Vendors, Tables & Signage: La'Akea and Melissa, Sakara will help out
 - 13 vendors registered so far
 - Breakfast and lunch sponsors already
 - Dave will send out a reminder email to vendors
 - Raffle, Prizes & Plaques (Member/Tech of the Year, Scholarship): Sakara
 - Plaques/certificate need to be ordered/printed
 - Scavenger hunt form needs to be updated
 - La'Akea send out email to scavenger hunt sponsors for scavenger hunt questions and answers
 - Goodies bags: La'Akea
 - Tote bag sponsor?
 - Food: Dave
 - Caterers - Laurel Bay
 - Need final numbers on June 8th
 - Dave will print out cards with food selections to go with name badges
 - Dave will take care of breakfast items
 - La'Akea will make table signs for breakfast and lunch sponsors, Sakara has the tabletop sign holders
 - MC: Ashley
 - AV: Mel
 - Need signage between rooms for directions
 - Do QR code for program again (Sakara has holders for QR signs), print off a couple paper copies of the program to be used at the registration table

- **2023 Summer Picnic**

Location: Golden Gardens

Date: August 12th, 8am-2pm

- Plan to send out communication 6 weeks before
- How early should we advertise to potential sponsors? We don't need sponsors, just prizes for the raffle
- We will start working on the picnic right after the trade fair. We can add a note for upcoming events (picnic and D8 meeting) at the bottom of the trade fair program
- **2024 D8 Update (Ashley R., Traci W.)**
 - Meeting is set to be hosted in downtown Seattle, April-May timeframe
 - Sheraton Grand is the most likely venue. Working to get a virtual tour from Linda for everyone else to see the venue. Waiting to see if we can tour the larger space at the Westin.
 - Chairpersons: Mary W. (Meeting Chair), Mia B. (Meeting Co-Chair & Program Chair), Traci W. (Program Co-Chair)
 - Anyone willing to Chair/Co-Chair a committee?
 - Next meeting: 5/25 @ 10am via Teams

NEW ITEMS

OLD ITEMS

- **President-Elect Position**
 - Mel volunteered to step in for Sakara as President-Elect when she leaves in Oct.
 - Need to find another general Board Member
 - To be mentioned at manager and tech round tables
- **2023 National Meeting Scholarship**
 - 1 application received
 - Emily will send out a reminder email, registration closes 6/5
 - How many sponsors?
- **Webinars**
 - In person at Novo Nordisk
 - After Trade Fair
 - Which webinar? Allentown or National AALAS webinars
 - Sponsor?
- **Newsletter**
 - Q2 newsletter update
 - 1 tech interview pending – Traci will reach out again, probably include in the next newsletter due to vacation conflicts.
 - Some emails get lost in spam. WBAALAS emails can be forwarded to more than one email, let Dave know if you want to have it forwarded to additional email addresses.
 - Hero rat updates: Traci still gets them and sends them to Ashley, Traci will send the most recent one to Sakara

Next meeting

June 8th, 3-4pm