

WBAALAS BOARD MEETING AGENDA

January 11th, 2024, 2:30- 3:30 PM @ Teams Meeting

- **Roll Call** – Traci W., Dante D., Melissa R., Traci G., Devin M., La'Akea S., Dave R., Leandra M., Emily F., Ashley R.
- **Approval of Meeting Minutes** – September 7th and December 14th 2023
- **Treasurer Report (David R., Traci G.)**
 - Checking: \$2,570.67
 - Recent transactions:
 - 01/02/24 - withdraw of \$14.33 for Mailchimp subscription
 - 01/10/24 - withdraw of \$99.99 for annual website SSL certificate
 - Savings: \$11,176.46
 - Recent transactions: none (only interest payments)
 - PayPal balance - \$191.05
 - Recent deposits: Individual and Institutional Membership fees
- **Membership Report (David R.)**
 - Membership Report -7 individual members, 1 institutional member, 0 commercial members
- **Website Report (Christine L., Dave R.)**
 - Started website and email forwarding updates – Dave R.
- **Calendar Review (David R.)**
 - Completed tax filing for 2023
 - Annual IRS filing (form 990-N) must be submitted by May 15th
 - Annual filing with WA Secretary of State must be completed by Nov. 30th (notice email comes Oct.1st)
 - Renew branch subscription to AALAS learning library in Jan.
 - Who populates the calendar for the new year?
- **Social Media (Ashley R.)**
 - Facebook: 71 members
 - 18 posts (a little down)
 - 36 active members
 - LinkedIn: 52 connections
 - I Don't have access to it without having the second step authentication. Last post was a month ago.
- **Newsletter (Ashely R.)**
 - Newsletter: December's is out. Next one will be in March. Would love bios from new board members.
 - Tech week activity shares?

EVENTS

- **Manager's and Technician Roundtables (Melissa R., Dave R.)**
 - Q1 Virtual Manager Roundtable
 - Virtual Technician Roundtable – Should this be continued?

- Nothing set up yet for either, waiting to determine what we will offer as part of membership this year.
- **2024 D8 Update (Ashley R., Traci W.)**
 Location: Sheraton Grand, Seattle
 Dates: April 22-24, 2024
 - Registration is open!
 - Next Meeting 1/18/24 @10am
 - Still looking for volunteers to moderate, help with tech fun fair and silent auction logistics
 - Will volunteers get their registration waived? We need to be very careful about how many comps we give out, possibly we could give a discount. If a company won't pay for registration, we could possibly do something there to help out.
 - Traci W will schedule some time during D8 for WBAALAS members to meet the board
- **Webinars**
 - Should we restart these this year?
- **Technician Appreciation Week (Ashley R., Melissa R.)**
 - Grand Prize for Tech Week- D8 Scholarship – How are we getting the word out, email blast?
 - Send out advertising for tech week now, Mel will send out the Email blast and Ashley will put together questions. Ashley will need help with Mailchimp, reach out to Emily or Dave for Mailchimp help
 - Smaller prizes, individual vs institutional winners
 - Still offer smaller prizes and D8 scholarship on top of them.
 - Trivia Questions
 - Sending out trivia
 - Email templates are in Mailchimp and question templates are in google drive

NEW ITEMS.

- **Elections**
 - Election Results
 - Need short bio and fun photo for newsletter
 - Incoming president's message
 - New board member announcements
 - Exiting board members: May also need new Webmasters?
 - Webmaster is responsible for managing the email forwarding and monitoring and managing the website, updating info on website
- **Administrative Updates**
 - Review of website bylaws
- **Membership Drive**
 - Decide on pricing structure
 - What is included in membership, do we need to add or remove items
 - If we're not offering all events this year, we should state that in the member benefits page (i.e. webinars, trade fair isn't occurring in 2024)
 - Just remove the trade fair for this year, will need to add it back in for next year
 - Will keep everything else, will try to do an in person webinar with happy hour after
 - Keep member prices the same, possibly increase commercial membership. Other branches have similar commercial membership prices. Since we aren't having a trade fair this year, postpone any increases until next year.
 - Tech roundtable isn't well attended, should we continue? We could record roundtables and make available to rest of membership to increase interest in future roundtables. We

- would have to get consent to record the meeting and advertise that it will be recorded ahead of time. We could have it password protected.
- Dave has email blast ready to go in Mailchimp and will send out.
- **Website/Webmaster**
 - New email setup for Social media and have it forward to Ashley – Dave will set up
 - Change over emails to respective people
 - Update website with new elections
 - Board meeting minutes to be uploaded for August, September, November, and Decembers
 - Google drive access to new members
 - Additional/New person to assist with Website/Webmaster tasks? Traci W will help Dave out with website.
- **Board Meetings**
 - Should we be posting a link somewhere so members can attend?
 - Can send out links through mailchimp
 - Emily will send out emails with link ahead of each meeting, send out ~week before meeting
- **National Meeting Scholarship**
 - Announce at D8 meeting? Not much time to get this put together, might announce at a later date. At summer picnic? Picnic might be enough time to get travel arrangements to national. Do picnic earlier in year?
 - Update submission form, Traci W will update form from last year for this year
- **Summer Picnic**
 - Golden Gardens?
 - When?

OLD ITEMS

Next meeting
2/8 2:30-3:30