

## WBAALAS BOARD MEETING MINUTES

December 14<sup>th</sup>, 2023, 3:00- 4:00 PM @ Teams Meeting

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**Roll Call:** Leandra Mosca, La'Akea Siverts, Melissa Reding, Traci Weber, Dave Rodriguez, Devin Margolies, Traci Garcia, Ashley Rennie, Dante D'India

**Meeting Minutes:** No meeting minutes from September. Approve meeting minutes for November.

### **Treasurer Report:**

1) Checking: \$2,684.99

Recent transactions:

10/26/23 - \$330.75 withdraw to initiate D8 registration vendor (will be reimbursed)

10/32/23 - \$14.44 withdraw for monthly Mailchimp fee\*

11/09/23 - \$76.72 deposit for membership dues

12/01/23 - \$14.33 withdraw for monthly Mailchimp fee

12/08/23 - \$112.26 withdraw for Trade Fair (reimbursement check - badge holders and lanyards)

2) Savings: \$11,175.98

Recent transactions: none (only interest payments)

3) PayPal balance - \$18.81

4) Membership Report - 219 Individual Members (up 4 from last meeting), 32 Commercial Members (no change), 7 Institutional Members (no change)

\*Mailchimp monthly fee is a short-term upgrade for D8 to add additional seat for communications.

**Website Report:** No updates.

**Calendar Review:** No updates. Completed all filings with Secretary of State. Filing for taxes by end of year, will update in January.

**Social Media Update:** Facebook- 31 posts 71 total members, 26 members are active. LinkedIn 52 connections. Need to deal with secondary approval. Need a social media email.

**Newsletter:** Going out Message from Dave, waiting on Katie Marshall D8 representative

**Events:** Today was Q4 Managers Roundtable. 4 attendees. Want to talk to board on a pay survey here locally. AALAS Compensation Survey is available but Western region may not be reflective of major metropolitan cities (Seattle, San Fran, San Diego, etc.). Local survey for compensation would be a welcome initiative. Devin Margolies to lead.

**Technician Roundtable:** Not scheduled for the end of this year. Will look on scheduling for next quarter.

**District 8:** Registration to open as soon as this weekend. As soon as registration goes out, please get the word out to collaborative institutions. Try to capture as many people as possible that may have dropped off mailing lists (social media, email signatures, communications, etc.).

**Volunteers:** Looking for moderators. Tech fun fair logistics. Silent auction logistics.

**Webinars:** Nothing happening the next two weeks. Start thinking about Q1 webinars and technician round tables. 2024 January membership drive, need to decide on pricing structures. Prioritize before D8 planning really kicks into gear. Go to website. Look at “join tab” and see what is included. See what needs changing or what doesn’t. Discuss next month.

**Election results:** Emily to confirm next month. Need bio in newsletter with a fun photo. To be submitted for next year. Exiting Board Members: schedule time with new members to transition.

**New web masters:** Need new volunteers reach out to Dave and Christine for support.

**Website and Email:** Delete any emails that are not needed. Limited space, so clean up inboxes. Update the website with the past couple month meeting minutes and new board member information.

**Administrative updates:** Updated the bylaws a few years ago. Website bylaws are dated 2013. Need review. Look them over and vote on them for next month’s meeting. Need to be looked at especially new board members. Suggest viewing in February or later. Need to grant Google Drive access to new people. Review position SOPs.

**Technician Appreciation Week:** Grand Prize for Tech Week- D8 Scholarship. To run Trivia contest. Next month’s focus: finalize trivia. Do the same as last year. Ashley and Mel will head this task.

**Incoming President Newsletter Blurb:** Plan for Q1 newsletter. Connect with Ashley on scheduling.

**Next meeting schedule:** January 11, 2024 2:30-3:30PM. Agenda items to be discussed: Membership tiers and pricing. Membership drive. Tech week trivia.