

**FWBAALAS BOARD MEETING AGENDA**  
February 8<sup>th</sup> 2024, 2:30- 3:30 PM @ Teams Meeting

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- **Roll Call** – Melissa R., Traci W., Dave R., Traci G., Dante D., Devin M., Emily F., two members
- **Approval of Meeting Minutes** – January 11<sup>th</sup> 2024 meeting minutes unanimously approved
- **Treasurer Report (Traci G, David R.)**
  - **Checking \$3,485.15**
    - Recent transactions:
      - 01/11/24 - Deposit of \$191.05 from PayPal (membership fees)
      - 01/11/24 - Withdraw of \$99.99 for annual website SSL renewal
      - 01/12/24 - Withdraw of \$1700 for annual AALAS Learning Library access for membership
      - 01/18/24 - Deposit of \$320 for membership fees
      - 01/19/24 - Deposit of \$100 for membership fees
      - 01/19/24 - Withdraw of \$352.80 for Quickbooks SimpleStart annual subscription
      - 01/22/24- Deposit of \$400 for membership fees
      - 01/22 and 01/24 - Withdraws of \$623.40 and \$594.20 for reimbursement checks for Ben Cohen Summit
      - 01/26/24 - Deposit of \$76.72 for membership fees
      - 01/26/24 - Deposit of \$100 for membership fees
      - 01/29/24 - Deposit of \$100 for membership fees
      - 01/31/24 - Deposit of \$760 for membership fees
      - 01/31/24 - Withdraw of \$21.50 for monthly MailChimp subscription
      - 02/01/24 - Deposit of \$1160 for membership fees
      - 02/05/24 - Deposit of \$1020 for membership fees
      - 02/07/24 - Deposit of \$100 for membership fees
    - Savings: \$11,176.91
      - Recent transactions: none (only interest payments)
    - PayPal balance - \$37.62
      - Recent deposits: Individual Membership
- **Membership Report (David R.)**
  - Membership Report -150 individual members, 5 institutional member, 13 commercial members
- **Website Report (Dave R.)**
  - Board meeting minutes to be uploaded for August, September, November, and Decembers and January
- **Calendar Review (Mel R.)**
  - Submit Officer roster to National AALAS at the start of February
  - Submit membership roster to National AALAS in May
  - The president submits membership rosters.
  - Annual IRS filing (form 990-N) must be submitted by May 15th
  - The google docs membership form has list of current memberships, Mel can use that to send out the welcome email. It goes out to all members each year.
- **Social Media (Ashley R.)**

- Facebook: 71 members
  - 51 posts
  - 47 active members
- LinkedIn: Back in it! Have started posting again.
  - 54 followers
  - 7 profile views
  - 130 impressions. (Per google: Impressions are the total number of exposures to your content. This can include the same person seeing your content multiple times).
- **Newsletter (Ashely R.)**
  - Putting it together now. I would like to send it out next month and would love Bio's/ Pic's of new board members. Also, any tech week photos or mentions

## EVENTS

- **2023 Manager's and Technician Roundtables (Melissa R., Dave R.)**
  - Q1 Manager Roundtable – In person! March 14<sup>th</sup>
  - Q1 Virtual Technician Roundtable – Webinar, March 21<sup>st</sup>
    - For Q2, do we have money to offer a lunch for in person? Maybe rotating Viv tours
      - The board is in support of this. We could get sponsors to cover the lunch cost
- **2024 D8 Update (Ashley R., Traci W.)**  
 Location: Sheraton Grand, Seattle  
 Dates: April 22-24, 2024
  - Registration is open!
  - Still looking for volunteers to moderate, help with tech fun fair and silent auction logistics
  - Registrations trickling in
  - Need to take inventory of the ribbons we have, who has the ribbons? Maybe Ashley
- **Technician Appreciation Week (Ashley R., Melissa R.)**
  - Still going through the answers
  - 16 submissions Tuesday (compared to 21 last year) – due to link issue will skip that day calculations-wise to be fair to
  - Wednesday we had 15 people (Compared to 21 last year)
  - Thursday we had 14 (compared to 15 last year)
  - Need to announce the winners soon
  - Prizes
    - Emily will make a coupon code for the D8 Scholarship winner
    - Dave will purchase gift card, just let him know how many and amount
- **Summer Picnic**
  - Dates submitted – Saturdays in mid-July to a couple dates in August
    - Won't have confirmation till sometime in March

## NEW ITEMS

- **Administrative Updates**
  - Review of website bylaws – decide if updates are needed

- Consider changing the year of elections, not stick to calendar year. Need to check with National AALAS about timing.
  - Change he/she to they to be inclusive, some punctuation errors
  - Change wording that terms are two years unless where otherwise noted, instead of one year
  - Keep wording consistent, change majority to quorum throughout the document
  - Committees are listed in the bylaws but we don't have formal committees, just volunteers. Do we want to make it more structured and have someone from each committee report during each meeting. Ex. Membership report will be changed to membership committee in the agenda
  - Changes require a vote to make changes
  - Volunteer to put a draft together? Dante can put it together.
- Traci still working on enrichment club
  - Devin is working on a salary report

#### **Election results:**

- New Board Members:
  - President Elect – Dante D.
  - Treasurer – Traci G.
  - Board Member 2 – Devin M.
- Continuing Board Members:
  - Secretary – Emily F.
  - President – Melissa R.
  - Past President – Traci W.
  - Technician Branch Representative – Ashley R.
  - Board Member 1 – La'Akea S.
  - Board Member 3 – Leandra M.
  - Webmaster – Dave R.

#### **Old Items**

#### **Next meeting**

March 21, 2:30pm

April 11<sup>th</sup>, 2:30pm