

WBAALAS BOARD MEETING MINUTES

September 29, 2015 4:00 PM FHCRC – Weintrab Building (B1-072)

Members present: JD, EC, JA, SB, DC

Call In: AK, AC, AS, CP

4:00 Approval of August 4 2015 meeting minutes

4:01 Treasurer Report

Accounts as of August September 29: *Checking: \$1914.22*

Savings: \$25126.20

Expenses: -\$726.55 picnic

4:05 **EVENTS:**

- Trade fair March 23 2016: SB confirmed date
 - Start advertising to commercial members – Sell Tables, and Gold, Silver, Bronze sponsorships, solicit for Raffle items Create NEW sponsorship opportunities: solicit for sponsorship of specific aspects of TF, such as Continental Breakfast, Coffee&Tea table, Lunch. Also possibility of General sponsorship allowing a 10minutes presentation during lunch break, in lunch / table room. JD, SB and JA will begin email conversation exploring options.
 - Trade fair admission is a member benefit
 - How will RSVPs be handled
 - Minimize routes of RSVP ; SB will consult Josh/TwoDot to update website
 - Have rsvp@wbaalas.org go to Secretary, Treasurer, plus a TF committee member
 - SB recommends one option for payment on the website: Pay by PaPpal on website, or if unable to use PayPal email WBAALAS secretary; secretary will then email appropriate form which is to be filled out and emailed back; secretary then forwards to treasurer for invoicing and payment options
 - Lunch: Remove dietary restrictions option from registration; keep the Pick up lunch ticket at TF sign in
 - Invite National folks: Individuals in addition to star speaker Cindy B?
 - Save the Date email blast to Commercial members (EC) Unresolved: - date - -content to solicit sponsorship-

4:20 **BOARD MEMBER POSITIONS - Elections**

- So far there are nominees for TBR and Treasurer, and one Board Member position
- JD will write content / EC email blast to all members requesting nominations (this week)
- AK will set up survey monkey for election voting, EC will send to members
- Review By-Laws. General rereading of By-Laws recommended
- Window for actual Election date: between 11/1 and Thanksgiving

4:40

MEMBERSHIP

- SB updated membership forms. This is a MS Word document that must be emailed to WBAALAS secretary; if someone is unable to use PayPal email WBAALAS secretary for invoicing; secretary will then email appropriate form which is to be filled out and emailed back; secretary then forwards to treasurer for invoicing and payment options
- SB split membership form for Individual/Institutional vs Commercial
- SB will send EC membership form
- EC will coordinate with as yet to be named Board Member/Committee member to compose Membership Renewal email text/ content
- For next meeting: schedule a series of email blasts

4:45

D8 COUNCIL ITEMS – AC trustee report review, update on District8 meeting rotation

4:55

Other Business

- Minutes not up on website due to being jumbled on forum. EC to review and correctly post to forum/ SB AS will then post all to website
- Start planning membership appreciation event(s); sponsors?
- SB update on WBAALAS website
- Next meeting scheduled for October 21st, 4:00 Fred Hutch. Secretary will send invite to all members
- Media/News: TwoDot updated website by removing Facebook logo/link. And adding information for how to be added to the branch FB group.
- September newsletter was downloaded 65 times but it's hard to tell how many of the downloads were legitimate and how many were BOTS
- Board advised to reread By-Laws (including Election rules) for directions on position responsibilities and committee forming

5:00

Meeting Adjourned