

WBAALAS BOARD MEETING MINUTES

February 21, 2019, 3:00-4:30 PM @ FHCRC – A1M-025

Roll Call – Introductions

In person: Sakara, Thomas, Traci, Michael (Happy Birthday Michael!), Jen D., Tony, Jennifer K, Emily

On phone: Julie, Amanda K.

Approval of Meeting Minutes – January 2019 *unanimously approved*

Treasurer Report (Amanda K.)

Accounts as of Feb 21st, 2019:

- Checking: \$4,678.65
- Savings: \$5,131.64
- PayPal: \$154.16
- Credit Card: \$0.00

Completed switch to Quickbooks accounting software. Sending invoices and receiving payments without issue.

Filed Form 990-N with the IRS (required annually).

Membership Committee Report (Amanda K.)

Membership as of Feb 21st, 2019:

- Total members: 170
- Institutional orgs: 9
- Commercial orgs: 16

Newsletter Committee Report (Amanda K.)

March 2019 WBAALAS Newsletter sent out on 3/9/2019.

Scholarship Committee Report (Amanda K. / Tony G.)

No new activity

Branch SOP Committee Report (Sakara P. / Amanda K. / Traci W.)

Uploaded the following SOPs to Google Drive:

- Form 990 Filing
- Annual Report Filing
- Managing and Using MailChimp Contact Lists (revised)
- MailChimp Import Contacts (video SOP)
- Group Coordination AALAS Learning Library
- Managing and Using Google Drive
- Business License Renewal

Other Business

- AALAS Learning Library: Purchased 31 seats. Added administration SOP to Google Drive.
- SurveyMonkey: Cancelled account. Branch will use Google Forms. Templates created for common Branch surveys in Google Drive.

Events

1. 2019 District 8 AALAS meeting update (Jen D. / Traci W.)

- Next planning meeting, March 13 and April 2.
- Speaker times are 50 minutes each.
- Volunteers needed. Moderators are needed at the beginning of each seminar to introduce the speaker and also at the end for any closing statements. They will also assist the speakers to ensure they're on time and stay within their time slot.
- So far, 28 submissions; 8 platform sessions and 20 posters.
- Caroline is working on speakers and credits, just waiting on more info.
- Joe signed contract with vendors.
- Registration is going well, 50 local attendees and 66 visiting attendees.
- Openings for workshops.
- Awards/raffles will be given out by each branch. May need help with the raffle.
- Will all presentations be recorded? What are the options?
- Local arrangements, Mike has received quotes for the tote bags and lanyards. I think as of today, these items have been finalized. Transnetyx logo will go on one side and the WBAALAS logo on the other.
- Workshops? Waiting to hear back from Thea.
- Agenda finalized and preliminary program out on Monday, February 25th.
- Welcome reception ideas? Food, activities, music?
- Amanda, updated amount in D8 account? Waiting to hear back from insurance company.
- Next D8 meeting March 13th
- April 2nd is room booking cut off
- April 8th food orders need to be placed

2. Q1 Webinar/Networking Event Planning

1. Michael to send out google poll to members to vote on webinar for Q1
2. Tony to send potential dates for webinar to board to vote on
3. Location – UW WaNPRC
4. Happy hour location – Agua Verde
5. Pizza during webinar – Michael to order/pick up day of
6. Additional planning will be done via email

Tech week planning committee report (Tony G. / Shawn H. / Michael M.)

a. Winners selected and contacted

- a. Individual winner – Kari Koszdin, prize sent out
- b. Institution winner – Allen Institute, opted to have ice cream party after D8 is complete, potentially will have Branch outreach committee attend and provide a presentation

1. Membership renewal – Membership enrollment has begun for 2019 – welcome letters are being sent out to all enrolled members.
2. Website Update
 - Issues updating WBAALAS logo, may need to pay to have it updated
3. Summer picnic: Results from pole, Saturday July 13th from 11-2pm. Tony and Thomas are going to grill! Amanda will reserve the space.

4:05 **Continuing Business**

1. WBAALAS Board Meeting location for 2019
Continue hosting at FHCRC until April, after which exploring Allen Institute, NOVO or UW SLU as possible options. Waiting on parking info from the Allen Institute. VA can be backup, if needed.
2. Managers Roundtable meeting, meet before D8 conference.
 - Q2 Roundtable
 - Roxanne Miller at Envigo has offered to sponsor the Q3 and Q4 Manager Roundtable lunches.
 - Need to standardize the planning and communication regarding the Manager Roundtable meeting. MailChimp to be used for invitations, Tony/Julie to work with Tim to get a complete and updated list of attendees to invite (to include managers and lead techs). Next Roundtable to meet at Novo Nordisk in early April.

4:25 **Schedule next meeting**

3/21/19 from 3-4:30pm at FHCRC (?)