

WBAALAS BOARD MEETING AGENDA

March 21st, 2019, 3:00-4:30 PM @ FHCRC – Room TBD

3:00 **Roll Call** – Introductions – Sakara P, Traci W, Thomas O, Michael M, Joe A, Emily F, Jen K, Dave R, Amanda K, Tony G

3:05 **Approval of Meeting Minutes** – February 2019 - Approved

3:10 **Treasurer Report (Amanda K.)**

a. Accounts as of March 21st, 2019:

Checking:	\$7,004.31
Savings:	\$5,131.68
PayPal:	\$0.00
Credit Card:	\$0.00

3:15 **Membership Committee Report (Amanda K.)**

Membership as of March 21st, 2019:

Total members:	203
Institutional orgs:	10
Commercial orgs:	20

3:20 **Events**

- 2019 District 8 AALAS meeting update (Jen D. / Traci W.)
 - Volunteer organizer needed – Michael M. with help from Sakara P.
 - April 2nd Room cutoff
 - Next meeting April 10th
- Q1 Webinar/Networking Event Planning
 - Who is planning to attend? – Michael M., Tony G., Sakara P., Dave R., Joe A., Thomas O.
 - Reservation for agua verde? – Tony to make reservation
 - Table top displays for sponsors – Amanda to make table top displays
 - Ice breaker questions/game – Sakara to make
 - Discussion questions – Sakara to make
 - Send reminder email Friday morning – Michael to send out. 5 responses so far
- Summer Picnic
 - Seattle Parks application submitted, we should hear back on confirmation soon
 - Form planning committee – Emily F., Thomas O., Traci W., Dave R., Michael M. (on games)

3:40 **Newsletter Committee Report (Amanda K. / Mirah)**

- Newsletter sent out 3/9
- Next newsletter to be sent out – May 24th, content deadline May 19th – Send email out to members asking for content

a. Content needed: *focus on D8 meeting*

3:45 **Scholarship Committee Report (Amanda K. / Tony G.)**

- a. Scholarship Committee Update
a. *No new activity*

3:50 **Social Media Committee Report (Michael M. / Sakara P.)**

- a. Social Media Committee Update – **add pictures from events**

3:55 **Branch Outreach Committee Report (Michael M. / Joe A.)**

- a. Branch Outreach Committee update – **Traci to send vivarium manager roundtable list to committee**

4:00 **Branch SOP Committee Report (Sakara P. / Amanda K. / Traci W.)**

- a. SOP Committee update
a. *QuickBooks SOP almost complete, will be posted by end of month. (Amanda K.)*

4:10 **New Business**

1. Reserve location for 2020 Trade Fair
 - a. UW HUB Ballroom prices increasing – **Amanda to look into reserving the space**
2. Form website Committee? - **Thomas O., Jen K., and Dave R. (Add SOP to to-do items for SOP committee)**
 - Keep website events page up to date
 - Post meeting minutes?
 - Update “news” section
3. Review Bylaws – **last approved 12/31/2013, recommended to review and update if needed**

4:20 **Continuing Business**

1. WBAALAS Board Meeting location for 2019 – **Allen Institute is out, Sakara looking into UW SLU location as an option**
2. Updating WBAALAS logo on website – **Amanda to inquire on price to have logo updated**

4:25 **Schedule next meeting – No meeting in April due to D8 planning, meet back up in May**