

WBAALAS BOARD MEETING MINUTES

December 19th, 2019, 3:30-4:30 PM @ UW SLU Room F106

- 3:30 **Roll Call** – Introductions
 - In Person: Dave R., Sakara P., Emily F., Amanda K., Tony G., Traci W., Michael M.
 - On Phone: Julie B.

- 3:35 **Approval of Meeting Minutes** – November 2019 – **Not available yet**

- 3:40 **Treasurer Report (Amanda K.)**
 1. Accounts as of December 19th, 2019:
 - Checking: **\$4,780.79**
 - Savings: **\$11,169.39**
 - PayPal: **\$0**
 - Credit Card: **\$10.00**

- 3:45 **Membership Committee Report (Amanda K.)**
 1. Membership as of December 19th, 2019: Total members: **171**
 - Institutional orgs: **11**
 - Commercial orgs: **20**

- 3:50 **Events**
 1. 2020 Trade Fair
 - a. Committee Updates:
 - i. Program Chair – Sakara
 - Tentative schedule complete, will work on designing program to hand out to attendees
 - **15 minutes added to first raffle, entire meeting extended to 3pm**
 - **Sakara to update program and send out for review**
 - ii. Registration Chair – Emily and Julie
 - Working on tentative vendor registration form – due Jan. 2nd
 - **Final pricing needed from Vendor chairs**
 - **Board to reach out to speakers who are also vendors to invoice them with the discounted price**
 - iii. Speaker Chair – Traci and Tony
 - All but one speaker confirmed (George sanders)
 - **George Sander confirmed, waiting on response from National Leadership**
 - **To use HeroRAT video as backup in case of speaker absence**
 - iv. Vendor Chair – Joe and Michael
 - Present final vendor sponsorship opportunities and prices
 - **Need to check on pricing, possibly need to decrease**
 - **Looking into additional sponsorship opportunities (Amanda will look into charging station and snack pack cost)**

- 4:15 **Branch Website Committee Report (Jen K. / Dave R.)**
 1. Award recipients – Ramel Velasco (Bette J Varnam) and Traci Weber (Ron Orta)

- 4:20 **Continuing Business**
 1. Winter Event Summary
 - a. Low turnout
 - b. Consider Wildlights/ Paint & Sip again or similar event, rather than a happy hour; start planning in May/June after trade fair

 2. WBAALAS Awards

 3. Branch Management Summit
 - a. Tony to attend

- 4:25 **New Business**
 2. Training of new board members/ onboarding event
 - a. End of January, possibly at UW
 - b. Time with all board members to get together for a couple hours and discuss roles on board/transfer knowledge to new members

 3. Sakara volunteered to be 2020 Awards Chair

- 4:30 **Schedule next meeting – Change to 1.5 hours again**
 - **Thursday, Jan 16th from 3:30-5pm**