

## WBAALAS BOARD MEETING AGENDA

March 26th, 2020, 3:30-5:00 PM @ Conference Call

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- **Roll Call** –Michael M., Dave R., Joe A., Emily F., Traci W., Sakara P., Tony G.
  
- **Approval of Meeting Minutes** –
  - Jan. minutes: names of board member and their positions need to be added to the minutes before approval -> Michael to complete
  - February minutes: approved
  
- **Treasurer Report (David R.)**

Accounts as of March 24th, 2020:

- Checking: \$11,027.34
  - Savings: \$11,169.66
  - PayPal: \$289.50
  - Credit Card: \$581.36
- Most recent cc activity: \$403.20 charge on 03/05; \$79.16 charge 02/25; \$1,723.67 payment 02/24
- Balance includes carryover from last month (SSL cert, QuickBooks and ALL subscriptions) and new purchases in February (flight for Tony G and Q1 webinar)

Membership as of March 24th, 2020:

- Total members: 171 (up 18)
- Institutional orgs: 8
- Commercial orgs: 19 (up 1)

Trade fair registrations as of March 24th, 2020:

- Total of 10 (up 5) registrations (of ~40 spaces available)
  - Gold: 1
  - Silver: 4
  - Bronze: 5

- **Events**

1. 2020 Trade Fair :

- a. rescheduling trade fair for next March due to coronavirus. Decided that even if everything has blown over by then, attendance and sponsorships will likely be down and it's worth it to reschedule regardless of the fees we may need to pay to the hotel – Michael to talk to hotel on Monday about fees associated with rescheduling and canceling reserved hotel rooms
- b. Michael to send email out to membership to cancel trade fair
- c. Joe to send email out to vendors
- d. Traci to send email to speakers
- e. Dave to update website

1. Summer Picnic

- a. Date set for 8/8. Cost is \$180. Payment due on 4/1. – decided to continue to plan the picnic, Dave to make payment before 4/1.

## 2. Q1 Webinar

- i. Tony took notes on the webinar for newsletter, will send to Amanda once it's written up
- ii. Q2 webinar will not be planned, will come back to the possibility of planning Q3 webinar as we get closer to the date

- **Newsletter Committee Report (Amanda K.)**

1. Newsletter Committee Update - Q1 newsletter delivered February 10<sup>th</sup>. Amanda will send an editorial calendar for the rest of the year before the next Board meeting.

- **Branch Outreach Committee Report (Michael M. / Joe A.) –**

1. Committee will continue talking to Alta about joining. Board discussed there not being many benefits as an institutional members and the potential to increase membership by adding additional benefits. Decided to discuss with current institutional members to see what benefits they might like to see.

- **President Elect –** Tony to be appointed as President Elect pending bylaws review. Decision made based on the uncertainty and inexperience of having someone with no board experience become president elect, as well as lack of interest from our members. As Tony has had multiple years of experience on the board and has interest in the position, he will be appointed president elect by the current President. Board Member 1 position will become vacant. Membership to be contacted to see if there are any interested parties.

- **Secretary –** Julie has mentioned potential of leaving the secretary position due to outside factors. Michael to discuss further with her on her plans.

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

1. SOP Committee update – no new activity

- **Branch Website Committee Report (Jen K. / Dave R.)**

1. Add trade fair speaker info to website. – Dave to update trade fair info on website to mention that the Trade Fair has been rescheduled for next year

- **Branch Management Summit (Tony) –** cancelled due to covid-19, Tony to discuss with Amanda and Dave about paying back ticket now or waiting until summit is rescheduled.

- **New Business**

1. Tech Round Table – To discuss at next Manager's Roundtable and get opinions from the manager's about sending one or two staff members offsite to attend a tech round table once a month.
  - a. Possibly start a Tech Round Table? Managers could identify 1 or 2 techs to attend, directed by managers as part of the technician's development plan. A facilitator would be needed.
  - b. Potential opportunity to offer CEUs is the Tech Round Table is held as a class type meeting.

- c. We should seek sponsorship for the Tech Round Table, but this is something the Board would pay for as well.
  2. Vivarium Managers Round Table - Q1 cancelled, next possible roundtable in Q3. Will discuss with Tim and bring back up as we get closer.
    - a. The Manager's Round Table should be more formalized, we should have a summary of each Round Table in the newsletter. Have Tim attend Board meetings?
  3. Tech week – Ice cream party for Allen postponed until after coronavirus, likely to host it in the summer. Check to individual winner (Jessica from Novo) will be sent to her home address. Michael to get in contact with her
  4. Ergo Girl – Michael to email our commercial members about putting together an email/pamphlet to advertise things related to the pandemic. Email/pamphlet will be sent out to our members. Ergo girl to be contacted about becoming a commercial member in order to include her advertisement in the email to be sent out to our members. Also discussed possibility of sending our membership email list to our commercial members since they will not be able to receive the Trade Fair email list this year.
- Next meeting: to be scheduled via email