

WBAALAS BOARD MEETING AGENDA

April 23rd, 2020, 3:00- 4:30 PM @ Conference Call

- **Roll Call** – Michael M., Dave R, Traci, Sakara, Tony, Emily, Joe
- **Approval of Meeting Minutes** –
 - March minutes: **approved.**
- **Treasurer Report (David R.)**

Accounts and memberships as of April 22nd, 2020:

Checking: \$10,397.34

Recent transactions:

- 04/20: \$350.00 check #1187 (Innovive refund)
- 04/09: \$100.00 check #1182 (tech week winner)
- 03/30: \$180.00 debit
- 03/24: \$581.36 debit
- 03/12: \$7.79 debit

Savings: \$11,169.74

Recent transactions: none

Credit Card: \$450.00

Recent transactions:

- 04/08: charge of 450.00 (AALAS Learning Library upgrade)
- 03/24: payment of \$581.36 (autopay)

PayPal: \$289.50

Memberships:

- Total members: 171 (no change)
- Institutional orgs: 8 (no change)
- Commercial orgs: 19 (no change)

- **Events**

1. 2020 Trade Fair :

- a. Cancellation complete. No penalty. – **Same contract? Hotel rooms canceled?**
Reach out to Amanda about canceling those rooms. Did we put a deposit down with the hotel?

2. Summer Picnic

- a. Date set for 8/8. Cost is \$180. Payment due on 4/1. **Payed.**
- b. Games – Let go all out this year, saved money by not doing the trade fair.
- c. Foods -
- d. Activities –
- e. **Awards? Announced at picnic. Nomination form goes out by end of April**

2. Webinar Q3 – Try children’s again for venue, go with week day – not Friday – end of the work day.. Michael will do this. Last couple weeks of September. Sakara sends topic options to Michael.
 3. Holiday Event – doesn’t get great attendance. needs an activity. Maybe zoo lights. Woodlin park zoo. Painting and drinking Kirkland.. Smash Put. 30-50 people max.. Mid-December..
- **Newsletter Committee Report (Amanda K.)**
 1. Newsletter Committee Update -
 - **Branch Outreach Committee Report (Michael M. / Joe A.) – Branch outreach presentation plus free webinar.**
 - **President Elect – Revisit for Tony.. by-laws are on the wbaalas website. Michael will email..**
 - **Secretary – Julie is back.**
 - Board Member 3 - Joe will be moving on.. Joe’s term is up at the end of 2020.. joes replacements are interested.
 - **Branch SOP Committee Report (Sakara P. / Amanda K. / Traci W.)**
 1. SOP Committee update – nothing new.
 - **Branch Website Committee Report (Jen K. / Dave R.)**
 1. Nothing new.. Tech week stuff is gone. Cancellation info for trade fair is up.
 - **Branch Management Summit (Tony) –**
 1. Nothing new.. Tony has an email hasn’t opened yet. Will update next meeting.
 - **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. – Talk to Tim about next meeting.. – MailChimp contacts have been updated with “round table meeting” tabs
 - 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? Michael will talk to times
 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
- Next meeting: May 21st