

**WBAALAS BOARD MEETING MINUTES**  
June 9th, 2022, 3:00- 4:00 PM @ Teams Meeting

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- **Roll Call** – Traci W., Dave R., Emily F., Melissa R., Sakara P., Jonathan M., Ashley R.
- **Approval of Meeting Minutes** – May meeting minutes unanimously approved
- **Treasurer Report (David R.)**
  - 1) Checking: \$2,982.05  
Recent transactions:
    - 6/9/22 - \$300 check cashed - reimbursement for Branch PO Box rental annual fee
    - 6/7/22 - \$936.20 check cashed - payment for flight to Branch meeting
    - 5/20/22 - \$792.70 withdrawn/transfer - payment for flight to Branch meeting
    - 5/19/22 - \$240 deposited for 12 individual memberships
    - 5/18/22 - \$37.62 deposited for 2 individual memberships (PayPal)
    - 5/16/22 - \$100 deposited for 1 commercial membership
  - 2) Savings: \$11,172.03  
Recent transactions: none (only interest payments)
- **Membership Report (David R.)**

189 individuals (up 14 from last meeting), 6 institutional (no change), 19 commercial (up 2 from last meeting)
- **Website Report (Christine L.)**

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Everyone to look at website and see if there is anything that needs to be updated
- **Calendar Review (David R. and Sakara P.)**
  - Trade Fair September 8<sup>th</sup>
  - Annual filing with WA Secretary of State must be completed by Nov. 30<sup>th</sup> (notice email comes Oct. 1<sup>st</sup>)
  - Ben Cohen Branch Management Summit – July 15-16
- **Social Media (Ashley R.)**

Facebook:

  - 70 members (no change)
  - 39 active members
  - 41 total posts (down 28%)

LinkedIn:

  - 34 connections (up 4 from last month)

Plan to add social media invitation to welcome emails moving forward, if not already included
- **Newsletter (Sakara P.)**
  - Q2 Newsletter scheduled for June 30<sup>th</sup>
    - Content deadline June 23<sup>rd</sup>
- **D8 Update (Ashley R.)**

- Ashley was unable to attend, currently waiting on meeting minutes to be posted on ACE to update the group

## EVENTS

### Q2 Manager's and Technician Roundtables

- Manager's roundtable
  - scheduled for June 23<sup>rd</sup>
  - No sponsor, plan to stay virtual this quarter
- Technician Roundtable
  - Date: July 14<sup>th</sup>
  - Location: Virtual
  - Sponsor or speaker?: Plan to reach out to Amanda (sakara to send email to mel), to speak about AALAS training courses and other benefits provided by WBAALAS

### Summer Picnic

- Reservation did not go through
  - Submit form via email next time
- Do we want to attempt any other ideas for a summer event?
  - Plan not to hold a summer event this year, focus on trade fair

### Trade Fair

- Trade Fair location at UW Horticulture Center:
  - NHS hall: for Vendor booth and breakfast/lunch
  - Merrill Commons: space for eating
  - Isaacson classroom & Douglas Classroom: for speaker presentations
- September 8<sup>th</sup>, reservation from 7am to 3pm
- Contract and paperwork signed, deposit submitted
- Walkthrough not yet scheduled, usually occurs ~1 month before event

### TRADE FAIR PLANNING

- **Program Update:** Ashley
  - Plan to keep schedule same as previous year but update specific information
  - Program will need to include speaker names, bios, talk title and summary
  - Will also need to include list of sponsors
  - Sakara has updated tentative schedule and will send to Ashley
- **Registration Update:** Emily/ Jonathan
  - Dave to look for old general registration forms to send for reference
- **Vendor Updates:** Melissa
  - Went through vendor registration form as a group to update
- **Speaker Updates:** Traci
  - 1 confirmed speaker, 3 potentials
- **Food Updates:** David
  - Food option chosen

- **Awards/Raffles Update:** Julie
  - No updates, decided not to do formal raffle but instead just the raffle for the scavenger hunt
  - Award nominations to go out ASAP
- Sakara to look into Parking information and information for vendors shipping items ahead of time

#### **Winter Event**

- Potential suggestions to look into
  - Table Winter Event

#### **NEW ITEMS**

- See if Michael and/or Amanda have any old WBAALAS items that still need to be passed on

#### **OLD ITEMS**

#### **Next meeting:**

Plan to hold 2 meetings a month for trade fair planning

Next meetings: July 7<sup>th</sup> and July 21<sup>st</sup> 3-4PM