

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

- **Roll Call** – Ashley, Traci, Emily, Melissa, Christine, Jonathan, Sakara
- **Approval of Meeting Minutes** – June and July – Unanimously approved
- **Treasurer Report (David R.)**
1) Checking: \$6,111.51

Recent transactions:

- 7/15 - Deposit \$500 - Trade Fair Sponsorships/Commercial Memberships
- 7/19 - Deposit \$825 - Trade Fair Sponsorships/Commercial Memberships
- 7/20 - Deposit \$725 - Trade Fair Sponsorships/Commercial Memberships
- 7/25 - Deposit \$250 - Trade Fair Sponsorships/Commercial Memberships
- 7/26 - Deposit \$350 - Trade Fair Sponsorships/Commercial Memberships
- 7/27 - Deposit \$100 - Commercial Membership
- 7/28 - Deposit \$475 - Trade Fair Sponsorships/Commercial Memberships

2) Savings: \$11,172.21

Recent transactions: none (only interest payments)

we have completed the application paperwork for renewal of the insurance policy for the branch and it officially renews on 8/5 at a cost of \$1035.00. This is an increase of approx. \$80 from last year's policy. I have uploaded the policy into the Google Drive if anyone would like to read it

- **Membership Report (David R.)**
 - 194 individuals (+ 4 since last meeting)
 - 6 institutional (no change)
 - 22 commercial (+3 since last meeting)
- **Website Report (Christine L.)**
 - Meeting Minutes need to be uploaded – April and May
- **Calendar Review (David R. and Sakara P.)**
 - Trade Fair September 8th
 - Annual filing with WA Secretary of State must be completed by Nov. 30th (notice email comes Oct. 1st)
 - Delays in processing
- **Social Media (Ashley R.)**

Facebook:

 - 33 posts (up 18%)
 - 44 active members
 - 71 total members (up 1 member)

LinkedIn:

39 connections (up 3 connections)
8 people viewed our profile (down by 2 from last month)

Engagement is fairly low, but not that different between the two sites. Still manageable running both

- **Newsletter (Sakara P.)**
 - Have not gotten Q2 out- Board agreed for Newsletters to go out in August, October, and December
- **D8 Update (Ashley R.)**
 - Next virtual meeting set for Friday, August 12th. Time TBD

EVENTS

Q2 Manager's and Technician Roundtables

- **Manager's roundtable**
 - Q2 Summary – push to next meeting
- **Technician Roundtable**
 - Q2 Summary – at least 8 attendees from multiple institutions, more than the previous. Follow up emails to go out after next roundtable event.

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 8th, reservation from 7am to 3pm
- Contract and paperwork signed, deposit submitted

TRADE FAIR PLANNING

- **Program Update:** Ashley
 - Review Program
 - Moving Cindy to timepoint just prior to lunch
 - Amanda able to do a 15min time slot to fit in with the other one
- **Registration Update:** Emily/ Jonathan
 - Decide on Ribbons and amounts (keep under \$200)
 - Emily to pick some ribbons and amounts to send to board for approval
 - 55 member RSVPs
 - Some duplicates getting submitted, these are not counted
 - Jonathan to work on designing badges and meal tickets, Sakara and Christine to print out
- **Vendor Updates:** Melissa
 - Go over Vendor email
 - Put "Details Coming" into spot on shipping
 - Rest of questions answered and approved
- **Speaker Updates:** Traci

- To send email requesting talk title and blurb – deadline the 12th, Traci to send to Ashley by the 18th
- Will send registration link to Speakers
- Information on Speaker Dinner to be decided soon
- **Food Updates:** David
 - NA
- **Awards/Raffles Update:** Julie
 - Awards: Still 2 technician nominees and 1 branch member nominee, nominations close August 12th
 - Sakara and Julie to email Vendors to request questions for the scavenger hunt
 - Sakara to confirm with Dave a budget for buying raffle prizes if no vendors sponsor
- **Other Updates:**
 - Walkthrough to be scheduled. Current available times/days are:
 - Monday, August 15th at 10:00am or 11:00am
 - Tuesday, August 16th at 12:00pm
 - **Monday August 15th at 11am** works best for the board: Sakara, Traci, Melissa, and Jonathan able to attend
 - Sakara to send follow up email with confirmation
 - Around 12 power outlets available with 6 power strips free for use, additional power strips to be supplied by us
 - Free Wifi throughout the event space
 - Re: Overnight Storage Fee “Generally when we are talking overnight storage it’s for chairs/tables rental equipment etc. I’m assuming that people will be shipping to our space (use the address in my signature line above, Attn: M.Black 9/8) Depending on what exactly is shipped/size we may be able to waive entirely, or just charge one flat fee.”

NEW ITEMS

Ben Cohen Branch Management Summit Summary – Traci and Ashley

- Other branches struggling similarly to us, not many branches doing in person events, hard to get engagement
- Some items from national newsletter can be repurposed for branch newsletter, Traci to send Sakara information
- Other helpful resources and information to be presented to and passed around with the branch when minutes are received
- Facebook and LinkedIn most used among branches
- Potentially opt people into texting for branch information – revisit at future meetings

Board should work to get another Vendor as a board member to help organize events and get input

OLD ITEMS

Next meeting

August 18th 3-4PM – Trade Fair Specific Meeting
 September 1st 3-4PM – Full Board Meeting