

WBAALAS BOARD MEETING MINUTES
October 6th, 2022, 4:00- 5:00 PM @ Teams Meeting

- **Roll Call** – Dave R., Sakara P., Melissa R., Traci W., Jonathan M., Christine L.
- **Approval of Meeting Minutes** – August Meeting Minutes – unanimously approved
- **Treasurer Report (David R.)**

1) Checking: \$4,237.22

Recent transactions:

- 8/18 - Deposits of \$152.45 (Paypal) and \$20 for Individual Memberships
- 8/22 - Withdraw (check) of \$241.81 (Helen D. hotel reimbursement to Traci W.)
- 8/24 - Deposit of \$450 - Trade Fair Sponsorships/Commercial Memberships
- 8/25 - Deposit of \$800 - Trade Fair Sponsorships/Commercial Memberships
- 8/26 - Deposit of \$350 - Trade Fair Sponsorships/Commercial Memberships
- 8/29 - Deposit of \$700 - Trade Fair Sponsorships/Commercial Memberships
- 8/30 - Deposit of \$300 - Trade Fair Sponsorships/Commercial Memberships
- 8/31 - Deposit of \$95.53 from PayPal for memberships
- 9/6 - Deposit of \$250 - Trade Fair Sponsorship
- 9/8 - Withdraw of \$2,595.40 for Trade Fair Lunch Catering (Laurel Bay Catering at UW)
- 9/8 - Withdraw (check) of \$386.77 for Trade Fair Breakfast/Snacks reimbursement to Dave
- 9/9 - Deposit of \$370 - Trade Fair Sponsorships/Commercial Memberships
- 9/9 - Withdraw of \$2,092.07 for Trade Fair Venue Rental (UW Horticulture Center)
- 9/9 - Withdraw (check) of \$100 - Branch Member of the Year Award (Christine L.)
- 9/9 - Withdraw (check) of \$559.79 - Trade Fair Coffee/Tea from Starbucks reimbursement to Christine L.
- 9/12 - Deposit of \$75.24 (PayPal) for memberships
- 9/12 - Withdraw (check) of \$81.75 - Trade Fair Breakfast items, utensils, ice, reimbursement to Dave R.
- 9/15 - Withdraw (check) of \$455.48 - Trade Fair Speaker Dinner reimbursement to Traci W.

2) Savings: \$11,172.39

Recent transactions: none (only interest payments)

3) PayPal balance - \$0

- **Membership Report (David R.)**

260 individuals (+ 59 since last meeting)
6 institutional (no change)
30 commercial (+5 since last meeting)

- **Website Report (Christine L.)**

- All minutes uploaded (April is listed as 2021 instead of 2022)
- Need to add 2022 Award Winners
- All commercial members updated

- **Calendar Review (David R. and Sakara P.)**

- Annual filing with WA Secretary of State must be completed by Nov. 30th (notice email comes Oct. 1st)

- **Social Media (Ashley R.)**

Facebook: 70 members (same)

25 posts- up 4%

45 active members

LinkedIn

41 connections

8 people have viewed our profile

- **Newsletter (Sakara P.)**

- Q3 underway: need president's message and award photos
- Include trade fair save the date
- Sakara will check if any new members paid for ads in the newsletter
- Newsletter to go out October 10th

- **D8 Update (Ashley R.)**

There has been a recent email chain with other PNW members of D8 to discuss the beginning planning's of the 2024 D8 meeting. Scheduled to be held in Oregon. The NRMB has not gotten in contact with us and we are checking to see if they are still active. Next meeting scheduled to be in person at the National Meeting. I will not be in attendance.

Hawaii branch is dissolving with leftover money that they would like to put towards the D8 meeting. Should send to Oregon branch for the D8 meeting.

EVENTS

- **Q4 Manager's and Technician Roundtables (Jonathan M., Melissa R., Dave R.)**

- Dave to get in touch with Tim D.
 - Eviatar (neuroscience PhD student) would like to speak at the next roundtable, Traci will be in touch with them
- Mid November target for technician roundtable, Jonathan and Melissa to plan

- **Trade Fair Summary (All)**

- Dave putting together overall report for expenses and income
 - Some expenses still pending
 - Most expensive trade fair to date
- Everyone had a great time, well attended, heard great things from vendors and membership
- Sakara to send out survey for trade fair.
 - Include question on suggestions for speakers
 - In the future send the speaker email out to vendors as well
 - Also reach out to research staff more for speakers
- Mel sent out attendee list to all sponsors
- Plan to set up next trade fair in late spring at same venue
- Mention save the date in survey and in newsletter, get onto D8 and national calendars as soon as a date is set

- **Winter Event or Winter Gift (All)**

- board voted to have no event or gift this year due to high price of either and low turnout to winter events in the past. Instead plan to spend the money and time on events for next year (tech week and summer picnic)

NEW ITEMS

- **Elections (All)**

- 2 board member positions (Jonathan and Julie's terms are up)
- Secretary (Sakara's term is up)
- President Elect

- Election announcement will be posted in newsletter
- Plan to mention at tech and manager roundtables
- Email blast to be sent to all members (Sakara)
- Post on social media

- Dave to look through bylaws on language for position terms and elections timing and get back to the board

OLD ITEMS

Next meeting

Plan to add Tech week planning on future agendas

Scheduled for Thursday November 3rd, 3-4PM