

## WBAALAS BOARD MEETING MINUTES

March, 19 2026, 2- 3 PM @ Teams Meeting

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- **Roll Call** – Dante D., Dave R., Traci G., Mel R., Ashley R., Traci W., Emily F., Dean R.
- **Approval of Meeting Minutes** – The February meeting minutes were unanimously approved.
- **Treasury Report (Traci G)**

### WBAALAS Treasury Report February 26<sup>th</sup> to March 18<sup>th</sup>, 2026

#### Checking \$14099.29

2/26/26	Membership Payment	425.00
	Processing fee	-12.71
3/2/26	Mailchimp- monthly fee	-29.30
3/9/26	Winter Event- member payment	22.50
	Processing fee	-0.67
3/9/26	Membership/Event Payment	1340.00
	Processing fee	-40.07

#### Savings \$11,188.42

2/25/26	Interest	+0.44
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#### PayPal \$120.15

3/4/26	Membership Payment	125.0
	Processing fee	-4.85

#### Upcoming

##### WA DOR sales tax for live presentations-

- The correct way to do it is (using \$20 seminar registration fee as example): Charge \$20, find out the address where each attendee lives, and charge their local sales tax on top. So it would be \$20 + 10.2% tax for Seattle residents and \$20 + 10.3% tax for Tacoma residents, etc.
- XX told DOR they are not going to do that, and will instead charge the attendees a flat \$20 and take it out of the back end and assume all attendees reside in Seattle, so registration in reality will be \$18.04 +\$1.96 sales tax. The folks below were ok with it.
- This will apply for 2025, so she suggested starting the process soon.
  - The is no registration fee for WBAALAS Trade Fair attendees. Do we have to pay tax on the vendor registrations?
  - Betty C. CFO for AALAS recommended reaching out to WA Department of Revenue for guidance
- One question to ask is for the tshirt fundraiser, if we have to collect sales tax for fundraisers as well?
  - I paid tax on the fundraiser T-Shirt. @DIndia, Dante how will we receive funds for the t-shirts? Then we will have to check if WBAALAS needs to adjust for tax on the “profit” from the t-shirt sales.
  - Check by mail to Seattle Children’s to deposit

- WA DOR outreach people to contact: Both can address the rules for Professional Social Organization.
- Diana Villegas is the outreach education person Email: [DianaV@DOR.WA.GOV](mailto:DianaV@DOR.WA.GOV) Phone#: 425-964-2558
- John Wack (pronounced as "walk"), is Tax Policy Specialist Email: [JohnW@DOR.WA.GOV](mailto:JohnW@DOR.WA.GOV)

January	Secure summer picnic location	
	Trade Fair-vendor registration	

## Membership

Individual members	181
Commercial Members	12
Institutional Members	5

TG to follow up with DR about vendor bounce back- date TBD

- **Website Report (Dave R.)**
  - Website – Updates to event page for upcoming tech Roundtable and Manager Roundtable events.
  - An email went out this week for the Q2 Managers Roundtable slated for June 11<sup>th</sup>.
- **Calendar Review (Dante D.)**
  - Annual IRS filing (form 990-N) submitted by May 15<sup>th</sup>
- **Social Media (Ashley R.) -**
  - Facebook:
    - 67 members and 15 active members
  - LinkedIn
    - 84 connections
    - 164 post impressions
    - 24 profile views
    - Make post on LinkedIn about vendor membership renewal
- **Newsletter (Ashley R.) –**
  - March (Spring edition) is complete; I will send it to whomever is willing to email (or teach me, Mel will show Ashley how to end out emails) how. I will also place a copy on the google drive. Dave will post to the website.

## EVENTS

- **Manager's and Technician Roundtables (Melissa R., Dave R.)**
  - Q1 Manager Roundtable event on 6/11 in person at the Allen Institute
  - Technician Roundtable: TBD – webinar March 25th
- **Ben Cohen Branch Management Summit Feb 20-21, 2026**
  - Branch use of [AALAS Community Exchange \(ACE\)](#) - While I've broadly used ACE and we have a WBAALAS Member community up (only one post from Ashley 😊), I wasn't aware that some branches use this as the primary tool for communicating with their membership and some boards use it to store all of their branch documents. I'm not suggesting we transition away from Mailchimp/email and use of google drive, but wanted to make everyone aware of this in case we want to leverage ACE more in the future.
  - Attached is the recently updated list of available speakers for AALAS events.
  - For meetings - some branches use Luma <https://luma.com/> . Set up an event page, invite members, and even sell tickets. Can handle payment processing. Charge on \$20 ticket is \$1.88.
  - Some branches use [Canva \(free for non-profits\)](#) for designing social media post, event graphics, etc.
  - Promoting the new AALAS app, available for download in app stores, login same as website
  - Membership satisfaction survey coming out Spring/Summer to gauge what people like/dislike about membership and want to see in the future. This reminds me - we should send out a survey about this years Tech Week and see what members would like to see for next year.
  - The AALAS Learning Library is transitioning to the AALAS Academy this Spring/Summer - more interactive trainings, easier to manage for large institutions, there will be a long transition period with frequent communication to ensure it is as smooth as possible
  - Starting this year, AALAS will provide one free National Meeting Registration to a Branch Award Winner. We can continue to include the scholarship, but should take this new benefit into account.
  - Financial - I communicated the recent WA sales tax on events like our Trade Fair to Betty Cartwright (CFO) who is looking into this and will provide us with her assessment and recommendations. Focus placed on branches having some reserve money in place for a bad year or two (like during covid), and recommend review of year-end balance sheet to project following year budget. National can assist with any financial audits - recommended every few years.
  - Legal - branch should have a Conflict of Interest (COI) policy (in our by-laws?) and form and board members should sign it annually. Contact [jim.flood@aalas.org](mailto:jim.flood@aalas.org) to get a draft policy and form template.
    - Dante will follow up for request of template and policy to incorporate into by-laws.
  - Add ACE to newsletter to remind membership about that resource
  - Lots of software that is free for non-profits. There is a list on the ACE
  - Will Amanda K. still be able to manage ALL for us? Yes, the AALAS academy should be easier to manage.
  - Need to review COI each year (set calendar reminder for January)
  - National meeting scholarship – one branch winner, scholarship covers registration. How do we want to approach the scholarship? We will keep our scholarship so we can send two people.
- **Trade Fair (June 25th)**
  - Deposit for Horticultural Center: half paid, will need to pay remaining just before event
  - Blank program started and form started for national AALAS member to attend

- AALAS will provide transportation to the meeting. We need to provide lodging, food, and registration to the event. Silver Cloud used in the past and is reasonably priced. Will be ~\$380 a night. Check past treasure reimbursement to see how we dealt with food reimbursement in the past.
  - We can request specific executive member or ask AALAS to send anyone. Betty C. would be a good option to request.
- Scavenger hunt and raffle: start planning for it earlier to get better participation
- Still need to decide on pricing
- Vendor registration
  - Table: \$350
  - Bronze: \$475
  - Silver: \$600
  - Gold: \$675
  - Sponsorship: need better advertisement & sponsorship opportunities (lunch, coffee break, breakfast, badges, bags, raffle tickets). Raise base table price?
    - Action item: DD to spin out solidifying pricing structure for vendors and get registration started. Explore using Luma for trade fair registration
    - Tote bag – \$250 – remove as sponsorship opportunity
    - Lanyard – \$250 – remove as sponsorship opportunity
    - Scavenger hunt – \$150 – need to rethink this. Does It come with registration at certain levels? We can tie to an exhibitor level, if bronze or above then scavenger hunt is included.
    - Breakfast/lunch – \$375
  - 17 paid vendors and 3 non-profits last year
- Update vendor registration form – Vender registration chair sends out (La’Akea). Send out soon, already interest from vendors about the trade fair. Send out by beginning of April. Traci can take a flyer to D8 to advertise.
  - Tax on vendor registration – Track in Quickbooks (vendor prices include taxes)
- Be more proactive for sponsorships for breakfast, trivia, coffee, swag, scholarships
- Soliciting nominations for awards and AALAS scholarship in February. Will give out awards at trade fair this year
  - National AALAS Scholarship, Traci will update and send out
  - Solicitations for Ron Orta and member of the year awards and National AALAS Scholarships
- Let Traci know if you have any speaker suggestions
- Theme: Partners in Research
  - Have list of people to invite to speak and list of potential and backup speakers
- Develop feedback survey for post trade fair
- Dave will take care of breakfast items and has quote for caterer
- Traci will organize speaker dinner
- Dave has a box of supplies, will send out inventory of what is in there
- Registration – Emily will order tote bags
- Emily will make CEU form for trade fair

## Ongoing Items

- **Fundraising for events (Dante D) –**
  - 27 shirts sold, \$300 raised
  - A request was made to purchase additional shirts, DD can reopen the campaign.
- **D8 Update (Traci W) – April 8-10**
  - 3 weeks away, registration is picking up. Early registration on hotel closing soon.
- **AALAS National Meeting**

**New items**

- Email received from Holly at WCCRA about social media post with misunderstanding about animal care. She made changes to the adoption process as a result.
- Brad day – April 16, Board can have a table at UW event, Traci will attend. Looking for volunteers to sit at a booth with Traci, Ashley is a maybe
- IRS form was submitted

**Next Meeting –**

April 23, 2026, 2-3pm