

WBAALAS BOARD MEETING MINUTES

January 22, 2026, 2- 3 PM @ Teams Meeting

- **Roll Call** – Dante D., Dave R., Traci W., Traci G., La’Akea S., Emily F., Ashley R.
- **Approval of Meeting Minutes** – The December meeting minutes were unanimously approved.
- **Treasury Report (Traci G)**

Checking \$11453.30

12/25/25	Membership Payment	125.00
	Processing fee	-3.74
12/30/25	Membership Payment	1675.00
	Processing fee	-50.08
12/30/25	Mailchimp- monthly fee	-29.24
12/30/25	The Seattle Mail Center (overdue, no late fee)	-309.00
12/30/25	Donation- Pfizer	5000.00
12/31/25	Transfer from PayPal	120.15
1/7/26	Membership Payment	715.00
	Processing fee	-21.38
1/8/26	Membership Payment	650.00
	Processing fee	-19.44
1/12/26	Go Daddy Website Renewal	-132.71
1/14/26	Membership Payment	115.00
	Processing fee	-3.44
1/15/26	Reimbursement D Rodriquez Flight for Ben Cohen Summit Feb 2026	-616.93
1/16/26	Membership Payment	25.00
	Processing fee	-0.75
1/20/26	Intuit QuickBooks Renewal	-453.70
1/21/26	AALAS Learning Library Renewal 76 seats	-1700.00

Savings \$11,187.45

12/23/25	Interest	+0.41
----------	----------	-------

PayPal \$254.29

1/5/26	Membership Payment	125.00
	Processing fee	-4.85
1/7/26	Membership Payment	25.00
	Processing fee	-1.36
1/9/26	Membership Payment	115.00
	Processing fee	-4.20

Upcoming

WA DOR sales tax for live presentations- see attached PDF

- Does this new sales tax apply to a non-profit? La’Akea and Dave will help figure this out.

January	Renew SSL Cert	Auto-payment in CC
---------	----------------	--------------------

January	Renew AALAS Learning Library Subscription	Auto-payment in CC, username: wbaalas1987; password: wbaalas1987- how many seats? 76
January	Renew Quickbooks Subscription	Auto-payment in CC- PAID 1/20/26
January	Secure summer picnic location	

Subscription: QuickBooks Online Simple Start
Billing date: 01/18/2026
Payment method: VISA ending in 4862, expires 03/2029
Estimated renewal amount: \$410.40 *

New sales tax rules now in effect



As of October 1, 2025, some additional services are now subject to retail sales tax, as required by state law (ESSB 5814). If you sell these services, you are now required to collect and submit sales tax.

Services that are now taxable include:

- Advertising and marketing services.
- Live presentations — including in-person or online classes, workshops, or seminars delivered in real time.
- Website and software development.
- IT support and training.
- Temporary staffing.
- Security and investigation services.
- Sales of custom software and customization of prewritten software.

What to do now

Step 1: Watch an introductory video on sales tax: dor.wa.gov/SalesTaxIntro

Step 2: Visit our sales tax tools page: dor.wa.gov/SalesTaxRates

Step 3: Start adding sales tax to your invoices as applicable.

Step 4: Let your customers know that sales tax is now required on certain services. You can share this page to help explain the change: dor.wa.gov/TaxedServices

Need help understanding the new requirements?

If your business is affected by this change, the Department of Revenue offers resources to help you understand and meet the new requirements.

Visit dor.wa.gov/5814 to find:

- Live and recorded webinars.
- Guidance organized by service category.
- Tools for collecting and reporting sales tax.



Membership

Individual members	81
Commercial Members	7
Institutional Members	4

Send reminder email for membership renewal early February??

Also add membership drive info to social media accounts.

- **Website Report (Dave R.)**
 - Events have been updated to include the tech week event and Q1 Manager Roundtable event.
 - Commercial members page and scrolling business cards have been updated with vendors who have paid thus far
 - Institutional members listed on homepage have been updated
 - Meeting minutes updated through the October meeting

- **Calendar Review (Dante D.)**
 - Annual IRS filing (form 990-N) submitted by May 15th
 - Branch AALAS Learning Library Subscription renewal in January - Done
 - Technician Appreciation Week Feb 1-7, 2026
 - Paint and Sip Winter event Jan 31, 2026

- **Social Media (Ashley R.) -**
 - Facebook:
 - 69 members (no change)
 - 12 posts
 - 32 active members (that's almost half!)
 - LinkedIn:
 - 72 connections
 - 102 post impressions
 - 8 profile views

- **Newsletter (Ashley R.) –**
 - First of 2026 will come out in March

EVENTS

- **Manager's and Technician Roundtables (Melissa R., Dave R.)**
 - **Managers Roundtable: Feb 19th, virtual, SE Lab is sponsor**
 - **Technician Roundtable: TBD**

- **Winter event ideas**
 - Wine and paint Saturday Jan 31st
 - Announcement went out to membership, already have 5 RSVPs
 - Sent out announcement to vendor list as well
 - Need rough idea of how many people are going to reserve space
 - \$45 per person, branch will cover half the cost for members, guests will pay full price
 - Post on social media as well

- **Ben Cohen Branch Management Summit Feb 20-21, 2026**
 - Dave R. representing WBAALAS

- **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
 - Scavenger hunt and raffle: start planning for it earlier to get better participation
 - Still need to decide on pricing
 - 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

- Let Traci know if you have any speaker suggestions
- Theme? Partners in Research?
- Develop feedback survey for post trade fair

Ongoing Items

- **Fundraising for events (Dante D)** – E. Schmautz design selected. Tshirts set at \$25. Need start date for campaign, 2-week duration. Launch tech week.
https://www.customink.com/designs/2025%20WBAALAS%20T-Shirt/smm0-00d0-bukz/share?pc=EMAIL-40778&utm_campaign=shared%20design&utm_source=share%20link&utm_medium=shared%20design&utm_content=shared%20desktop
- **D8 Update (Traci W)** –
 - Registration is now open, Traci W will forward to WBAALAS membership, Ashley will add to social media as well
 - Still looking for speakers
- **AALAS National Meeting**
 - Abstract submission dates are now March 15
- **Tech week**
 - Feb 1 – Feb 7
 - Draft email for tech week events, send out Jan 29 (Dante)
 - Pet contest to submit on social media (Ashley and Traci W)
 - People to post their pet photos
 - Create event for pet contest that people can post to
 - Whichever has most votes wins (\$50 award)
 - Winner limited to technicians
 - Trivia via Google form, also post to website? (Ashley) (will need help sending out emails)
 - Prizes: copy the prizes used last year
 - Get photos from institutions for newsletter and social media
 - Mel will solicit technician acknowledgement from managers
 - Have we sought feedback from members on tech week? Develop feedback survey for post tech week, Traci will look into

Next Meeting –

Feb 26, 2026, 2-3pm