

## WBAALAS BOARD MEETING MINUTES

April 23 2026, 2- 3 PM @ Teams Meeting

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- **Roll Call** – Traci W., La’ Akea S., Dave R., Ashley R., Traci G., Dean R., Dante D.
- **Approval of Meeting Minutes** – Unanimously approved

- **Treasury Report (Traci G)**

### WBAALAS Treasury Report March 19th to April 22<sup>nd</sup>, 2026

#### **Checking \$15061.50**

3/24/26	Membership Payment	125.00	
	Processing fee		-3.74
3/31/26	Mailchimp- monthly fee		-29.30
4/9/26	Membership Payment	150.00	
	Processing fee		-4.49
4/21/26	Transfer from PayPal	263.94	
	Membership Payments		
4/22/26	Membership Payment	475.00	
	Processing fee		-14.20

#### **Savings \$11,188.83**

3/24/26	Interest	+0.41	
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#### **PayPal \$0**

4/9/26	Membership Payment	125.0	
	Processing fee		-4.85
4/9/26	Membership Payment	25.00	
	Processing fee		-1.36
4/20/26	Transfer to Checking	-263.94	

#### **Upcoming**

##### ➤ **DOR Ruling**

Income received from sponsorship is generally taxable based on whether significant goods and services are received by the sponsor. If the sponsor merely receives recognition as a sponsor in a listing, the amounts received are considered a donation and not subject to business and occupation (B&O) tax or retail sales tax.

However, if sponsorship entitles the sponsor to significant goods or services such as advertising, then taxes may apply. For example, income derived from:

- Advertising in the form of physical banners, promotional material, or other printed materials is subject to B&O tax under the Service and other activities classification.
- The placement of a social media or website advertisement is subject to B&O tax under the Retailing classification and retail sales tax. See our [interim statement on advertising](#).
- Booth space is subject to B&O tax under the Service and Other Activities classification.

Note: If you provide a service subject to retail sales tax and a service that is not subject to retail sales tax for one non-itemized price, the selling price will be subject to retail sales tax unless the value of the retail items is less than 10% of the total value. ([RCW 82.08.190](#))

We recently published a special notice that you may find helpful regarding [live presentations and new exclusions from retail sales tax](#).

This ruling is binding on both the department and the business named above. If you disagree with this ruling, you can request an [administrative review](#). You must request an administrative review within 30

days of this ruling. See [WAC 458-20-100](#).

- Send branch membership list to AALAS (Sally Westlake)
- Trade Fair Registration to begin
- June- renew mailbox rental
- Summer Picnic Planning

The board interprets this such that we do not need to collect taxes on the Trade Fair sponsorships, however, for paid sponsorships in the newsletter (social media/website) we will collect taxes for this year, up until July when full exemption status for non-profits gets implemented.

## Membership

Individual members	188 (-7)
Commercial Members	18 (-6)
Institutional Members	6 (+1)

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

Action item: Board members reshare social media posts

- **Website Report (Dave R.)**
  - updated Institutional Memberships on homepage (2 added)
  - updated Commercial Members page (5 added)
  - updated vendor business cards on website (4 added)
  - updated Events page, Q1 Tech Roundtable removed
- **Calendar Review (Dante D.)**
  - Annual IRS filing (form 990-N) submitted by May 15<sup>th</sup> - Done
- **Social Media (Ashley R.) -**
  - Facebook:
    - 67 members (no change) and 15 active members
  - LinkedIn
    - 88 connections (+4)
    - 164 post impressions
    - 24 profile views
    - Make post on LinkedIn about vendor membership renewal
    - Corrected date for Trade Fair has been posted
  - ACE (AALAS Community Exchange):
    - WBAALAS Membership Community has 309 members
    - 3 posts/threads, no responses/reactions
- **Newsletter (Ashley R.) – Need to send to Dave R.**
  - Action item: Ashley R. to send to membership and Dave R. for website
    - Target end of weekend

## EVENTS

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

- Q2 Manager Roundtable event on 6/11 in person at the Allen Institute
  - RSVPs sent out already
  - **Action item: Dave R. will forward to vivarium manager email list/send reminders and work with Tim to arrange food**
- Q1 Technician Roundtable:
  - Happened last month
  - Future potential topic: MLAS program
    - **Action item: Traci W. to reach out to coordinate**
- **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.
    - Jory AALAS President has agreed to speak
      - Keep receipts for reimbursement
      - Have a debit card that can be used
      - Send by email preferred
      - Traci G. is unable to attend, pass paper receipts to someone from SCRI
      - **Action item: Ensure a shout out to AALAS Leadership at Trade Fair**
  - Scavenger hunt and raffle: start planning for it earlier to get better participation
    - Extra sponsorship depending on what level somebody signs up for
    - Re-evaluate next month after we see what is coming in for sponsorships
  - Still need to decide on pricing
    - Pricing is set (tax not being collected for Trade Fair sponsorships)
  - Review Vendor Registration form.
    - Tax on vendor registration – Track in Quickbooks (vendor prices include taxes)
    - Need to update vendor registration form, **La' Akea to send draft for review before sending out**
    - Send out commercial membership info prior to table signup information
      - Plan to send out on Monday
  - Be more proactive for sponsorships for breakfast, trivia, coffee, swag, scholarships
    - Reworked into the registration form
  - 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
      - 1 potential applicant, but paperwork not received yet
    - Solicitations for Ron Orta and member of the year awards and National AALAS Scholarships
      - Email sent on March 30<sup>th</sup> for awards, but not for National AALAS scholarship to cover registration (closes May 22<sup>nd</sup>)
      - Send follow up/reminder email which includes the National AALAS scholarship info **Action item: Mel. R. to update the reminder email with the National AALAS scholarship info**
      - Announce winners at Trade Fair
  - Let Traci know if you have any speaker suggestions
    - Jory (AALAS President) confirmed
    - Zack with SCRI confirmed
    - Yi-Fan Shen (UW Resident) interested, need to confirm
    - **Mel to reach out to Karuna, Traci W. to send speaker template to Mel R.**
    - **Traci to reach out to Sally's suggestions**
    - **Ashley to reach out to Amanda Kizer**
    - Harder to recruit than normal
      - Rely on Vendors, if needed

- Theme: Partners in Research
- Develop feedback survey for post trade fair – **Action item: Dave R. to tackle**
- Dave will take care of breakfast items and has quote for caterer
  - On track with caterer
  - Dave to make Costco run before event
  - Will need help on day of to set up
  - Need people to bring coolers – TW to bring 1, target 4 in total
- Traci will organize speaker dinner
  - To be planned closer to event
- Dave has a box of supplies, will send out inventory of what is in there
  - Dave sent out an email regarding supply box
- Registration – Emily will order tote bags
  - Working on form
- Emily will make CEU form for trade fair
  - Will update form from last year
  - Will need speaker list & topics
- **Advertise the summer picnic at Trade Fair**

## Ongoing Items

- **Fundraising for events (Dante D) –**
  - Campaign Reopened [https://www.customink.com/fundraising/wbaalas-t-shirt-fundraiser-7845?utm\\_campaign=desktop-post-launch-v3&utm\\_content=wbaalas-t-shirt-fundraiser-7845&utm\\_medium=social&utm\\_source=copy-link](https://www.customink.com/fundraising/wbaalas-t-shirt-fundraiser-7845?utm_campaign=desktop-post-launch-v3&utm_content=wbaalas-t-shirt-fundraiser-7845&utm_medium=social&utm_source=copy-link)
    - Reopened today for another 2 weeks
    - **Action item: Dante to send out a MailChimp message**
    - Purchase shirts ahead of Trade Fair as gifts/awards/prizes, one to the person who created the logo, and one for Jory
- **D8 Update (Traci W) – April 8-10**
  - Summary of 2026 D8 Meeting
    - NCB AALAS in the red for the D8 Meeting; D8 Council asking if local branches within D8 would be willing to contribute some funds to that NCB AALAS does not have to file for bankruptcy
      - Other orgs have local send funds to district, who sends funds to national; seems to be a reasonable model
      - WBAALAS willing to consider, but no commitment until we know there is enough participation from other branches to save the branch from dissolution
        - Don't want to supply funds and then have the branch fold, thus losing the investment money
  - D8 Website needs to be reorganized so more than one individual has ownership
    - Difficulty getting funds for current D8 website maintenance to website owner
  - Council working on getting better representation from local branches and more coordinated D8 Meeting planning continuity.
    - Might need a 3<sup>rd</sup> Rep, since Ashley R. and Traci W. are both on the council and may not have voting rights on certain matters.
- **AALAS National Meeting – no updates**

## New items

- Tablecloth/swag (stickers) for WBAALAS tables at other events – **Action item: Traci W. to send costs to group**

- Topic for next meeting: Increase outreach (NWABR, BRAD, D2C Commemoration, High Schools, Pacific Northwest Vet Conference)
  - Where/how do other groups target outreach efforts
- Summer picnic
  - Need a date and location asap
    - North or East of Seattle
    - **Action item: Dave to suggest something between Seattle and Shoreline**
      - Richmond beach on the water
      - Juanita Beach in Kirkland
- Prepare for Elections
  - Need to start thinking about nominations for elections
  - Put this as a program item for Trade Fair
  - **Action item: Mel to look for template email to send out to membership in May**
  - Need to figure out what positions are up for election
    - There is a file in Drive tracking which positions are up

**Next Meeting –**  
May 21 2026 2-3pm