

WBAALAS BOARD MEETING MINUTES

February, 26 2026, 2- 3 PM @ Teams Meeting

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

WBAALAS Treasury Report January 21th 2026 to February 25th 2026

Checking \$12394.54

1/23/26	Membership Payment	565.00	
	Processing fee		-16.89
1/27/26	Membership Payment	150.00	
	Processing fee		-4.49
1/30/26	Mailchimp- monthly fee		-29.30
2/2/26	Canvas Studios		-397.08
	Winter Member Event		
2/3/26	Membership/Event Payment	732.50	
	Processing fee		-21.90
2/10/26	Membership Payment	25.00	
	Processing fee		-0.75
2/13/26	Transfer from PayPal	254.29	
2/13/26	Membership Payment	450.00	
	Processing fee		-13.46
2/13/26	Transfer to Traci G	-202.80	
	Tech Week Trivia gift cards		
2/18/26	Membership Payment	125.00	
	Processing fee		-3.74
2/24/26	Go Daddy Renewal	-670.14	

Savings \$11,187.98

1/27/26	Interest	+0.53	
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PayPal \$0

2/12/26	transfer to checking account	-254.29	
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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?

- 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.
- 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 Phone#: 425-964-2558
- John Wack (pronounced as "walk"), is Tax Policy Specialist Email: JohnW@DOR.WA.GOV

January	Secure summer picnic location	
	Trade Fair-vendor registration	

Membership

Individual members	126
Commercial Members	11
Institutional Members	4

Send reminder email for membership renewal early February??- sent 2/16/26

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

- **Website Report (Dave R.)**
 - Website - Events and Commercial Members pages will be updated soon. Please send Q1 Tech Roundtable info when available.
- **Calendar Review (Dante D.)**
 - Annual IRS filing (form 990-N) submitted by May 15th
- **Social Media (Ashley R.) -**
 - Facebook:
 - 67 members (no change)
 - 21 posts
 - 31 active members (that's almost half!)
 - LinkedIn:
 - 80 connections
 - 22 profile views

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

EVENTS

- **Manager's and Technician Roundtables (Melissa R., Dave R.)**
 - Q1 Manager Roundtable event was 2/19 w/SE Lab Group as sponsor. Q2 meeting (aiming for in-person) to be scheduled soon.
 - Technician Roundtable: TBD – webinar in mid to late March
- **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 to get a draft policy and form template.
 - Dante will follow up for request of template and policy to incorporate into by-laws.
- **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
 - Created sheets for speakers, no other updates
 - Scavenger hunt and raffle: start planning for it earlier to get better participation
 - Still need to decide on pricing
 - Vendor registration
 - Table: \$325

- Bronze: \$425
- Silver: \$550
- Gold: \$625
- 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
- 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
 - Include National AALAS scholarship for WBAALAS branch member and additional opportunity for branch funded scholarship.
- Let Traci know if you have any speaker suggestions
 - Couple speakers on board
 - Hold separate meeting for speaker brainstorming
- Theme? Partners in Research?
- Develop feedback survey for post trade fair

Ongoing Items

- **Fundraising for events (Dante D) –**
 - Thanks to everyone who bought a tshirt and contributed.
 - 27 shirts sold, \$300 raised
 - A request was made to purchase additional shirts, DD can reopen the campaign.
 - Other artwork submitted: potential to use for other promotional material (ex. water bottles, Trade fair)
- **D8 Update (Traci W) – April 8-10**
 - 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**
 - Recap
 - Wine and Paint event: 6 people attended
 - Feedback from membership: Template from D8 in drive, can be modified for tech week. Mel R will develop form.
 - Send tech week summaries and pictures of institutions tech week events to add to the newsletter
 - Responses from trivia:
 - Wednesday saw the most participants with 22 people
 - Thursday saw 13 participants
 - Friday saw 12 participants
 - 5 different institutions participated:
 - Seattle Children's
 - Allen Institute
 - Fred Hutch: Most participation with 10 people total. They win Institutional.
 - VA
 - UW
 - Individual winners

- 1st place:
 - Jess Villa from Allen Institute. Jessica.villa@alleninstitute.org
- 2nd place:
 - Cheryl Hsu from Seattle Childrens. Cheryl.hsu@seattlechildrens.org
- 3rd place: Had two ties
 - Corey Routh from Allen Institute. corey.routh@alleninstitute.org
 - Lauryn Novak from Seattle Childrens: lauryn.novak@seattlechildrens.org

Next Meeting –
March 19, 2026, 2-3pm