

WBAALAS BOARD MEETING MINUTES

March 28 2026, 2- 3 PM @ Teams Meeting

- **Roll Call** –Dante D. Melissa R. Dave R. Traci W. La’ Akea S. Ashley R.
- **Approval of Meeting Minutes** – Pending last month’s minutes

- **Treasury Report (Traci G)**

WBAALAS Treasury Report April 23rd to May 28st, 2026

Checking \$20275.40

5/1/26	Mailchimp- monthly fee	-29.30
5/4/26	Membership Payment	125.00
	Processing fee	-3.74
5/5/26	Trade Fair Payment	475.00
	Processing fee	-14.20
5/6/26	Box and Brew-mailbox renewal	-299.17
5/6/26	Custom Ink	-320.54
	8 shirts for prize/awards	
5/6/26	Trade Fair Payment	1825.00
	Processing fee	-54.57
5/7/26	Trade Fair Payment	1550.00
	Processing fee	-46.35
5/7/26	Trade Fair Payment	475.00
	Processing fee	-14.20
5/8/26	Dave R	-119.00
	Reimbursement for 2026 Picnic shelter deposit	
5/20/26	Trade Fair Payment	600.00
	Processing fee	-17.94
5/21/26	Trade Fair Payment	125.00
	Processing fee	-3.74
5/21/26	PayPal transfer	120.15
5/26/26	Trade Fair Payment	850.00
	Processing fee	-8.50

Savings \$11,189.28

4/23/26	Interest	+0.45
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PayPal \$0

5/4/26	Membership Payment	125.00
	Processing fee	-4.85
5/21/26	Transfer to checking account	-120.15

Upcoming

- **Go Daddy website security renewal on 6/10/26 \$311.76**
- **Trade Fair**
 - **Pay balance for venue rental in June**
 - **Scavenger hunt**
 - **Survey**

- **Hotel for AALAS rep**
- **Speaker dinner reservations?**
- **Are we holding spots for non-profit tables ?**
- **Registrations:**
 - **Table** **3**
 - **Bronze** **5**
 - **Silver** **0**
 - **Gold** **2**
 - **Sponsorship**
 - **Food** **3**
 - **Scholarship** **1**
- **Let's get new photos for Mailchimp Campaign and just to have**

- **No tax for trade fair registration; need to back out tax for newsletter ad payment from 1/1/26-6/30/26 for end of year taxes**
- Send branch membership list to AALAS (info@aalas.org/Jennifer Gonzales <jennifer.gonzales@aalas.org>)- Done 5/4/26
- Trade Fair Registration to begin- opened 5/4/26
- June- paid 5/5/26 for one year; card on file for auto renewal (Box and Brew)
- **Summer Picnic Planning**
 - DR secured a spot (payment/reimbursement)
 - Awards/plaques?
 - T-shirts for sale or prizes? 8 ordered on 5/5/26- arrival date
 - Still need check from Custom Ink
 - Date? **8/29/26**. Send email Save the date? Wait to announce at trade fair?
 - **Send Email Save the Date and announce at Trade Fair. Already on website.**

Membership

Individual members	197 (+9)
Commercial Members	23 (+5)
Institutional Members	6

● **Website Report (Dave R.)**

- We will have an upcoming charge on June 10th for our security plan via GoDaddy (2-year term) for \$311.76. I've let the Treasurer know to expect this charge.
- Updated commercial members page (2 new) and associated business cards on site
- Spring 2026 newsletter uploaded (Thanks, Ashley!)

● **Social Media (Ashley R.) -**

Facebook:

- 67 members (no change)
- 18 active members

LinkedIn:

- 95 connections
- 19 profile views
- 18 active members

Washington Branch Membership Community (on ACE)

- 309 members
- No engagement (yet)
- 3 total posts

Newsletter:

- Summer edition is going smoothly, targeting 2 weeks until send out.

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 for next quarter**
- **Trade Fair (June 25th)**
 - Deposit for Horticultural Center: half paid, will need to pay remaining just before event
 - **Program (Traci & Ashley) Digital Program. Send out on earlier side to encourage registration.**
 - 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.
 - **Communicate that we will request reimbursements. Follow up on lodging logistics**
 - **Scavenger hunt and raffle (La' Akea): Wait for more vendor registration for information email and ask for vendor items. La' Akea to send out request for scavenger hunt question in informational email after vendor registration.**
 - **Send out Vendor Registration Reminder Monday June 1st for remaining vendors.**
 - 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
 - **Member of the Year nomination-**
 - **Tech of the Year nomination (6 nominees)- Dante to forward nominees to Mel from AwardsChair@ email.**
 - Dave will take care of breakfast items and has quote for caterer
 - **Finalizing meals for caterer on 17th**
 - **DR to make the Costco run.**
 - Traci will organize speaker dinner
 - Dave has a box of supplies, will send out inventory of what is in there
 - **Check out excel sheet for item inventory and supply. Sign up where able.**
<https://docs.google.com/spreadsheets/d/1iJLI5Pjy4pEnhGZ4FOptAA6wpc6w-7i08ha6pTzB0pU/edit?usp=sharing>
 - Registration – Emily will order tote bags
 - Emily will make CEU form for trade fair
- **I've placed both an attendee and vendor survey in the Trade Fair 2026 folder that were from templates in past year surveys. Please take a look and let me know if you think any questions need to be added, removed, or modified. For the attendee survey, it has a survey section for each presentation, but I would recommend we consider just a single section that solicits overall feedback on all presentations to keep it brief.**
- **Tables- complimentary tables for non-profit. WAACRA- interested. NWABR- interested. Dare2Care- following up on availability.**

Ongoing Items

- **Fundraising for events (Dante D) –**
 - Campaign raised an additional \$250.
- **D8 Update: Waiting on action plan from hosting branch on potential contribution for support post meeting.**

- **AALAS National Meeting**

New items

Next Meeting –

June 11 2026 2-3pm Trade Fair focused.

June 18 2026 2-3pm Trade Fair focused.