

Washington State Animal Response Team
November 3rd, 2021
1900 – 21:00
Via GTM
Minutes

In attendance: Gretchen McCallum, Jeff Dahl, Bill Daugaard, Jeanette Whitmire, Josette Holden, Rory Kelleher, Michaela Eaves, Jeremy Kane

The meeting was called to order by Josette at 19.04

Priority Discussion and Decision Items:

Treasurer: *Gretchen/Ritz*

Financial Documents

Total donations deposited October 2021: \$1,173.09

YTD as of October 2021

Gross Profit: \$ 72,810.88

Expenses: \$ 71,033.86

<u>Net Income</u>	<u>Total Liabilities and Equity</u>
2021: \$ 1,777.02	2021: \$ 228,525.52
2020: \$ -(5,556.73)	2020: \$ 222,548.26
2019: \$ -(4,487.84)	2019: \$ 235,701.23

Committee Reports:

Merchandise – *Diane Johnson*

October Sales \$ 1040.08

October Expenses \$ 0

Fundraising – *Michaela Eaves*

November 5th, 2021, Fundraiser

The team had a rehearsal today and are ready for the event this Friday

Technology and Communications – *Leo*

Notenboom – not present

Supply – *Greta Cook – not present*

Membership – *Gretchen McCallum*

Membership Statistics

Membership: 159

Base/Ops Support deployment eligible – 63

Base Support deployment eligible – 3

To date, 7 members have declined to produce COVID vaccination records so have been removed from the deployment eligible list. However, if such records are produced in the future, deployment eligible members will be returned to the deployment eligible spreadsheet.

Outreach– dissolved

The Board M/S/P to “dissolve” the Outreach Committee

Volunteer Management – *Bill Daugaard*

Holiday Party – cancelled; Bill will announce it to the membership.

Sheltering – *Jeanette Whitmire*

Changed our monthly meetings to the 4th Wednesday of the month

Finance – *Gretchen McCallum*

- With the exception of Supply and Training, chairs submitted their budgets at the bi-annual meeting on October 24, 2021 and agreed to again put aside 2 years of operating expenses. The Supply and Training budgets from the previous financial period were utilized.
- After deducting operating expenses from the \$138,904 monies available in the General Account and Savings account, \$58,904 was available to be allocated to the committees’ proposed budgets

Proposed Committee Budgets for October 1, 2021-March 31, 2022

WASART Finance Committee Activity Report 10/1/2021-3/20/2022					
Committee	5.05.21 Approved by Board	Actual Expenses for 4.1.20 to 9.30.21 (Column B)	Balance of Budget (Column A minus Column B)	Proposed Budgets for Meeting 10.24.21	Budgets Approved by the BOD on 2021.11.03
Technical Rescue Team ^{(1) (2)}	\$8,800	\$5,104	\$3,696	\$5,000	\$5,000
Supply (Equipment)	\$5,000	\$96	\$4,904	\$5,000	\$5,000
Fundraising	\$1,000	\$271	\$729	\$1,000	\$1,800
Merchandise	\$1,000	\$537	\$463	\$1,000	\$1,000
Public Relations	\$100	\$50	\$50	\$100	\$100
Outreach	\$200	\$0	\$200	\$200	\$200
Technology & Comms	\$850	\$2,152	(\$1,302)	\$3,500	\$3,500
Membership	\$500	\$316	\$184	\$500	\$500
Vol. Mgmt	\$500	\$0	\$500	\$500	\$500
Training	\$1,200	\$36	\$1,164	\$1,200	\$1,200
Sheltering Advisory	\$4,200	\$236	\$3,964	\$4,000	\$4,000
Water Rescue ⁽³⁾	\$5,500	\$3,779	\$1,721	\$7,000	\$8,500
Total	\$28,850	\$12,576	\$16,274	\$29,000	\$31,300
Admin Expenses	\$20,000	\$19,564	\$436	\$20,000	\$20,000
Gala Expenses	\$0	\$234	(\$234)		
Grand Total	\$48,850	\$32,375	\$16,475	\$49,000	\$51,300

(2) The proposed TRT budget includes \$2500 to be set aside for TRT members' advanced training.

(3) The proposed WRT budget includes \$2,500 to be set aside for WRT members' advanced training.

The Board M/S/P:

- The budgets
- Authorized Ritz to move \$2500 from the checking account, into the capital campaign special reserves account for TRT advanced training (included in their proposed budget of \$5,000)
- Authorized Ritz to move \$2500 from the checking account into the special reserves account for Water Rescue advanced training and equipment (included their budget of \$8,500)
- Authorized Ritz to move \$1000 from the general account into the special reserves account for unexpected vehicle maintenance of \$250 or more

Technical Rescue – Jeff Dahl

New Member

Kelly Thomas replaced Kelli Taylor

TRC Member Turnover

Discussion on how to deal with TRC member turnover and getting new members established on the committee without increasing the total number of voting members

Bill will review the policies and verify that TRT and WRT are noted as independent committees

Group Me notifications for AS calls

Anyone that answers a call should write a brief note on GroupMe noting if a deployment is or is not pending (especially if it is NOT) so the rest of the group knows if they need to prepare to deploy.

Upon completion of a deployment, it is requested that the CC put a brief summary of the deployment in the TRT GroupMe.

Water Rescue – Rory Kelleher

Our last training was cancelled due to lack of attendee availability. The next training is Saturday November 6th.

Board Member Reports

Josette Holden, President –

Answering Service Activity
October = 5

Update on TL Nominations

Mike Cook – declined
Molly Dols – accepted
Kimberly Taylor – accepted
Kelly Thomas – waiting for response
Kristie Olarti – considering

Jeremy Kane, Vice President

No updates

Jeanette Whitmire – Secretary

Minutes accepted as presented

Reviewed action items

Kimberly Taylor, Training Director – not present

Bill Dugaard, Past President

YTD Metrics presented; no additional deployments since our meeting in October so no change to the metrics; we are still headed to the fewest deployments since 2014. We are still on track for an all-time high in membership.

Public Relations – Michaela Eaves

- Michaela and Gretchen did a presentation for the Washington Association for Animal Control Officers. They discussed disasters and the lessons learned from heating and cooling shelters.
- Michaela did a PIO Training for around 75 PIO's with other organizations who wanted to learn about working with social media. Also presenting was Warren Kagarise, a King County Social Media representative. Michaela talked about working with non-profits and Warren talked about the governmental aspect

FB likes:

Twitter Followers:

Instagram:

YouTube Subscribers:

Advising Specialists

Jeff Dahl: nothing to report

Julie Shipman: not present

Rory Kelleher: nothing to report

Unfinished Business:

Status of 2020 annual report

Michaela is working on

Status of D4H vs GearLog Inventory Management

The Board voted and approved purchasing GearLog. Gretchen will cancel D4H ASAP.

Pet Cooling Shelter AAR of June 27-29th

The BOD authorized Gretchen to contact Kimberly to request her to complete this AAR ASAP as she was Greta's deputy at this event

New Business

Succession Planning

Each member heading a committee or with a specific job, will write up a document outlining their duties, procedures, and what information is needed if someone else were to take over their responsibilities.

Password and Credit Card Management

We need to start using a password management program so we can share that information with others safely

Action Item: Leo to tell us about password management programs

Appoint Financial Review committee

Gretchen will contact Barb Archer and Laura Stock and ask them to continue their roles

Appoint Chairs of standing committees

Jeanette Whitmire was appointed to Chair the Sheltering Committee

Moved to adjourn at 20:45