**Washington State Animal Response Team**

**January 5th, 2022**

**1900 – 21:00**

**Via GTM**

**Minutes**

In attendance: Gretchen McCallum, Bill Daugaard, Josette Holden, Kimberly Taylor, Leo Notenboom, Michaela Eaves, Diane Johnson, Jeff Dahl

The meeting was called to orderby Josette at 19.00

**Priority Discussion and Decision Items:**

**Treasurer**: *Gretchen/Ritz*

Financial Documents

Total donations deposited December 2021: $8,712.79

YTD as of December 2021

Gross Profit: $ 101,633.0

Expenses: $ 82,293.94

Net Income Total Liabilities and Equity

2021: $ 19,339.15 2021: $ 246,092.35

2020: $ -(1,465.42) 2020: $ 226,669.57

2019: $ -(7,532.09) 2019: $ 228,252.00

**Committee Reports:**

**Merchandise** – *Diane Johnson*

December Sales $ 73.40 ($58.00 was coupons for TRT awards)

December Expenses $ 10.20

**Fundraising** – *Vacant*

Open Position

A couple people may be interested, and Michaela has volunteered to help them with onboarding.

Giving Tuesday

Microsoft Alumni Network will be sending $346.93 soon

**Technology and Communications** – *Leo Notenboom –*

Status of KCSARA/Forest Service/WASART radio frequency issue

KCSARA Contact has Leo’s contact info so when they get the MOU signed and agreed on, we will know what we need to do on our bandwidth.

So, for now, Leo is holding off on reprogramming the radios until we figure out what the that will look like.

He will also add to BandPlan in the Communications Procedure.

Password Manager

Leo is currently looking at “Last Pass Enterprise” which is $50 per person per year. No discount available for nonprofits.

Online Store

Up and running

**Supply** – *Greta Cook – not present*

GearLog Inventory Control Program

Jeanette has been working in GearLog the last couple weeks and working with the designer, Kit, to learn as much as possible. She will be doing a training on January 9th, after the DO/CC/TL training.

**Membership** – *Gretchen McCallum*

Membership Statistics

Membership: 165

Base/Ops Support deployment eligible – 55

Base Support deployment eligible – 2

2022 Membership Dues

Gretchen will send out a 3rd reminder for those who haven’t paid yet, on February 1st, with February 15th being the last day

**Volunteer Management** – *Bill Daugaard*

No updates

**Sheltering** – *Jeanette Whitmire*

Animal Care Guidelines

Ami presented a well written and researched document that was reviewed by the board. This will become part of OP1.

GearLog – Inventory Work Party

We will set up inventory parties as soon as weather permits, so we can input the most accurate information into GearLog.

Betsey Mullen will lead the Taylor’s Landing work party and Jeanette will lead the Boneyard work party

Trainings and Exercise Role

Penny Drost volunteered to take on the role of lead for Trainings and Exercises within the Sheltering group. She would like us to implement more trainings and assist more with the Shelter Training and Annual Exercise.

**Finance** – *Gretchen McCallum*

No updates

**Technical Rescue** – *Jeff* *Dahl*

No updates

**Water Rescue** – *Rory Kelleher – not present*

**Board Member Reports**

***Josette Holden,* President**

Answering Service Activity

December = 7

OCN

One Call Now has been down and Gretchen has not been getting a response from the customer support team. She is hoping to have it resolved by Thursday.

***Jeremy Kane,* Vice President** *– not present*

***Jeanette Whitmire* – Secretary** *– not present*

Minutes – approved as presented

Reviewed action items

***Kimberly Taylor*, Training Director**

No updates

***Bill Daugaard,* Past President**

YTD Metrics presented

2021 had the fewest number of deployments since 2014.

2021 had the highest number of members, to date

2022 Training Request

Basic and TRT training dates got approval.

When Rory returns, Bill will work on Water Rescue dates with him and submit for approval.

**Public Relations** – *Michaela Eaves*

FB likes: 12,394

Twitter Followers: 481

Instagram: 480

YouTube Subscribers: 215

**Advising Specialists**

**Jeff Dahl:** nothing to report

**Julie Shipman:** not present

**Rory Kelleher:** - not present

**Unfinished Business:**

Status of 2020 annual report

Michaela sent the link for the latest draft to the Board. All that is missing is the last section for “in-kind” donors.

Pet Cooling Shelter AAR of June 27-29th

Kimberly and Greta are still working on. Kimberly advised it would be ready in a few days.

Fundraising Committee Issues

Bill will follow up with the members that showed interest by month end

Finance Review Committee Report

Marijes Jones and June Mansfield met with Gretchen on December 10th 2021 to review WASART’s financial records. Their report follows

December 10. 2021

To the WASART Board of Directors:

After today's review of deposits, expenses and records for the 2021 fiscal year, January through November, 2021, we have determined there is proper support and documentation for the recorded transactions according to proper accounting policies and procedures. The backup documentation is well organized and complete.

We enquired about backup procedures and were informed there were still four physical external backup copies kept in Gretchen McCallum's and Ritz Duchesne's custody. These backups are more than adequate to protect the organization's financial data. The procedure to transfer data between the Treasurer (Gretchen McCallum) and Accounts Payable (Ritz Duchesne) was nicely redundant to prevent data loss in the event of corruption or computer malfunction.

Our only recommendation is that the Board of Directors review the Form 990 before submission to the IRS.

Respectfully,

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**New Business**

**Good of the Order**

Sucession Planning

Leo will setup a Dropbox folder so that the succession plans from all the committee chairs will be located in one place.

Humane Euthanasia in Disaster Shelters

If we get called out to deploy for an emergency shelter, especially in a disaster, we are going to encounter situations with animals that are beyond saving. We need a policy for how we are going to handle that.

Bill (AHA – Josh) and Gretchen (ASPCA) will start contacting other agencies to see what kind of policy they have in place.

**Moved to adjourn at 20:02**