

**Washington State Animal Response Team**  
**November 2nd 2022**  
**1900 – 21:00**  
**Via Zoom**  
**Minutes**

In attendance: Leo Notenboom, Diane Johnson, Greta Cook, Bill Daugaard, Jeff Dahl, Kimberly Taylor, Michaela Eaves, Jeanette Whitmire, Gretchen McCallum

The meeting was called to order by Gretchen at 7:06

**Priority Discussion and Decision Items:**

**Treasurer:** *Gretchen McCallum*

Total donations deposited October: \$16,051

\$10,000 of total October donations came from “Jasper Family Giving” fund, comprised of former member Lee Jasper Mackey and her parents, and will be deposited into the savings account. They have donated \$10,000 every year, for the past 5 years.

\$3000 of the October donations came from Gretchen’s neighbor, who is a trustee for a trust.

YTD as of October 2022

Gross Profit: \$ 103,071.33  
Expenses: \$ 58,468.38

<u>Net Income</u>	<u>Total Liabilities and Equity</u>
2022: \$44,410.00	2022: \$ 301,040.07
2021: \$3,163.39	2021: \$ 228,525.52

**Committee Reports:**

**Merchandise** – *Diane Johnson*  
October Sales \$ 390.00  
October Expenses \$ 0

**Fundraising** – *Vacant*

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

The Go-To Meeting account has been cancelled

**Supply** – *Greta Cook*

- AKC 5 needs some basic maintenance
- The Expo Center is building a maintenance facility in the boneyard. Greta will keep posted on if that will limit our access while that is in progress

**Membership** – *Gretchen McCallum*

Membership Statistics

Membership: 144

Base/Ops Support deployment eligible: 62

Base Support deployment eligible: 1

Deployments with ASPCA

There were two recent seven day deployments in which Penny Drost was the POC for both

- Florida – Hurricane Ian  
Responders were Chris Gan and Tiffani Lane
- Pahump, Nevada –300 dog neglect seizure  
Responders were Emily Haney, Bill Vogel (2 rotations), Jeff Dahl (2 rotations), Marisa Nishimura, and Lenore Marentette. Bill Vogel and Marisa Nishimura both contracted giardia while at the shelter but both are now recovering.

Gretchen signed an MOU with the ASPCA on September 30, 2022. It will be uploaded to Dropbox shortly.

**Volunteer Management** – *Bill Daugaard*

Recognition of the Quarter

(Previously Volunteer of the Quarter)

- At the December meeting, we will need to identify those members who will get Recognition of the Quarter.
- Recognition for Past Volunteer of the Quarter - There are several people that have not received their Volunteer of the Quarter certificate. Bill will work on getting this caught up.

Holiday Party

The Board voted to have a holiday party. Bill will send out an email to the members for volunteers who are willing to hold it at their house.

**Sheltering – Jeanette Whitmire**

We are working on dates with the Expo Center to be able to use their facility for a work party in January

**Finance – Gretchen McCallum**

Oct 23<sup>rd</sup>, 2022, Finance Committee Meeting

The semi-annual report from the Finance Committee meeting was reviewed and discussed:

For 10/1/22 to 3/31/23		WASART			
Finance Committee Proposed Budgets					
Committee	Budgets Approved by the BOD on 2022.05.04	Actual Expenses for 4/1/2022 - 9/30/2022 (Column B)	Balance of Budget (Column A minus Column B)	Proposed budgets for 10/1/22 to 3/31/2023 approved by the BOD on 11/2/2022	Committee Chairs
Technical Rescue Team <sup>(1)</sup>	\$7,000	\$4,958	\$2,042	\$10,000	Jeff
Supply (Equipment)	\$5,000	\$699	\$4,301	\$5,000	Greta
Fundraising	\$1,500	\$189	\$1,311	\$1,500	Gretchen
Merchandise	\$1,500	\$518	\$982	\$1,500	Diane
Public Relations	\$100	\$0	\$100	\$100	Michaela
Outreach <sup>(4)</sup>	\$200	\$0	\$200	\$0	no longer needed
Comm & Technology	\$4,500	\$2,466	\$2,034	\$4,000	Leo
Membership	\$500	\$144	\$356	\$500	Gretchen
Vol. Mgmt	\$500	\$349	\$151	\$500	Bill
Training	\$2,000	\$538	\$1,462	\$2,000	Kimberly Taylor
Sheltering Advisory	\$5,500	\$2,497	\$3,003	\$5,500	Jeanette & Greta
Water Rescue <sup>(1)</sup>	\$7,000	\$2,500	\$4,500	\$3,600	Rory
<b>Total</b>	<b>\$35,300</b>	<b>\$14,857</b>	<b>\$20,443</b>	<b>\$34,200</b>	
Admin Expenses	\$23,000	\$23,164	-\$164	\$24,000	Ritz, Gretchen & Bill
Gala Expenses	\$0	\$0	\$0	\$0	Gretchen
<b>Grand Total</b>	<b>\$58,300</b>	<b>\$38,021</b>	<b>\$20,279</b>	<b>\$58,200</b>	
Notes: <sup>(1)</sup> For each six month period starting October 1, 2018, WASART will set aside \$2500 for recertification fees for TRT members for a total of \$15,000.		<sup>(2)</sup> The budget of \$7,000 for the period 4/1/22 to 9/30/22 included the \$2,500 for advanced training. The proposed budget of \$10,000 for the period 10/1/22 to 3/31/23 includes the \$2,500.		The adjusted balance in the Special Reserve Account as of the end of September was \$39,321.09 broken down as: \$13,950 for TRT Adv. Training, \$1,984 for TRT Equipment, \$12,721 Water Rescue, \$10,500 for Vehicle Maintenance with \$166 in interest earned.	
<sup>(3)</sup> The WTR budget for the period 4/1 to 9/30/22 included \$2500 to be set aside for WTR members' training.				<sup>(4)</sup> For the next budget period, there will no longer be a budget for Outreach	

The budgets proposed by the committee chairs were M/S/P/

At its meeting on October 23, 2022, the Committee again reiterated its previous decision to put aside two years of operating expenses before allocating any monies towards the committees' proposed six-month budgets. As annual operating expenses, a combination of administrative and program expenses, totals approximately \$40,000 p.a., the amount of \$80,000 was put aside for operating expenses. When that amount was deducted from \$153,594, a combination of monies in the checking and savings accounts, \$73,594 was available for the committees' next six months budgets.

The Board authorized Ritz to move \$2,500 from the checking account to the Capital Campaign Special Reserves Account for TRT advanced training.

She was also authorized to move \$1,000 from the checking account into the Capital Campaign Special Reserves Account for unexpected vehicle maintenance.

Finally, she was authorized to move \$20,000 from the checking account to the High Yield Money Market Savings Account.

**Technical Rescue – Jeff Dahl**

**Water Rescue – Rory Kelleher**

- Held a water rescue training at Rattlesnake Lake on October 22nd
- Swiftwater Safety Institute will be holding a 2-day Swiftwater class in North Bend April 2023. Rory is wanting them to make it a 3-day class so that attendees can attain a NFPA Technician certification. Currently there are about 6 members that will sign up.
- He is working on an Operating Procedures Manual and hopes to have it completed within the next 12 months.
- Training in urban flooding is not contemplated at this time as this requires a boat and engine, which WASART does not have.

**Board Member Reports**

**Josette Holden, President –**

Answering Service Activity  
October = 12

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

**Jeanette Whitmire – Secretary –**  
Minutes of October BOD meeting– M/S/P as presented

Reviewed action items

**Kimberly Taylor, Training Director**

- Nineteen people attended the October 15<sup>th</sup> Annual Exercise and 7 people came on Friday to help set up.
- Training committee is working on updating T-002 and plan to have a draft ready for BOD review at the December BOD meeting

## **Bill Daugaard, Past President**

YTD Metrics presented

## **Public Relations – Michaela Eaves**

FB likes: 14,059

Twitter Followers: 474

Instagram: 621

YouTube Subscribers: 259

Michaela gave a presentation for Issaquah Women's Club and Foundation per Patti Anderson's request. Patti is the owner of a former rescue, Gus, and was very happy with the presentation. They decided to redistribute their Amazon Smile funds to WASART.

## **Advising Specialists**

**Julie Shipman:** *not present*

No updates

## **Unfinished Business:**

### New Truck Research

Rory and Greta have been discussing the features we need. After looking at several brands the best one for our needs would be a Ford Transit Van, preferably an F350 HP that has a towing capacity of 6600 lbs.. Availability is very limited right now – Rory is thinking if we wait until between Christmas and the New Year we will have the best chance of negotiating pricing. He estimates the vehicle to cost between \$55K - \$75K.

He said attaching a winch to the vehicle would be counter productive as it would be necessary, and expensive, to upgrade the front end and suspension. However, a tow ring would be attached.

We are paying for this truck with a grant we received from the Gary E Milgard Family Foundation/Ruth Foundation of \$59,056.00, along with an estimated \$13,000 from the sale of our 2006 Ford F250 and \$10,000 from WASART donations.

### Identify prospective TL's

None identified yet

### Proposed revision N to Policy 2

We are waiting for Amy Allbritton to get settled into her new position then we will find out if she will be

making any more changes to the policy for reimbursement by the state, and also have her review our draft revision. At the same time we will be updating the calendar (Bill).

Defer to the December BOD meeting.

We are waiting until after December meeting before contacting Amy.

## **New Business:**

### Appoint a Policy Review Committee

We will combine the Policy Review Committee and the Bylaws Committee

### Bylaws Changes

The Bylaws Committee presented the proposed changes to the Board, and version 'Z' was M/S/P/ as submitted.

### Appoint Financial Review Committee

Deferred to December. Gretchen will see if she can persuade two members to review WASART's financial documents.

### Disposition of Grant from WSAVT

An REI Group was very impressed with a rescue we did on Dirty Harry's Balcony and one of the members is with Washington State Association of Veterinary Technicians and wanted to donate \$1500 to the TRT.

Jeff gave them a list of TRT equipment needed and they offered to donate \$450 towards that equipment, \$500 for training scholarships and \$500 towards volunteer expenses.

They would like a social media post of them presenting the equipment to us.

As Jeff had already purchased the equipment on the list provided to WSAVT, the Board discussed various options for allocating the \$1,500. It was finally decided that an explanation and new list of proposed equipment purchases would be emailed to the prospective donors with the suggestion that the \$500 training scholarships be applied towards a contemplated advanced training by Rigging for Rescue and the \$500 for expenses be utilized for training and deployment equipment and clothing assistance.

Gretchen will email WSAVT with the Board's recommendations.

## **Good of the Order**

### **Advising Specialist**

We currently only have one advising specialist, Julie Shipman, so Bill suggested we appoint Jennifer O'Neal to the position of Advising Specialist because of her expertise in AV and her generosity in sharing her knowledge, expertise, and facilities so many times for WASART's benefit. The Board approved this suggestion. Josette will contact her to ascertain her thoughts on this nomination.

### **Forms Records in DropBox**

Jeanette agreed to assume responsibility for maintaining the Forms Control Record along with adding the most currently updated forms that fall under Admin, Supply, Training or Deployment.

### **Pierce County Agriculture**

Gretchen was contacted by Dean McClary who provides support for Pierce County agriculturalists along with Pierce County's senior Ag Planner, Mike Poteet and the Pierce County Ag Advisory Board. He was enquiring if WASART would be interested in giving presentations and trainings on disaster preparation, to Pierce County Agriculturalists who are livestock focused. Gretchen replied affirmatively.

**Moved to adjourn at 21:40**