

Washington State Animal Response Team
April 5th 2023
1900 – 21:00
Via Zoom
Minutes

In attendance: Leo Notenboom, Greta Cook, Jeff Dahl, Kimberly Taylor, Gretchen McCallum, Michaela Eaves, Jeremy Kane, Julie Shipman

The meeting was called to order by Gretchen at 19:03

Priority Discussion and Decision Items:

Treasurer: *Gretchen McCallum*

Total donations deposited March: \$16,580.71
\$500 was from the TRT equipment fundraiser.
\$16080.71 other donations

YTD as of March 2023

Gross Profit: \$ 30,168.90
Expenses: \$ 18,231.17

<u>Net Income</u>	<u>Total Liabilities and Equity</u>
2023: \$11,937.73	2023: \$ 314,147.55
2022: \$6,002.60	2022: \$ 250,008.60

Dec. 31st Bank Account Balances and Total Assets

Gretchen looked at December 31st for the last 4 years to see how much was in our bank accounts each year and what our total assets were each year. These were the results:

2019 Accounts \$124,000	Assets \$228,000
2020 Accounts \$156,500	Assets \$227,000
2021 Accounts \$202,000	Assets \$244,000
2022 Accounts \$283,000	Assets \$302,000

Committee Reports:

Merchandise – Diane Johnson

March Sales \$ 266.00
March Expenses \$ 0

Embroidery

Sports Connection in Bonney Lake sold the business and are in the process of moving but Diane doesn't know where and currently doesn't know where to take jackets for embroidery. She will try to find someone near her in Yelm and

Gretchen will visit Sport Connection to see if there is a new location mentioned.

Polo Shirts

Jeff would like us to get some green polo shirts. Diane said they aren't too expensive, and she can get through the same company. The shirts have wicking, are UV protected and vented and are around \$35-\$40. Jeff will ask at the next TRC meeting if there is an interest in a polo and put together a special order.

Fundraising – Vacant

TRT Fundraiser

Leo, Michaela and Lynn Snow ran a fundraiser on Facebook to raise \$4500 a rescue litter, wheel ropes and supplies for TRT to be staged off of I-90 so TRT could respond more quickly to rescues on the I-90 corridor. We ended up raising a total of \$7,591.51. The Finance Committee had a meeting to decide where the excess should go, and it was decided it will be placed in the special reserves account for TRT to use later.

March 10th Meeting Ratification

At the Zoom meeting it was agreed that \$4500 will be restricted to the purchase of the previously named equipment and the excess donations placed in special reserves for TRT purchases. There will be additional costs with this equipment that we can use some of the excess donations for, such as gear bags.

Wish List Idea

Kimberly mentioned having a Wish List on the website or a link to a Wish List through something like Amazon.

For large dollar items, can we have it set up so people can contribute towards it, and not have to pay the full price? Otherwise, we may only have the less expensive items donated.

One issue with Amazon is you don't know who bought you an item so we would not be able to send them a thank you card. If instead we had our wish list on our Website or through our store, we could track who donated.

Jeanette emailed the link to our Sheltering Amazon Wish List and Leo added it to the website.

Technology and Communications – Leo *Notenboom*

FEMA's New Acronym (ICT)

FEMA has formalized IT into the NIMS structure and combined it with COMS. For ICS it falls under Logistics.

The new acronym is ICT (Information and Communications Technology. Moving forward, Leo will use the ICT acronym.

Leo forwarded the PDF regarding this change from FEMA to the Board.

WASART Accounts

Leo requests that if you have an online account associated with WASART, you need to use an @wasart.org email address for that account so that it could be handed off to someone else if you should leave. Otherwise WASART loses access to that account. If we use @wasart.org then whoever handles WASART email and/or website, can redirect or take over that account on WASART's behalf.

This does not apply to the personal accounts you use for WASART. For example, your sign-in to the website, or to your personal Dropbox account, or anything like that. Only accounts that someone else in WASART would need to take over in your absence.

Leo emailed this request and how he can help set up an @wasart.org email address to all members.

Supply – Greta Cook

Storage Unit After Hours Procedure

The storage unit has a new operating procedure for us for use after hours (11pm – 5am). We are the only client with 24-hour access. Greta emailed the DOCC's with specific instructions, including the number to call and the passcode. We also need to let them know what vehicles will be driven in and descriptions of who will be on-site. If we do not follow the procedure, a loudspeaker will tell you to leave the premises, and an alarm will sound then police will be called.

Boneyard Update

The new building the Expo Center has been working on is complete. It will not interfere with the storage of our vehicles. We will need to temporarily move our vehicles to a different location in the

boneyard because they will be doing some landscaping where we currently have the vehicles. When Greta finds out where we need to move the trailers, she will email out the information.

Outreach – Greta, Kristi, Kimberly, Jeanette

We do not have a lead yet for this committee. We will reach out to membership to get more participants and hopefully a lead.

Membership – Gretchen McCallum

Membership Statistics

Membership: 122

Base/Ops Support deployment eligible: 64

Division of Membership/Credentials

Julie Shipman is taking over Membership.

Gretchen and Julie have been working on rewriting the procedures and once its complete, will post on the Succession Planning Drop Box
Gretchen will keep Credentials but will continue looking for a replacement.

Volunteer Management – Bill Daugaard – not present

Sheltering – Jeanette Whitmire – not present

Finance – Gretchen McCallum

Semi Annual Meeting

The next semi-annual meeting is April 23rd. Ritz has sent out the committee expense reports for the last six months and Gretchen has already received the post budget from the Training Committee.

Technical Rescue – Jeff Dahl

Upcoming Trainings

- Heavy Systems Training on April 22nd - After the training Jeff is hoping to have three new operators. This will be the first three of the ten people taking the RFR course in August.
- Introduction to basic rigging June 3rd – An invitation has been sent out to members and In about a month Jeff will open it up to outside groups.

Water Rescue – Rory Kelleher

Swiftwater Safety Institute Class

Water Rescue has been training over the last few months to get ready for the 3 day class this weekend, April 8th- April 10th. Rory has started

discussions with Eric Riley (one of the directors for SSI) about using their manual to be the basis for our Operational Guide for Swiftwater. Eric has asked us to wait for a new manual they are developing, to give to organizations like ours.

Status of New Truck/ Van Purchase

Rory is getting the new van on the 6th. He will move everything from the garage into the van and will be taking it to the SSI class this weekend. The plan is to start building it out over the next two months then wait until late summer to complete the build so we know all of the desired needs for the vehicle. Primarily electrical. He wants to see how our current gear fits in and leave 20-25% room for expansion - potentially having a small operational desk with radio in back and an awning on side. Some work we will need to do as soon as possible – repainting, badging, insurance (Bill taking care of), Good to Go Pass, Initial build out (power, batteries etc.).

Jeff will let Taylor’s landing know we will have a new vehicle there.

Board Member Reports

Josette Holden, President – not present

Answering Service Activity
March = 8

Jeremy Kane, Vice President

March General Membership
April 27th via Zoom

Jeanette Whitmire – Secretary

Minutes of March BOD meeting– M/S/P as presented.

Action item review

Kimberly Taylor, Training Director

Policy 3 Updates – Zoom meeting 4/26/23

Kimberly has emailed the Board the suggested changes to the policy along with a summary of what the changes are. She would like to have the Board vote on it by Friday the 14th but Gretchen thinks its too important to not address it during a meeting. If we are going to wait until the May Board meeting, Kimberly is asking that everyone review her email and is prepared with questions/comments.

Rory suggested we have a separate meeting from the BOD meeting. We will have a Zoom meeting on April 26th to discuss the proposed changes.

April 16th Transport Training

The training will be at the Enumclaw Expo parking lot. We have 10 students and multiple instructors and helpers.

Bill Daugaard, Past President – not present

YTD Metrics presented.

Public Relations – Michaela Eaves

FB likes: 14,298
Twitter Followers: 467
Instagram: 642
YouTube Subscribers: 261

Advising Specialists

Julie Shipman:

No updates

Jennifer O’Neal: - not present

Unfinished Business:

Incidental Expense Compensation

We would like members to be able to be reimbursed for their mileage for specific WASART related errands, such as driving out to work on a vehicle. Reimbursements would not include things like trainings, meetings or deployments.

How often do we want to submit a claim? Annually, monthly, with a minimum of \$10

The claims would be an Administrative expense, unless the Chair feels it should be a committee expense. The Chair would sign off on it before it is sent to Ritz. If the Chair is the one submitting an expense, Gretchen would sign off on it before it is sent to Ritz.

Does Ritz want us to use our standard reimbursement form or does she have a special form she wants us to use for these types of expenses. Jeff will check with Ritz.

Update 4/24/23 – at the semi-annual Budget meeting the following was confirmed:

- Ritz will create a separate spreadsheet for WASART Fuel Reimbursements (this has been completed).

- Fuel is not reimbursable for things like meetings or trainings.
- We need to submit for reimbursement no later than March 15th or September 15th, for that period's budget.
- Fuel is reimbursable for WASART related errands, such as driving out to work on a vehicle.
- Reimbursement will be 58.5 cents per mile (IRS mileage rate)
- The request is to be signed off by the Chair. If the Chair is submitting the request, then it is to be signed off by Gretchen, before forwarding it to Ritz.

State Reimbursement Gear Cleaning Questions

Can we be reimbursed for mileage under the deployment DEM number for gear cleaning/repair work parties associated with that deployment? Would we use the same deployment roster for the cleaning party or do we need a new roster? Would the member total their mileage for the two events, the deployment and the cleaning party, or would they submit separate requests for reimbursement. If the member is deploying in the same county they live, and they also attend the work party, can they claim total mileage to reach the 100 mile criteria?

Update 4/24/23

Bill emailed Jason regarding being reimbursed for Cleaning Work Parties and this was his response:

- Fuel is NOT reimbursable for the cleaning/repair of equipment, after a deployment.
- Work parties are to be treated the same as training sessions and will need a separate DEM number and roster.
- Jason needs to be notified before anyone leaves home for the work party.

Status of 2023 Insurance Provider - Jeremy

Finding a new provider that will work with a non-profit and especially a specialized group that works with animals, has been very difficult. So far, all the underwriters he has reached out to either did not want to insure us or did not return his call. Jeremy suggests we stay with our current provider so we don't have a lapse in coverage.

Regular Insurers will not cover us because we are so specialized.

Some suggestions from the Board were to reach out to other animal rescue groups, Issaquah Cougar Mountain academy, TLAR groups, American Humane, ASPCA, Backcountry

Horsemen. Jeremy will contact Jennifer O'Neil to see if she was able to get any information from her broker. Greta will contact the President of the Tahoma Chapter of Backcountry Horseman. Jeremy will have a report to us by the next Board meeting.

Policy 2, revision n

Not enough people here to discuss

Status of 2021 annual report

Michaela is working with Lynn Snow to complete the report. She will try to have it done within the next month. Michaela will contact Josette for the President's Letter.

GroupMe Modifications

Deferred to May meeting

Letterhead Update

Michaela revised the swish with the logo so that the goat now has 2 ears. We have removed the Board names leaving a much larger space to work with and modified the wording of the footer.

New Business:

Moved to adjourn at 20:35