

Washington State Animal Response Team
May 3rd 2023
1900 – 21:00
Via Zoom
Minutes

In attendance: Leo Notenboom, Kimberly Taylor, Gretchen McCallum, Bill Daugaard, Diane Johnson, Jeanette Whitmire, Josette Holden, Julie Shipman, Rory Kelleher

The meeting was called to order by Josette at 19:09

Priority Discussion and Decision Items:

Treasurer: *Gretchen McCallum*

Total donations deposited April: \$1,135.26

There were significant changes in April, including the following:

- \$73,000 was moved from the truck account to checking towards the purchase of the Transit van. These dollars plus the addition \$6,117 are reflected in the Vehicles and Trailers line item on the Balance Sheet. The total cost of the van was \$89,117.
- The 2005 pickup truck that was used as a trade-in for the van and its related accumulated depreciation was removed from the depreciation worksheet.
- Jeff spent \$8,237 for new equipment for the TRT. This expenditure was planned in his budget for the six-month period ending 9/30/23. Part of this, \$5,766 was towards a new Rescue Litter. This was set up in the Equipment line item on the Balance sheet.
- These two new purchases, \$79,117 and \$5,766 caused our monthly depreciation to increase by \$1,414 and will continue for the next 5 years.
- In March, the special fundraiser raised \$7,591.51 which the BOD agreed should support TRT purchases. These funds are in the Special Reserve account at the end of April. This amount will be transferred back to the checking account in recognition of Jeff's purchases on May 1st. This transfer will not affect the Profit & Loss statement.

YTD as of April 2023

Gross Profit: \$ 32,459.33
Expenses: \$ 25,185.56

<u>Net Income</u>	<u>Total Liabilities and Equity</u>
2023: \$7,273.77	2023: \$ 309,634.64
2022: \$2,714.44	2022: \$ 247,179.69

Committee Reports:

Merchandise – Diane Johnson

April Sales \$ 230.68
April Expenses \$ 0

Embroidery

Diane is still looking for a new embroidery company, due to old company (Sports Connection) selling. She has been researching shops in Yelm and Spanaway to embroider the shirts, and is waiting on a quote.

Fundraising – Vacant

TRT Equipment Fundraiser

We had a fundraiser for the equipment to be staged off I-90 (equipment to include rescue litter, wheel, ropes and supplies)
Our goal was to raise \$4500 but we ended up raising \$7591.61.

Ratification of the March 10th Meeting Decision

The Committee Chairs ratified the decision of 3/10/23 that any donations in excess of \$4,500 from the special fundraising appeal to purchase a rescue litter, wheel, ropes and other equipment for the TRT be placed in the Special Reserves account for TRT equipment purchases. The total raised was \$7,951.51.

Give Big 2023 May 2nd – May 3rd

So far, we have raised \$3500 from 29 donors.

Prior years Give Big results:

2022 - \$3514 from 34 donors
2021 - \$4387 from 40 donors
2020 - \$6927 from 79 donors
2019 - \$3438 from 52 donors

Information & Communications Technology – Leo Notenboom

Updates from ICT

- We are no longer using Survey Monkey.
- Make sure to check your spam folder because there have been a lot of legitimate emails ending up in spam.
- Leo has been diagnosing the problem of delivery delays when sending an email with a WASART address. The problem should be resolved but if you are still seeing delays, let Leo know.
- The third most visited page in April was Introduction to Rigging Basics

Supply – Greta Cook – not present

We will be repairing trailer roof leaks as needed.

Outreach – Greta, Kristi, Kimberly, Jeanette

- Jeanette contacted Nick Meuret with Wilco regarding his offer to help with potential Grants and emergency animal supplies. The Outreach Team met him at the Tacoma Equine Horse Health Expo back in January. He will have their Community Outreach person make contact on how we can work with them and apply for a Grant.
- Outreach will be present at the dog training at Marymoor Park on May 27th.
- Outreach will be present at the Kenmore Waterfront Park event that WTRT will be participating in with a water rescue demo.

Membership – Gretchen McCallum

Membership Statistics - Julie Shipman/Gretchen McCallum

Membership: 124

Base/Ops Support deployment eligible: 64

Division of Membership/Credentials – Julie will now be handling all membership issues and Gretchen will continue with credentialing matters

Volunteer Management – Bill Daugaard

Recognition of the Quarter – 1st Quarter 2023

The following were nominated:

- Noah Bernays
- Leo Notenboom
- Lynn Snow

Recognition of the Quarter – 2nd Quarter 2023

- Chris Gan

Sheltering – Jeanette Whitmire

April 20th Work Party

Greta and Bill worked on the following:

- Cleared out container 1
- Unloaded supplies from Trailer 2 that were used at the Transport Training
- Removed duplicated items that were in AKC 5 (such as canopies and plastic runners)
- Repaired roof lead in AKC 5
- Installed vent cover's
- Replaced a breakaway switch on AKC 5
- Replaced some lights on AKC 4

Finance – Gretchen McCallum

The Finance Committee held its semi-annual meeting on April 23, 2023 and the following issues were discussed and/or resolved.

Review of Balance Sheet dated 3/31/2023.

A review of the adjusted 3/31/2023 Balance Sheet revealed a total of \$182,616 in the General and Savings Accounts (\$141,886 in the General Account and \$40,730 in the Savings Account), \$42,668 in the Capital Campaign Special Reserves Account, and \$73,215 in the Truck Reserve Account. The \$73,215 currently in the Truck Reserve Account was comprised of \$59,056 (a grant for a new-to-WASART vehicle from the Ruth Foundation), \$12,500 from the sale of the box van sold in June 2021, and \$1,697 from monies previously set aside.

The committee chairs reiterated their previous decisions 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, total approximately \$40,000 p.a., the amount of \$80,000 was put aside for operating expenses which, when deducted from the \$182,616, meant that \$102,616 was available for the committees' next six months' budgets.

Breakdown of Current Funds in the Capital Campaign Special Reserves Account

The current balance in this account as of 3/31/2023 was \$42,668 comprised of \$12,470 for TRT advanced training, \$9,576 for TRT Equipment, \$9,871 for TWRT equipment or training, and \$10,329 for Major Vehicle Maintenance which is to be used solely for any unexpected vehicle maintenance of more than \$250, and \$422.14 for interest.

Committee Budgets' Review

After review of the proposed budgets, it was agreed by all attending Committee Chairs that the spreadsheet accurately reflected the monies the Chairs determined should be allocated to their budgets for the period April 1, 2023 – September 30, 2023:

Other Issues:

Jeff raised the topic of reimbursing members for driving their personal vehicles on behalf of WASART. This reimbursement will be at the rate of \$.585 per mile as indicated by the Internal Revenue Service. This will not include training, deployments and any training reimbursed by an outside agency. Ritz agreed to develop a form for members to use to track these expenses. Members will be asked to submit their request for payment on March 15 and September 15 to be appropriately reflected in expenses for the period. A Chair must approve the reimbursement, or, if the Chair is personally submitting the request for payment on his or her own behalf, the Gretchen must approve.

This was the first time that the Budget Report showed a line for Vehicles & Trailers. This included the cost of the buildout for the Transit Van of \$25,000, Vehicle Maintenance of \$2800 and other miscellaneous vehicle related expenses of \$9,200. The buildout of the van will be depreciable and only the depreciation will affect the Profit & Loss statement for this year. Ritz will work with Rory to track these expenses.

Budgets M/S/P by the BOD on 5/3/2023

Committee	Budgets Approved by the BOD on 2022.Oct BOD (Column A)	Actual Expenses for 10/1/22 to 3/31/23 (Column B)	Balance of Budget (Column A minus Column B)	Proposed Budgets for 4/1/2023-09/30/2023	
Technical Rescue Team ^{(1) (2)}	\$10,000	\$5,059	\$4,941	\$7,000	Jeff
Supply (Equipment)	\$5,000	\$931	\$4,069	\$2,500	Gretchen
Fundraising	\$1,500	\$1,009	\$491	\$800	Gretchen
Merchandise	\$1,500	\$347	\$1,153	\$3,000	Diane
Public Relations	\$100	\$0	\$100	\$100	Michaela
Outreach	\$0	\$73	-\$73	\$500	???
Comm & Technology	\$4,000	\$3,992	\$8	\$5,500	Leo
Membership	\$500	\$309	\$191	\$500	Gretchen
Vol. Mgmt	\$500	\$593	-\$93	\$500	Bill
Training	\$2,000	\$27	\$1,973	\$1,500	Kimberly Taylor
Sheltering Advisory	\$5,500	\$656	\$4,844	\$5,500	Jeanette
Technical Water Rescue	\$3,600	\$2,634	\$966	\$3,000	Rory
Vehicles, Trailers				\$36,000	Greta, Rory and Ritz
Total	\$34,200	\$15,631	\$18,569	\$66,400	
Admin Expenses	\$24,000	\$10,310	\$13,690	\$20,000	Ritz, Gretchen & Bill
Gala Expenses	\$0	\$0	\$0		Gretchen
Grand Total	\$58,200	\$25,941	\$32,259	\$86,400	
Notes: ⁽¹⁾ 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.		⁽²⁾ The actual TRT budget includes \$2,500 that was set aside for TRT members' advanced training.			The adjusted balance in the Special Reserve Account as of the end of March was \$42,668 broken down as: \$12,470 for TRT Adv. Training, \$9,576 for TRT Equipment, \$9,871 Water Rescue, \$10,328 for Vehicle Maintenance with \$422 in interest earned. This amount has been reduced by \$3,980 used for Rigging for Rescue deposit paid by Gretchen for the TRT Committee.

Technical Rescue – Jeff Dahl

Operator and HS Technician Updates

We had a good training April 22nd and have four new Operators and one new HS Technician. The Heavy Systems Technician is Gabe Benedetto and the four new Operators are Chris Gan, Melissa Romeo, Jing Liu, and Noah Bernays

Over the next couple months. I expect to have an additional 4-6 new Operators.

OP-6 Revision

The newest revision of OP-6 has been officially accepted by TRC and added to the website.

Marymoor Park Training – May 27th

We will hold our training near the dog park. and will go over dog handling/harnessing/muzzling, basic dog medical assessment, securing dogs in the litter, packout procedures, and some basic rigging system set-ups. We'll have outreach.

Introduction to Rigging Basics June 3rd

Unfortunately, it does clash with a TWRT training, but those in TWRT are beyond the Awareness level

IRB course (as are most all Operators now), so would just be at IRB as instructional assistants.

TRT Equipment from Fundraiser

95% of the gear for the I-90 corridor has been purchased. We are still nailing down where it will be stored.

Technical Water Rescue – Rory Kelleher

New Transit Van Work Needed

We want to spray or wrap it white. If the cost is too much, we will leave it blue.

Kenmore Waterfront Fair Event

Sara Price arranged for Technical Water Rescue to attend the ribbon cutting and grand opening of the new Kenmore Waterfront Park.

SSI Class Graduations from the multi-day training on April 8-10, 2023

Technician Level – Noah Bernays and Rory Kelleher

Operator Level – Kirsten Young, Melissa Romeo, Chris Gan, Marcia Pedersen

Those who reached Operator Level should be in a position to qualify for Technician Level over the next 6 months.

The next SSI class will probably be a custom class just for our group.

Training Curriculum

The curriculum will be submitted by the end of May and ready to be voted on at the June BOD meeting.

Board Member Reports

Josette Holden, President –

Answering Service Activity
April = 9

Jeremy Kane, Vice President – not present

General Membership Meeting

The next meeting will be September 2023

Summer Picnic

Potential Location - Rattlesnake Lake
Bill will contact Lynn Snow to see if she is willing to lead organizing the picnic to potentially be held in June.

2023 Insurance Provider Update

The current plan is for Jeremy to reach out to other organizations like ours, to see who they use.

Jeanette Whitmire – Secretary

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

Action item review

Kimberly Taylor, Training Director

Policy 3 Proposed Changes Vote

The Board made a few more changes on top of the proposed changes presented at the April 26th meeting. The Board then voted on the April 26th changes and the additional changes made at this meeting and approved.

Emergency Animal Sheltering May 20th

Only one person has signed up, so far

Bill Daugaard, Past President – not present

YTD Metrics presented.

Public Relations – Michaela Eaves – not present

FB likes: 14,307

Twitter Followers: 460

Instagram: 640

YouTube Subscribers:265

Advising Specialists

Julie Shipman:

Nothing to report

Jennifer O’Neal: - not present

Unfinished Business:

2023 State Coverage for Cleaning and Maintenance

Bill has submitted the 2023 Training Request to KCOEM which will include being covered for cleaning and maintenance of equipment used during a deployment or training.

- Cleaning parties must be held within 7 days of a training or mission.
- Fuel is not reimbursable.
- A new mission number will be needed.

- Jason needs to be notified prior to the work party.

Discussion ensued about whether it was prudent to continue to maintain the two AKC trailers because of added insurance, ongoing maintenance, stocking of the trailer to mirror the other AKC trailer, etc. The issue was raised as to whether the second AKC trailer could be sold, returned, or donated elsewhere.

Gretchen will check to see if there is a donation expiration date on the AKC trailer and forward it to Kimberly.

Bill will check with our insurance carrier to ascertain the cost of insuring the trailer.

The Sheltering Committee will undertake to research the pros and cons of keeping/maintaining the second AKC trailer and present its report at a later BOD meeting.

New Business:

Moved to adjourn at 21:03