

Washington State Animal Response Team
October 4th, 2023
19:00 – 21:00
Via Zoom
Minutes

In attendance: Julie Shipman, Jeff Dahl, Bill Daugaard, Josette Holden, Kimberly Taylor, Gretchen McCallum, Lynn Snow, Julie Shipman, Diane Johnson, Jeremy Kane, Michaela Eaves, Noah Bernays, Leo Notenboom, Penny Drost

The meeting was called to order at 19:07.

Priority Discussion and Decision Items:

Passing of the Torch: Installation of New Officers

Welcome to Lynn Snow (President) and Noah Bernays (Secretary).

OneCallNow Issues

We have been using OneCallNow for many years to send out deployment alerts. Once it was taken over by OnSolve, we started having problems that they were unable to solve.

Many members who chose to receive deployment alerts on their phone were not getting the phone calls and some who chose to receive texts were in the same position. This has continued for the last 4 or 5 deployments, with OnSolve not seeing or fixing the problem.

Gretchen started looking into a new program then discussed with the Board as to what we would want included (texts, phone calls, email or some other method). She found a program called DialMyCalls that does calls, texts and emails. The expensive part of the program is the phone calls. If we only use texts and emails, the cost is greatly reduced.

Results/Analysis of Leo's Poll

We decided to do a poll with the membership to see what their preferred method of notification would be.

Text/SMS was the preferred method from the members that responded to the Poll.

One thing that was requested is to get more information than we currently get with texts or voice messages.

Leo suggests we also send out an email message that would include more information.

Gretchen requested we make sure the email only goes out to the members eligible to deploy. Also, someone (currently Gretchen/Credentials) would need to keep that list up to date.

Even though DialMyCalls does email, we don't know how much more information that will give so we would rather send out our own email.

Jeff will send Gretchen a list of text only providers and she will see if we can get a better price than DialMyCalls. Gretchen will research and report at the next meeting.

2021 Annual Report Finalization

The Board voted on and approved the final version and Leo will now post it on the Website.

Treasurer – Gretchen McCallum

Total donations deposited September: \$1,461.18

October Quickbooks Migration

We have been using Desktop Quickbooks since 2016 and want to move it online. The cost to do it online would be \$320 a year but we could utilize Techsoup, which is an organization that receives donations from vendors that are then made available to non-profits to reduce costs. Through Techsoup we can get Quickbooks Online for \$79/yr.

We will also be purchasing a program called Synder, for \$547/p.a. that will post money received from our Stripe, Paypal and Square accounts directly into Quickbooks.

We are planning to migrate from desktop to online in October.

YTD as of September 2023

Gross Profit: \$ 65,965.78

Expenses: \$ 73,238.27

<u>Net Income</u>	<u>Total Liabilities and Equity</u>
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2023: \$ -7,272.49	2023: \$ 303,375.89
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2022: \$ 43,855.91	2022: \$ 288,439.69
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Committee Reports:

Merchandise – Diane Johnson

September Sales \$ 885.00

September Expenses \$ 82.00

Updates

- We are restocked with t-shirts.
- We have our new vendor in place for embroidery and screen printing.
- The online store has been updated.
- We are still in the process of looking for a new jacket due to the old one no longer being manufactured.

Fundraising – Vacant

No updates

Information & Communications Technology – Leo Notenboom

No updates

Supply – Greta Cook – not present

We purchased two small BBQ's that were used at the Annual Volunteer Picnic on September 30th and put the cost to the supply budget. They will be kept in the storage unit for future use.

Outreach – Greta, Kristie, Kimberly, Jeanette

Upcoming Events

October 7th Jeanette and Kimberly will be attending the Harvest Festival put on by the City of Fife. WASART will be participating in their emergency preparedness section.

January 13, 2024 Tacoma Equine Hospital Horse Health Expo

We have been invited back to this event next year. The 2023 event was well attended and there was much interest in what WASART does.

Membership – Julie Shipman/Gretchen McCallum

Membership Statistics

Membership: 143

Base/Ops Support deployment eligible: 68

Volunteer Management – Bill Daugaard

We are looking for leadership on a few committees. Lynn will post information on the Water Cooler and Bill will send out an email to membership.

Bill will also send out an email to membership announcing Lynn and Noah's election to the Board.

Sheltering – Vacant

EAS/Annual Exercise October 13th & 14th

Due to EAS being cancelled in May, we will be doing a combined EAS training and Annual Exercise.

Finance – Gretchen McCallum

Semi Annual Finance Meeting October 15th 10am

All committee chairs are required to submit their proposed budgets for the next 6 months and we will review the budgets and expenditures for the previous 6 months.

Gretchen will present the results to the Board at the November meeting for the Board's approval.

Technical Rescue – Jeff Dahl

Trainings and Meetings – recent and upcoming

- Sept 16th: Light Systems Training – attended by many new members.
- Sept 26th: Supplemental Meeting
- Oct 21st: Heavy Systems Training – the Whitman County Deputy will be attending.
- Oct 29th: Highlines Supplemental Training

Technical Water Rescue – Rory Kelleher- not present

Noah is in the process of drafting the qualifications test for TWRT Operators and Technicians.

Board Member Reports

President – Lynn Snow

Answering Service Activity
September = 19

Vice President – Vacant

Secretary – Noah Bernays

Minutes of July BOD meeting – M/S/P as presented. Suggestion made to change the agenda and minutes from double to single column for ease of reading.

Motion moved and approved to approve September's meeting minutes after the addition of Michaela's stats.

Action item review—continued discussion about the usefulness of action items (specifically the tasks like succession planning that are on every month's action item list but have not been updated for a long time). Suggestion made that the succession plans get removed from the action item review and simply become part of the committee chairperson's job description. Suggestion made to add the action items to the minutes and remove them as a separate section (this was met by approval but was not formally voted on).

Training Director – Kimberly Taylor

See Sheltering section for updates.

Past President – Bill Daugaard

YTD Metrics presented.

Public Relations – Michaela Eaves

Horse fell through bridge—went well in terms of PR.

Search for Shera the husky—tricky PR due to social media momentum forcing WASART's hand to help with the search. We had a team search for a day, which helped improve perceptions of WASART.

Michaela will update the WASART website to say that we do not conduct searches.

Michaela and Julie will have a meeting 10/6/23 about the restarting the newsletter. Most likely it will be quarterly, but it is a very time-consuming task.

FB likes: 15,235

Instagram: 687

YouTube Subscribers: 273

Advising Specialists

Jennifer O'Neil: stepping down due to her business being so busy and not able to attend meetings.

Julie Shipman: no updates

Unfinished Business: none

New Business:

- Report from SHAC on pros and cons of maintaining second AKC trailer
 - Resolved in the September BOD meeting
- TWRT guidelines review feedback
 - Deferred
- Appoint policy review committee
 - Deferred
- Identify prospective TLs
 - Deferred
- Status of Bylaws revision
 - No revisions needed
- Establishment of Documentation Committee and Documentarian position
 - Motion moved and approved to create a standing Documentation committee.
 - Motion moved and approved to appoint Penny as the chair of the Documentation Committee.
- Roadside Assistance Insurance
 - As the BOD had previously decided in past years that as roadside assistance coverage was too expensive and we had sufficient funds in our accounts, we will continue to self-insure.
- Review of draft 2022 Annual Report
 - Deferred
 - Lynn will send this out next week to review before next BOD meeting.
- Postal fraud
 - Federal Department of Justice caught 6 people running a check scam who attempted to run their money through WASART's accounts. Many other businesses were also targeted. All of WASART's money was recovered.

Moved to adjourn at 21:16

Action #	Description	Assigned to	Last update
21.11.04	Write up a succession planning document for the Water Rescue Committee	Rory	In work 11/2/22
21.11.06	Write up a succession planning document for the Fundraising Committee	Michaela & Gretchen	In work 11/2/22
21.11.07	Write up a succession planning document for the Supply Committee	Greta	In work 11/2/22
21.11.08	Write up a succession planning document Technology & Communication	Leo	Working on the Password Manager portion 1.4.23
21.11.09	Write up a succession planning document for Training	Kimberly	11/2/22 in work
22.1.05	Write up a succession planning document for Merchandise	Diane	In work 11/2/22
22.02.01	Supply a Field Euthanasia operating procedure that implements the AVMA guidelines to King County	Bill	In work 11/2/22
22.02.02	Write up a policy and procedure for humane euthanasia in disaster shelters	Bill	In work 11/2/22
22.02.03	Contact members who have indicated an interest in assisting on the Fundraising Committee and ascertain if one of them is willing to be Chair	Bill	In work 11/2/22
22.10.01	Work on redoing our organization command structure to include leadership training		

[Redacted]