

Washington State Animal Response Team
November 1st, 2023
19:00 – 21:00
Via Zoom
Minutes

In attendance: Lynn Snow, Gretchen McCallum, Jeff Dahl, Michaela Eaves, Leo Notenboom, Julie Shipman, Noah Bernays, Kimberly Taylor, Greta Cook

The meeting was called to order at 19:00.

Treasurer – Gretchen McCallum

Status of Quickbooks migration from desktop to online version: lengthy and troublesome but migrated as of today. Square has been integrated into Quickbooks. PayPal integration in progress.

Total donations and YTD financial summary:

No financial documents for October (reports that are normally sent out to the Board for review do not migrate automatically which has been a big hurdle).

Committee Reports:

Merchandise – Diane Johnson – not present

October Sales: \$ 424.30

October Expenses: \$ 6.25

Updates

- Still searching for a new jacket vendor.
- Reached out to Mountain Uniforms but the first order needs to be at least 20 jackets, and the cost per item is prohibitive.

Fundraising – Vacant

Lynn and Michaela are planning a Giving Tuesday event for November called “Why I WASART”.

Gretchen needs lead time if mailers are being sent out.

Information & Communications Technology – Leo Notenboom

No updates

Supply – Greta Cook

Scratches were noticed on the side windows of the Dodge RAM pickup that looked as if someone had tried to gain access. The storage manager was made aware of the situation.

The cost of two anti-theft devices/wheel locks was incorporated into the vehicles budget. Wheel locks are ~\$115 apiece. Steering clubs were mentioned as another way to prevent theft.

Apple Airtags were suggested to facilitate locating the vehicles in case of theft. Discussion followed about the pros and cons of Airtags, but no decisions were made.

Outreach – Greta, Kristie, Jeanette

Upcoming Events

Jan. 13th, 2024, Tacoma Equine Hospital Horse Health Expo

Membership – Julie Shipman/Gretchen McCallum

Membership Statistics

Membership: 145

Base/Ops Support deployment eligible: 67

Volunteer Management – *Bill Daugaard – not present*

No updates

Sheltering – Vacant

Received a donation of five dog crates and one big tote of office supplies from Jennifer Clark. Greta is cleaning them before putting them into storage. Gretchen sent Jennifer a thank-you note. No immediate plans for a work party, but that will be happening soon.

Finance – *Gretchen McCallum*

See “Treasurer Committee Report” above.

Technical Rescue – *Jeff Dahl*

Ravensdale property is being subdivided into 5-acre lots and sold as residential housing, so a new heavy systems training area is needed. Jeff confirmed with the Ravensdale owners about a tentative timeline—at least a year, maybe two. 20 acres in Ravensdale sold for \$575k in 2020. Purchasing a Ravensdale plot is a possibility and might also mean a safer storage area for gear and trucks. Jeff will talk with the owners and get more info.

Other possible training areas: Zach Colburn’s property has potential; the owner of the property where last December’s dog-in-river mission occurred said we could train there, but it might not be useful for heavy systems training; ideal location has big trees, hills, and is central to I-90.

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 – focused on bipod operation
- Oct. 29th: Highlines Supplemental Training (led by Zach Colburn)

Technical Water Rescue – *Rory Kelleher – not present*

Oct 21st training was cancelled due to lack of participants.

Upcoming training Nov. 14th.

Board Member Reports

President – *Lynn Snow*

Answering Service Activity

October = 9

Vice President – *Vacant*

Secretary – *Noah Bernays*

September BOD meeting minutes – published.

October BOD meeting minutes – pending final edits.

Minutes of October emergency board meeting Oct. 23rd – first draft written.

Training Director – *Kimberly Taylor*

Oct. 14th Joint Annual Exercise/rescheduled EAS Exercise – 18 members, 3 non-members, horses, dogs, goats, and chickens.

Future Annual and EAS Exercises will be separated so that participants can receive more in-depth training.

Past President – *Bill Daugaard*

YTD – 12 deployments (lowest number since 2014).

Public Relations – *Michaela Eaves*

FB likes: 15,223

Instagram: 688

YouTube Subscribers: 274

Advising Specialists

Julie Shipman: no updates

Unfinished Business

- TWRT guidelines review feedback
 - Tabled.
- Appoint policy review committee and Documentarian position plan
 - It makes more sense to create ad hoc committees whenever needed to review policies because of the low frequency of review. Penny reconsidered and declined the position of Documentarian. Bill is the Documentarian and will reach out for help as needed.
- Further discussion of OCN substitute
 - The Board had decided to replace OCN, and Gretchen researched other options. GroupMe was originally overlooked before the Board voted to forgo a voice option at the last meeting, making GroupMe relevant once again. The benefits of the other researched options did not outweigh those of GroupMe, a system with which WASART's members are familiar.
 - Motion moved and approved to give GroupMe a try for deployment announcements, supplemented by alert emails through Groups.io. This deployment system will be reevaluated after 5 deployments. There will be a "Deployment-eligible" group created. The number of characters GroupMe allows per message needs to be researched.
- Review of Draft 2022 Annual Report
 - Revisions suggested.
 - Program Service Expenses were 89%, fundraising expenses were 1%—excellent ratio for a non-profit.
 - A reminder to put our mission statement on CharityNavigator.
- Report from SHAC on pros and cons of maintaining second AKC trailer
 - No report.
- Letter that we hand out to Reporting Parties (RP's)
 - Current version only includes donation information, as opposed to grief counseling resources; the list of Board members is taking up too much space.
 - This letter has primarily been given to owners whose animals have survived. It should be given to all RP's after the donation info is minimized to a single link and grief counseling info is added.
 - Greta will revise and disseminate the letter.
 - Additional document on our letterhead that we could give to RP's: the WASART "Fact Sheet" (bulleted list of facts, put together by Larry Fosnick Davis, revised by Greta).
- Identify prospective Team Leads (TL's)
 - Each year, WASART nominates members as TL's (prerequisites: 12 months' membership and deployment-eligible). If the nomination is accepted, the nominee has 1 year to complete an ICS-

300 “Intermediate ICS for Expanding Incidents” course. ICS-300 is typically offered in person, takes 21-24 hours, and does not offer leadership training. Even after nominations are accepted, nominees usually do not take the ICS-300 course.

- Jeff presented various options:
 - Remove the ICS-300 requirement and replace it with ICS-240 “Leadership and Influence” and ICS-241 “Decision-Making and Problem-Solving,” both of which address team leadership qualities.
 - Remove the TL training program entirely, and continue to assign TL roles on a case-by-case basis based on proven leadership qualities.
 - Allow equivalencies in lieu of ICS courses if the nominee has previously held leadership roles in SAR.
 - Jeff will send out a summary of his positions and email it to the Board for review.

New Business:

Moved to adjourn at 21:00.

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	Completed	Sept. 2023
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		
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