

**Washington State Animal Response Team**  
**December 20th, 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, John Marra, Bill Daugaard

The meeting was called to order at 19:06.

**Priority Discussion and Decision Items:**

Meet and Greet with John Marra, VP Candidate

- John outlined his background in SAR and participated in a Q&A about the VP role.
- Motion moved, seconded, and passed to invite John to assume the role of VP for the remainder of the term ending October 2024. (Addendum: after careful consideration, John has respectfully declined the position of VP).
- Discussed the possibility of deploying WASART's resources for exotic mammal rescues at local zoos.

**Treasurer – Gretchen McCallum**

Total donations received in October and November: \$ 7,556.52

YTD as of November 2023

Gross Profit: \$ 76,334.49

Expenses: \$ 84,538.83

<u>Net Income</u>	<u>Total Liabilities and Equity</u>
2023: \$ -8,204.34	2023: \$ 301,613.72
2022: \$ 52,383.77	2022: \$ 297,068.44

**Committee Reports:**

**Merchandise – Diane Johnson – not present**

November Sales: \$ 0

November Expenses: \$ 0

**Fundraising – Vacant**

- Results of GivingTuesday (Nov. 28<sup>th</sup>, 2023): goal of \$ 7K, raised \$ 7,400.16 from PayPal, Facebook, Stripe, Venmo, Washington Gives, and checks.
- Total will be revised upwards after money that is still incoming lands in WASART's checking account.
- Past GivingTuesdays have yielded \$ 3-4K.

**Information & Communications Technology – Leo Notenboom**

No updates

**Supply – Greta Cook**

- Steering wheel club has been placed on WASART3 (W3) Ram Pickup, two more available to be put on WASART1 (W1) Ford Transit Van and WASART2 (W2) Isuzu Box Truck.
- Two wheel locks have been ordered for T1 and any of the sheltering trailers.

- Plan being made to install Airtags to assist in locating the vehicles if stolen.
- Vehicles can be stored at members' homes without incurring additional insurance risk, but the current policy must cover the value of WASART's entire equipment inventory (including I-90 storage).

**Outreach – Greta Cook, Kristie Olarti, Jeanette Whitmire**

Upcoming Events

- January 13<sup>th</sup>, 2024: Tacoma Equine Hospital Horse Health Expo
- February 24<sup>th</sup> - 25<sup>th</sup>, 2024: US Pony Club event at Miracle Ranch (in collaboration with TRT)

**Membership – Julie Shipman/Gretchen McCallum**

Membership Statistics

Membership: 144

Base/Ops Support deployment eligible: 71

**Volunteer Management – Bill Daugaard**

Motion moved, seconded, and passed to reschedule the annual volunteer party for January at a day and time that does not conflict with other planned training events.

**Sheltering – Vacant**

- Ongoing work to update operations procedures to fix problems identified during the Annual Sheltering Exercise.
- Upcoming 2-day work party in late February.

**Finance – Gretchen McCallum**

- At the Semi-Annual Finance Committee meeting held Oct. 15<sup>th</sup>, the chairs noted that there was a combined total of \$ 171,153.62 in the general and savings accounts as of Oct. 1<sup>st</sup>, 2023 (\$ 130,041.45 in the general account and \$ 41,112.17 in the savings account), and \$ 28,723 in the Special Reserve account.
- The current balance of \$ 28,723 in the Special Reserve account as of Oct. 1<sup>st</sup>, 2023 was comprised of \$ 3,505 for TRT advanced training, \$ 3,256 for TRT equipment, \$ 9,871 for TWRT equipment and/or training, \$ 11,329 for major vehicle maintenance, and \$ 762 for interest.
- The Chairs reiterated their position that monies be set aside to cover two years of operating expenses (\$ 60K) before allocating any monies towards the committees' proposed 6-month budgets.
- The Chairs reiterated their decision to put aside \$ 2.5K from each of the TRT's bi-annual budgets to be placed in the Special Reserve account for TRT advanced training. That \$ 2.5K was included in the \$ 8K budget submitted by the TRT Chair.
- After a review of the proposed budgets, it was agreed by all Chairs that the following spreadsheet accurately reflects the monies the Chairs determined should be allocated to their budgets for the period Oct. 1<sup>st</sup>, 2023 – Mar. 31<sup>st</sup>, 2024.

	BOD Approved Budgets for 4/1/2023-09/30/2023	Actual Expenses for 4/1/23 to 9/30/23 (Column B)	Balance of Budget (Column A minus Column B)	Proposed Budgets for 10/1/2023 to 03/31/2024	Chairperson
Technical Rescue Team <sup>(1) (2)</sup>	\$7,000	\$7,000	\$0	\$8,000	Jeff
Supply (Equipment)	\$2,500	\$465	\$2,035	\$2,500	Greta
Fundraising	\$800	\$208	\$592	\$600	Gretchen
Merchandise	\$3,000	\$1,975	\$1,025	\$2,500	Diane
Public Relations	\$100		\$100	\$100	Michaela
Outreach	\$500		\$500	\$500	Jeanette
IT & Comms Technology	\$5,500	\$4,400	\$1,100	\$5,000	Leo
Membership	\$500	\$111	\$389	\$500	Gretchen
Vol. Mgmt	\$500	\$563	(\$63)	\$600	Bill
Training	\$1,500	\$415	\$1,085	\$1,500	Kimberly Taylor
Sheltering Advisory	\$5,500	\$0	\$5,500	\$5,000	Jeanette
Technical Water Rescue	\$3,000	\$371	\$2,629	\$3,000	Rory
Vehicles, Trailers <sup>(3)</sup>	\$36,000	\$20,087	\$15,913	\$23,500	Greta, Rory and Ritz
<b>Total</b>	<b>\$66,400</b>	<b>\$35,596</b>	<b>\$30,805</b>	<b>\$53,300</b>	
Admin Expenses	\$20,000	\$12,695	\$7,305	\$20,000	Ritz, Gretchen & Bill
Gala Expenses		\$0	\$0	\$0	Gretchen
<b>Grand Total</b>	<b>\$86,400</b>	<b>\$48,290</b>	<b>\$38,110</b>	<b>\$73,300</b>	
<b>Notes:</b> <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 actual TRT budget includes \$2,500 that was set aside for TRT members' advanced training for recertification.				
<sup>(3)</sup> Van Cost \$79,117 less \$73,000 from Truck Account plus \$5,623 for build out costs to date + \$1,000 to Special Rx for Vehicle Maint. Other vehicle expenses totalled \$7,343 for the period	The adjusted balance in the Special Reserve Account as of the end of September was \$28,723 broken down as: \$3,505 for TRT Adv. Training, \$3,256 for TRT Equipment, \$9,871 Water Rescue, \$11,329 for Vehicle Maintenance with \$762 in interest earned.				
<b>Balance Spec Rx</b>	\$28,723.18				
<b>Truck Account</b>	\$ 216.13				
<b>Savings Account</b>	\$ 41,112.17				
<b>Checking Account</b>	\$ 130,041.45				
<b>Total Cash:</b>	<b>\$200,092.93</b>				

- After review and discussion of the proposed budgets, motions moved, seconded, and passed to:
  - Approve the budgets proposed by the Committee chairs for the period Oct. 1<sup>st</sup>, 2023 – Mar. 31<sup>st</sup>, 2024.
  - Authorize Gretchen to purchase a \$ 65K, 6-month certificate of deposit from Sound Credit Union using \$ 35K from the checking account and \$ 30K from the savings account.
  - Authorize Ritz to move \$ 2.5K from the checking account into the special reserves account for TRT advanced training.
  - Authorize Ritz to move \$ 1K from the general account into the special reserves account for unexpected vehicle maintenance.

### **Technical Rescue – Jeff Dahl**

- All 2024 trainings are posted in the WASART calendar, including one supplemental training per month.
- Op. 6 revisions are nearly finalized.
- Ravensdale owner said lots would not be subdivided for at least 9 – 14 months and cannot yet give WASART a price estimate.
- Policy 4: Appendix A—the requirement to repeat a basic gun safety course every 3 years may be a hindrance to those who have taken it more than 3 years' prior and handle guns regularly.

Trainings and meetings – recent and upcoming:

- Dec. 17<sup>th</sup>: Heavy Systems training
- Dec. 26<sup>th</sup>: TRC meeting
- Jan. 14<sup>th</sup>: Joint WASART/ESAR Light Systems training—high angle litter movement and knot passes
- Jan. 27<sup>th</sup>: Supplemental training—scene size up exercises
- Feb. 11<sup>th</sup>: Heavy Systems training
- TBD in February: horse handling and safety training offered by the Chez Chevaux Equine Rescue in Monroe (site of last deployment). Jeff will reach out to finalize plans.

### **Technical Water Rescue – Rory Kelleher – not present**

- Developing a process to subsidize dry suits to encourage new members to join.
- Updating the TWRT portion of the WASART website with water rescue resources.

Trainings and meetings – recent and upcoming:

- Nov. 4<sup>th</sup>: Snoqualmie Falls training – practiced throwbagging, swimming, and working as a team to retrieve a member from the opposite side of the river.
- Dec. 2<sup>nd</sup>: Snoqualmie Falls training – practiced shooting the line gun, rafted to Fall City.
- Dec. 13<sup>th</sup>: TWRT Committee meeting
- Jan. 13<sup>th</sup>: Field training

### **Board Member Reports**

#### **President – Lynn Snow**

Answering service activity:  
November = 11

Monthly metrics presented.

#### **Vice President – Vacant**

#### **Secretary – Noah Bernays**

- October BOD meeting minutes – published.
- November BOD meeting minutes – published.
- The Secretary will send out meeting minutes for Board review within 2 weeks of each Board meeting, and approval will be voted on via email.
- After Board approval, the Secretary will send the published minutes to general membership.

#### **Training Director – Kimberly Taylor**

No updates

#### **Past President – Bill Daugaard**

YTD – 17 deployments

## Public Relations – Michaela Eaves

- The Flynn deployment in Monroe was a partnership between two non-profits (a horse rescue and a riding school for kids) whose online post about WASART brought good publicity.
- An emergency room doctor in Canada is writing a book about decision-making in high-stress situations and wants to attend one of WASART's trainings this summer to talk to responders about the stressors associated with deployments.

FB likes: 15,243

Instagram: 688

YouTube Subscribers: 273

## Advising Specialists

**Julie Shipman:** no updates

## Unfinished Business

- Approval of revised 2022 Annual Report
  - Motion moved, seconded, and passed to publish the 2022 Annual Report to the WASART website.
- TL Designation Revision
  - Further discussion about the current TL requirements and options for improvement.
- TWRT guidelines review feedback
  - Tabled.
- Transport Training
  - Tabled.
- Training and equipment offer from Clark County
  - Tabled.

## New Business:

Moved to adjourn at approximately 21:30.

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
22.02.02	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		