

Washington State Animal Response Team
May 1st and 8th, 2024
19:00 – 21:00
Via Zoom
BOD Minutes

The May 1st, 2024, BOD Meeting was called to order at 19:05.

In attendance: Gretchen McCallum, Jeanette Whitmire, Kimberly Taylor, Lynn Snow, Noah Bernays, Jenifer Clark, Leo Notenboom, Kristie Olarti, Gabe Benedetto, Angela Sorkin, Rory Kelleher, Lenore Marentette, Julie Shipman, Diane Johnson, Michaela Eaves, Bill Daugaard

On May 1st, 2024, the Technical Rescue Committee's proposed revisions to the selection and training of TRT's Team Leaders and Strike Team Leaders was reviewed and discussed, and certain provisions were approved by the BOD. Due to time constraints, the BOD scheduled a supplemental BOD meeting for May 8th, 2024, to continue the TL/STL discussion and to review and discuss the items remaining on the May 1st agenda.

The May 1st meeting was adjourned at 21:20.

The May 8th meeting was called to order at 19:00.

In attendance: Lynn Snow, Leo Notenboom, Jeff Dahl, Gretchen McCallum, Bill Daugaard, Jeanette Whitmire, Kimberly Taylor, Jenifer Clark, Michaela Eaves, Greta Cook, Kristie Olarti, Gabe Benedetto

Priority Discussion and Decision Items:

TRC Ad Hoc Committee TL/STL Recommendations

- TRC presented a revised proposal for the Technical Rescue Team's Team Leader/Strike Team Leader training program based on feedback from the May 1st BOD meeting.
- The Board discussed each section, and the proposal was revised again in real time.
- A motion was moved, passed, and approved by majority Board vote via email on May 12th, 2024, to approve the TL and STL programs as revised.
- Because of the ICS 300 requirement (or the equivalent to be drafted by the TRC Ad Hoc Committee), Gretchen will contact the City of Renton to ascertain dates for an upcoming weekend ICS 300 training.
- Bill Daugaard will revise Policy No. 4 to include the TL/STL program.
- Given the new revised requirements for a WASART Team Lead, Gretchen and Bill stepped down as Team Leads.

WASART Drone Policy

- Sections 10.2: Retention and 10.3: Dissemination of WASART's draft Drone Policy, adapted from KCSARA's Drone Policy were reviewed by the Board.
- A motion was moved, seconded, and passed that the Drone Policy draft be accepted as revised.
- Bill questioned whether a new WASART Drone Policy needed to be created as a separate document. The Board's consensus was that the Drone document instead be classified as a Procedure and added as a new Appendix in WASART's Operating Procedure 6 by the Technical Rescue Committee.

New Business:

Duty Officer and Call Coordinator (DO/CC) Training - July 28th, 2024 via Zoom (09:00 - ~15:00)

- If you are interested in being trained as a DO or CC, contact Gretchen (gretchen@wasart.org)

Treasurer – Gretchen McCallum

- Total donations deposited in April: \$ 930.66

YTD as of May 2024

Gross Profit: \$ 28,959.88

Expenses: \$ \$28,496.26

<u>Net Income</u>	<u>Total Liabilities and Equity</u>
2024: \$ 463.62	2024: \$ 302,821.89
2023: \$ 4,752.77	2023: \$ 312,797.07

Committee Reports

Merchandise – Diane Johnson – not present

April Sales: \$ 686.50

April Expenses: \$ 734.50

Fundraising – Vacant

GiveBig Campaign, May 7-8: donations are ongoing (totals will be presented at next month's BOD meeting).

Information & Communications Technology – Leo Notenboom

- Currently, data are being stored in many different places. **Board members:** to reduce confusion, please try to use Dropbox (instead of Google Drive, OneDrive, etc.) to the extent possible.
- Website organization: Leo and Lynn have a working model for a new menu structure and other features that will ensure important data on the website are easily accessed.
- Specific website updates include an obvious green icon for donations on the home page, as well as a Registration tab that is more front and center.
- After revision is completed by Lynn and Leo, all committees will be responsible for maintaining their own pages.

Supply – Greta Cook

- Boneyard maintenance completed (weed eating, pruning, padlocks greased, tires + batteries checked)
- Boneyard container items for sale/giveaway - Titan static horse manikin, '15 Ram front bumper, '06 Ford tailgate, Smittybilt Winch cable: 3/8"x 98.5' braided steel wire rope
 - **Members:** if you are interested in helping organize the sale/giveaway of these items, contact Greta (greta@wasart.org)
- Storage unit work party to purge and reorganize: possibly in May
- Discussion about W2 (Box Van) storage at Jeff Dahl's residence
 - Jeff's residence is closer to WASART's drivers than Taylor's Landing.
 - Jeff has a motion camera setup near the rig, and Taylor's Landing has already had security problems.
 - W2 remains on WASART's insurance, regardless of where W2 is stored.
 - Taylor's Landing remains a viable storage location for other WASART vehicles, and a backup location for W2 when Jeff is out of town.
 - DO/CC's must know where the vehicles are stored at any given time and how to access them.
 - For the time being, the Board decided to keep W2 at Jeff's residence while maintaining the Taylor's Landing storage area.
- HUB insurance (for trainings, supplies, and vehicles)
 - WASART's current HUB agent has not been responsive to inquiries about our policy.
 - WASART's current coverage lasts until June 4th, but we have not received any notice, bill, or correspondence about next year's certificate.
 - The storage unit needs our policy for the upcoming year, or they will charge their own coverage.

Outreach – Jenifer Clark

See end of minutes for all recent past and upcoming events.

Membership – Julie Shipman/Gretchen McCallumMembership Statistics

Membership: 130

Base/Ops Support deployment eligible: 74

Volunteer Management – Jeanette Whitmire**Mentor Program Update**

- 6 Mentors and 12 Mentees
- All Mentees have received their Intro emails and most have had a 1:1 with their Mentor

Sheltering – Vacant

- Boneyard containers work party, April 27-28: 6 people helped, tremendous amount of purging and reorganizing done.
- Seattle Humane reached out to renew their partnership for emergency sheltering.
- King County Summer Hazards Seminar, 5/16/24: Greta and Jeanette will attend.
- Animals in Disasters seminars 5/29-30/24: several SHAC members are attending one or both days. Possibility of WASART hosting these seminars in the future.

Finance – Gretchen McCallum

- The Finance Committee held its semi-annual Finance Committee meeting on April 14th, 2024, to review expenditures from the past six months and to review and discuss committee budgets proposed for the next six months, 4/1/2024 – 9/30/2024.
- The review of the WASART balance sheet as of 3/31/2024 revealed a total of \$114,696 available for the committees' budgets, comprised of \$103,718 in the checking account and \$10,978 in the savings account. There was also \$71,462 in the Certificate of Deposit and \$32,533 in the Special Reserves Account.
- The committee Chairs reiterated their previous decisions to set aside two years of operating expenses before the proposed budgets would be considered. Annual operating expenses represent a combination of administrative and program expenses. The Chairs determined that the monies contained within the Certificate of Deposit would be designated as two years of operating expenses.

Committee	Proposed Budgets for 10/1/2023 to 03/31/2024	Actual Expenses for 10/01/23 to 3/31/24 (Column B)	Balance of Budget (Column A minus Column B)	BOD Approved Budgets for 4/1/24 to 9/30/24	Chairperson
Technical Rescue Team ⁽¹⁾	\$8,000	\$5,838	\$2,162	\$ 7,500.00	Jeff
Supply (Equipment)	\$2,500	\$890	\$1,610	\$ 1,800.00	Greta
Fundraising	\$600	\$474	\$126	\$ 500.00	Gretchen
Merchandise	\$2,500	\$436	\$2,064	\$ 3,000.00	Diane
Public Relations	\$100	\$0	\$100	\$ 100.00	Michaela
Outreach	\$500	\$250	\$250	\$ 1,400.00	Jenifer Clark
Tech & Commnications	\$5,000	\$3,625	\$1,375	\$ 5,000.00	Leo
Membership	\$500	\$487	\$13	\$ 500.00	Gretchen
Vol. Mgmt	\$600	\$393	\$207	\$ 1,500.00	Jeannette
Training	\$1,500	\$100	\$1,400	\$ 1,100.00	Kimberly Taylor
Sheltering Advisory	\$5,000	\$211	\$4,789	\$ 3,000.00	Greta
Technical Water Rescue	\$3,000	\$1,930	\$1,070	\$ 2,500.00	Rory
Vehicles, Trailers ⁽²⁾	\$23,500	\$5,874	\$17,626	\$ 3,500.00	Greta, Rory and Ritz
WASART1 Buildout				\$ 20,000.00	Rory
Total	\$53,300	\$20,508	\$32,792	\$ 51,400.00	
Admin Expenses	\$20,000	\$9,991	\$10,009	\$ 20,000.00	Ritz, Gretchen & Bill
Gala Expenses	\$0	\$0	\$0	\$ -	Gretchen
Grand Total	\$73,300	\$30,499	\$42,801	\$ 71,400.00	
Notes: ⁽¹⁾ For each six month WASART will set aside \$2500 for recertification fees for TRT members. This is included in the budget and the actual expenses.					
⁽²⁾ For each six month WASART will set aside \$1,000 for Vehicle Major Maintenance. This is included in the budget and the actual expenses.					
The balance in the Special Reserves Account at 3/30/24 \$32,533. This is composed of TRT Recert \$6,005, TRT Equip \$3,256, TWRT \$9,871, Vehicle Major Maint \$12,329 and interest of \$1,072.					
Account Balances as of 3/31/2024					
Spec Reserve Account	\$32,533				
Truck Account	\$216				
Savings Account	\$15,978	(includes \$4,725 from GiveBig 2019) (as of 4/4/2024, actual balance is \$10,978 because of transfer of \$5K to CD)			
Checking Account	\$103,718				
CD maturing on April 16, 2024 (will roll over into another 5 month term as same 4.95% APY)	\$66,461	(as of 4/4/2024, actual balance is \$71,462 because of BOD authorized transfer of \$5K from Savings Account)			
Total Cash on Hand	\$218,907				

- Motions were moved, seconded, and passed to approve each Committees' proposed budgets (see spreadsheet above) for 4/1/2024 - 9/30/2024 as presented at the April 14th, 2024, Finance Committee meeting.

- A motion was moved, seconded, and passed to authorize Ritz to move \$ 2,500 from the Checking account into the Capital Campaign Special Reserves account for TRT advanced training. This amount was contained in the TRT's proposed budget.
- A motion was moved, seconded, and passed to authorize Ritz to move \$ 1,000 from the General account into the Special Reserves account for unexpected vehicle maintenance. This amount was contained in the Vehicles, Trailer's proposed budget.

Technical Rescue – Jeff Dahl

Trainings – recent and upcoming:

- April 21st: Dog packaging, handling, first aid, litter work, basic physical exam
- May 18th: Light Systems training
- May 25th: Scene size-up hike and litter packout training
- June 15th: Heavy Systems training at Ravensdale

See TR Committee minutes for additional TRT-related events.

Technical Water Rescue – Rory Kelleher

- May 4th: training cancelled due to member availability
- June 1st: field training
- Received valve repair parts from NRS for the banana boat
- Build-out of the W3 Water Rescue van in progress

Board Member Reports

President – Lynn Snow

Answering Service Activity

April = 13

- Draft of a Membership Annual Survey was sent to the Board for review.
- Received word from REI that WASART has been approved to present a Hiking with Dogs class at REI Issaquah location (June 8th).
- Link to REI class: <https://www.rei.com/events/101546/hiking-with-dogs-with-wasart-wa-state-animal-response-team>

Vice President – Lenore Marentette – not present

No updates.

Secretary – Noah Bernays

April minutes have been published after being approved by a majority Board vote via email.

Training Director – Kimberly Taylor

- 5/5/24: Emergency Animal Sheltering
 - 7 students and many cooperative animals to work with
- 6/23/24: Full-day Transport Training
- Kimberly's second term as Training Director ends 9/30/24
 - **Members:** if you are interested in this position, email Kimberly (kimberly@wasart.org)
 - Currently, the only member who has expressed interest and availability would not be able to take over until January 2025

Past President – Bill Daugaard

YTD metrics were presented.

YTD number of deployments

2024: 7

2023: 4

Public Relations – Michaela Eaves

FB likes: 15,436

Instagram: 719

YouTube Subscribers: 277

Advising Specialists

Julie Shipman – not present

No updates.

Moved to adjourn at approximately 21:30.

Recent Past Events:

5/1/24: Community resource fair in Enumclaw (attendees: Kimberly Taylor)

4/21/24: TR Training - dog handling, first aid, exam, rigging (attendees: Outreach and TRT—see AAR)

3/23/24: Social Impact Fundraising at Insight Climbing (attendees: Sara Price, Jenifer Clark, Gabe Benedetto, Kristie Olarti, Joy Waugh)

3/22/24: Presentation at the ACO Academy in Burien (attendees: Noah Bernays, Gabe Benedetto, Shawndra Michell)

Upcoming Events:

5/11/24, 10am-2pm: Equine First Aid Seminar in Port Orchard with the Kitsap Saddle Club (Sheltering)

5/16/24, 9:30am-2pm: King County Regional Summer Hazards Seminar at KCOEM (Greta Cook & Jeanette Whitmire)

5/25/24, 8am: TR training dog mock packout

- Outreach will partner with TRT at Garfield Ledges for the dog mock packout to engage with the public at the trailhead.

5/29/24, AWR-328: All Hazards Preparedness in Animals in Disasters (Jeanette Whitmire, Bill Daugaard, Betsey Mullen, Jeff Dahl, Andrea Scinkovec, Joie Mette, Kristi Olarti, Kristi Boucher)

- FEMA-funded 8-hour course providing tools to protect, respond to, and recover from the consequences of disasters and catastrophic disease exposure involving animals in rural communities.

6/6/24: Presentation to kids at Parkland Library (Outreach)

- A Pierce County youth service librarian requested that WASART give a presentation to kids on the basics of animal rescue and care for personal animals.

6/8/24: REI Presentation - Hiking with Dogs (Michaela Eaves and Jeff Dahl)

6/10/24: Bark at the Park (Jenifer Clark, Kristi Olarti, Jeanette Whitmire)

6/12/24: Presentation to kids at Summitt Library (Outreach)

- Same as 6/6/24 presentation

6/20-23/24: NW Overland Rally (Outreach & TRT)

7/20/24, 1-4pm: Picnic at Lake Sammamish State Park

9/7/24: SAFE Presentation & Demo (TRT & Outreach)

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
24.03.01	Write up a succession planning document for the VP role	Lenore	Assigned 3/15/24
24.03.02	Write up a succession planning document for the Outreach Committee	Jenifer	Assigned 3/15/24
22.10.01	Update the Team Leader training curriculum	Ad hoc committee within TRT	Presented to the Board 5/8/24
24.05.01	Revise Policy 4 to reflect revised TL/STL requirements	Bill	Assigned 5/8/24