

Washington State Animal Response Team
November 6th, 2024
19:00 – 21:00
Via Zoom
BOD Minutes

In attendance: Lynn Snow, Noah Bernays, Jeff Dahl, Bill Daugaard, Jenifer Clark, Gretchen McCallum, Diane Johnson, Angela Sorkin, Rory Kelleher

This meeting was called to order at 19:02.

Priority Discussion and Decision Items:

- Review and approval of Policy 4 Revision F
 - Policy 4 Appendix A and Operating Procedure 8 are both necessary to authorize our use of firearms in the field.
 - The acronym for Sheltering Team Lead should be changed to anything except ShTL (example, “ESTL” for “Emergency Sheltering Lead”).
 - Since the Technical Rescue ad-hoc committee is currently updating ICS roles and responsibilities used on deployments, approval of Policy 4 Revision F will need to occur after those changes have been finalized.
 - A motion was moved, seconded, and passed to accept the draft of Policy 4 Revision F as submitted to the Board.
- Review of 2023 Annual Report draft
 - Edits were suggested, and no included photos were vetoed.
 - Possible additions: an organizational wish list, or a table/graphic explaining how much WASART’s gear costs and where donations go.
 - A map of where the year’s deployments occurred may be an ineffective graphic due to the small number of total deployments.

Additional Unfinished Business:

None.

New business:

The Board agreed to move the January 1st BOD meeting to January 8th, 2025.

Treasurer – *Gretchen McCallum*

- Total donations deposited in October: \$2,985.75

YTD as of November 2024

Gross Profit: \$72,020.61

Expenses: \$76,935.88

<u>Net Income</u>	<u>Total Liabilities and Equity</u>
2024: -4,915.27	2024: \$301,299.58
2023: -9,133.93	2023: \$302,777.53

Committee Reports

Merchandise – *Diane Johnson*

October Sales: \$542

October Expenses: \$46.37

- Expenses from this month were due to taxes and Square software fees.
- Met with Gamer Graph-X who said they could only silk screen 2 colors on the jacket logos, not 3 – logos will be black and white.
- A WASART logo patch may be placed on jackets that members purchase outside of WASART, provided that the jacket is yellow. Rainy Pass in Seattle can help with attaching Velcro patches.

Fundraising – Vacant

- Donations have been decreasing year over year:
 - 2022 – donations totaled \$121,613 from 198 donors, 89 of whom were new donors.
 - 2023 – donations totaled \$76,733 from 226 donors, 82 of whom were new.
 - 2024 YTD – donations totaled \$47,800 from 141 donors, 58 of whom are new (GivingTuesday 2024 is not counted in this total).

Information & Communications Technology – Leo Notenboom – not present

Taken possession of a collection of older radios from an estate to inventory and evaluate for WASART use.

Supply – Greta Cook – not present

- Look out for a work party notice to replace the rear ramp door on Trailer1.
- Bill Vogel is doing maintenance work on other trailers' lights.
- There is a leak in the sheltering container at the Boneyard that needs to be addressed. A temp fix is in place.

Outreach – Jenifer Clark

- Final mockup of WASART-branded pop-up tent has been sent to Print NW for approval.
- WASART has an account with Print NW that will store previously-used designs and color specifications.
- King County Employee Giving Program: forwarded to Michaela Eaves for input and potential support, not registered yet for virtual booth.
- Battle of the Badges, Dec 14: GroupMe group set up for Nov 7 planning meeting. Setup starts the day of ~2:30pm, main event is at 5:30pm.
- Tacoma Horse Expo, Jan 11: Jeanette Whitmire is leading.

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

Membership – Julie Shipman/Gretchen McCallum

Membership Statistics

Membership: 141

Base/Ops Support deployment eligible: 76

Volunteer Management – Jeanette Whitmire – not present

- A motion was moved and seconded to schedule the WASART holiday party on Dec 15. There were 7 “no” votes and 1 abstention. The holiday party has been cancelled.

- ASPCA has reached out to WASART requesting volunteers in shelters set up in North Carolina.
- Penny Drost is the contact between WASART and ASPCA.
- 1 member is available to deploy to North Carolina.

Mentor Program Update

- 7 Mentors and 19 Mentees
- Mentees have received 6 emails (introduction, deployment process x2, TRT training, safety hazards, volunteer opportunities)
- Next email going out will be about critical incident stress management
- The Mentor Program should make sure Mentees are clear on the fuel reimbursement process (see Finance section as well).

Sheltering – Vacant

- The Annual Emergency Sheltering exercise provided a good opportunity to practice setting up and operating a small animal shelter in a warehouse (Enumclaw Expo Center Activity Hall).
- The dogs, stuffed animals, and chickens provided good opportunities for just-in-time training and a run-through of some sheltering procedures and forms.
- Inclement weather provided realism and issues to be dealt with in real time.

Finance – Gretchen McCallum

- Fuel reimbursement
 - There has been confusion regarding how fuel charges are allocated when members use personal vehicles to attend or participate in a WASART training or event (non-deployment).
 - Fuel charges for POV are only reimbursable if used for WASART business (not trainings or deployments).
 - Fuel costs for WASART vehicles are not assigned to specific committees' budgets—they are allocated to an administrative program services account specifically set up for fuel charges.
 - For more details, see Policy 2 Revision P, Section 8.1: "Reimbursement of Operating and Other Incidental Expenses". An in-depth discussion by the BOD on this matter occurred in March and July, 2023.
- Budgets
 - Four motions were moved, seconded, and passed:
 - Ritz was authorized to move \$2,500 from the checking account into the Capital Campaign Special Reserve Account for TRT advanced training. This amount was included in the TRT's proposed budget of \$8,000.
 - Ritz was authorized to move \$1,000 from the checking account into the Capital Campaign Special Reserves Account for unexpected vehicle maintenance. This \$1,000 was included in the Vehicles, Trailers proposed budget.
 - Ritz was authorized to transfer \$25,000 from the checking account into WASART's current High Yield Money Market Savings Account.
 - Gretchen was authorized to transfer \$40,000 from the checking account into the 12-month CD available at Sound Credit Union with an APY of 4.25%.

- The Finance Committee held its semi-annual meeting on October 13, 2024, to review the committees' past 6-month budgets and to review their proposed budgets for the period October 1, 2024 – March 31, 2025.
- As of 9/30/2024, a total of \$111,806 was available for the budgets, comprised of monies in the checking (\$100,717) and savings (\$11,089) accounts. There was also a 5-month CD with an APY of 4.75% in the amount of \$73,306 and \$36,389 in the Special Reserves Account. This account contained \$8,505 for TRT advanced training, \$3,256 for TRT equipment, \$9,871 for TWRT equipment or training, \$13,329 for Major Vehicle Maintenance, and \$1,428 for interest.
- The Chairs again reiterated their decision to put aside two years of operating expenses before allocating any monies towards the committees' proposed 6-month budgets. Annual operating expenses represent a combination of administrative and program expenses and total approximately \$60,000 for the next three budget periods.
- As in previous meetings, the Chairs again agreed that \$2,500 from each of the TRT bi-annual budgets should be placed in the Special Reserves Account for TRT advanced training.
- After discussion, the Chairs unanimously determined that the monies in the Certificate of Deposit, currently \$73,306, should be allocated to cover the next two years of operating expenses.
- The Chairs also decided that of the \$111,806 in the checking and savings accounts, \$40,000 could be moved from the checking account into a 9-12 month business Certificate of Deposit with as high as possible APY, and \$25,000 could be moved from the checking account into WASART's current High Yield Money Market Savings Account. Gretchen was authorized to research appropriate business CDs of 9-12 months' duration and to present her findings at the November BOD meeting.
- The total proposed budget for the upcoming 6-month period, including \$24,000 for administrative expenses, is \$74,800. That amount can be covered by the total amount in our checking and savings account, (\$111,800).
- The committees' past and proposed budgets follow.

Committee	Proposed Budgets for 4/1/24-9/30/2024 (A)	Actual Expenses for Period (B)	Balance of Budgets (Column A minus Column B)	Budgets Approved by BOD for 10/1/2024-3/31/2025	Chair
Technical Rescue Team ⁽¹⁾	\$ 7,500.00	\$ 5,522.00	\$ 1,978.00	\$ 8,000.00	Jeff
Supply (Equipment)	\$ 1,800.00	\$ 2,005.00	(\$205)	\$ 2,000.00	Greta
Fundraising	\$ 500.00	\$ 329.00	\$ 171.00	\$ 500.00	Gretchen
Merchandise	\$ 3,000.00	\$ 2,887.00	\$ 113.00	\$ 3,000.00	Diane/Zee
Public Relations	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	Michaela
Outreach	\$ 1,400.00	\$ 2,291.00	\$ (891.00)	\$ 1,500.00	Jenifer
IT & Comms	\$ 5,000.00	\$ 2,704.00	\$ 2,296.00	\$ 5,000.00	Leo
Membership	\$ 500.00	\$ 701.00	\$ (201.00)	\$ 500.00	Gretchen
Vol. Mgmt	\$ 1,500.00	\$ 342.00	\$ 1,158.00	\$ 700.00	Jeanette
Training	\$ 1,100.00	\$ 414.00	\$ 686.00	\$ 1,000.00	Lenore
Sheltering Advisory	\$ 3,000.00	\$ 602.00	\$ 2,398.00	\$ 2,500.00	Greta
Technical Water Rescue	\$ 2,500.00	\$ (357.00)	\$ 2,857.00	\$ 2,500.00	Rory
Vehicles, Trailers ⁽²⁾	\$ 3,500.00	\$ 2,137.00	\$ 1,363.00	\$ 3,500.00	Greta
WASART1 Buildout	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	Rory
Total	\$ 51,400.00	\$ 19,577.00	\$ 31,823.00	\$ 50,800.00	
Admin Expenses	\$ 20,000.00	\$ 22,898.00	\$ (2,898.00)	\$ 24,000.00	Ritz, Gretchen
Gala Expenses	\$ -	\$ -	\$ -		Gretchen
Grand Total	\$ 71,400.00	\$ 42,474.00	\$ 28,926.00	\$ 74,800.00	
Notes: ⁽¹⁾ For each six months, WASART will set aside \$2,500 for recertification/advanced training for TRT members. This amount is included in the budget and the actual expenses.					
⁽²⁾ For each six months, 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 9/30/2024 was \$36,389. This is composed of TRT Recert \$8,505, TRT Equip \$3,256, TWRT \$9,871, Vehicle Major Maintenance \$13,329, and interest of \$1,428.			
Account Balances as of 9/30/2024:					
Spec Reserve Account	\$36,389				
Truck Account	\$216				
Savings Account	\$11,089				
Checking Account	\$100,717				
CD Maturing in 2025	\$73,306				
Total Cash on Hand	\$221,717				

Technical Rescue – Jeff Dahl

- TRC has updated Team Leader guidelines and will be put into the appropriate place in Op 6 early next year.
- Working on redefining the ICS roles in WASART
- Working on creating a WASART-specific ICS-300 training

Upcoming Trainings:

- 11/10/24: Light Systems Training
- 11/16/24: Light Systems Training

See end of meeting minutes and TR Committee minutes for additional TRT-related events.

Technical Water Rescue – Rory Kelleher

- Effective immediately, TWRT is on hold, based on the team's discussion about mission-readiness, team commitment and competency, and return on investment regarding number of yearly deployments. This decision will be revisited by the TWRT in April/May 2025, as well as who will become Chair after Rory steps down in the fall of 2025.
- Rory will continue building out the van, and it will be able to be used for base support on any type of deployment.
- Training dates for monthly field trainings will be submitted to KCOEM for the entirety of 2025.

Board Member Reports

President – Lynn Snow

Answering Service Activity

October = 7

- Bylaws ad-hoc committee has had 5 meetings since the end of August, and the next meeting is Nov 11. Policy 3 needs to be updated regarding the new uncoupling of the Transport Trainings into individual vehicle trainings.
- ICS ad-hoc committee has its first meeting Nov 14 to update WASART's deployment roles and responsibilities to better match the ICS structure.
- Partners in Emergency Preparedness conference, April 15-17, 2025—Lynn requests a presentation be forwarded to her for submission with the application.

Vice President – Angela Sorkin

No report.

Secretary – Noah Bernays

October minutes have been published after being approved via email by a majority BOD vote.

Training Director – Lenore Marentette

- Annual Exercise AAR is 95% finished.
- Thank-you note and Hold-Harmless Agreements have been sent to the Expo Center. Good feedback received on a few surveys.

- Training calendar is mostly set for next year except for B&O in August. Have not heard back from Foothills on a possible date in August despite multiple follow-ups. Input is welcome from the group about alternate locations.
- Gear cleaning: At the December BOD meeting, Lenore will present some options to make this process more equitable. Send any ideas you have to Lenore.

Past President – Bill Daugaard

KCOEM has changed its rules slightly regarding training date requests for 2025. Bill alerted Jeff Dahl, Lenore Marentette, and Rory Kelleher about these changes, and will submit the training request at the appropriate time.

YTD number of deployments

2024: 15

2023: 15

Public Relations – Michaela Eaves

FB likes: 15,935

Instagram: 762

YouTube Subscribers: 284

- GivingTuesday is Dec 3.
- The theme will be the same as last year's: "Why I __ WASART". The plan is to run this line every 2-3 days starting 2 weeks before GivingTuesday and collect different volunteers' perspectives on why WASART is important to them.
- Reached out to Dakota's owner to provide a quote for the campaign together with a current photograph of Dakota.

Advising Specialists

Julie Shipman – not present

No report.

Good of the Order

None.

Moved to adjourn at 20:48.

Recent Past Events:

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

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

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

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

5/11/24: Equine First Aid Seminar in Port Orchard with the Kitsap Saddle Club (attendees: Diane Johnson, Greta Cook, Jeanette Whitmire)

5/16/24: King County Regional Summer Hazards Seminar at KCOEM (attendees: Greta Cook, Jeanette Whitmire)

5/25/24: TR training dog mock packout and Outreach event (attendees: see AAR)
 5/29-30/24: AWR-328: All-Hazards Preparedness in Animals in Disasters

- 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.
- Attendees: Jeanette Whitmire, Bill Vogel, Betsey Mullen, Jeff Dahl, Andrea Scinkovec, Joie Mette, Kristie Olarti, Kristi Boucher

6/8/24: REI Presentation - Hiking with Dogs (Michaela Eaves and Jeff Dahl)
 6/10/24: Bark at the Park (Jenifer Clark, Kristie Olarti, Jeanette Whitmire)
 6/12/24, 9am: Conference call with Northwest Trek re: Emergency Resource Guide (Bill)
 6/16/24: W2-specific Transport Training (attendees—see AAR)
 6/18/24: W2-specific Transport Training (attendees—see AAR)
 6/20-23/24: NW Overland Rally (attendees: Outreach and TRT—see AAR)
 6/23/24: Full-day Transport Training (attendees—see AAR)
 7/10/24, Purple Sage Riders Zoom presentation (Michaela and Julie Shipman)
 7/20/24: TRT training at Lake Sammamish State Park prior to the picnic
 7/20/24, 1-4pm: Picnic at Lake Sammamish State Park
 7/28/24: Bill Gillespie (SARVAC President) Celebration of Life Event, Lacy Community Center, Olympia
 8/10/24: WASART Open House
 8/11/24: 10:30-noon: Hiking with Dogs at REI Issaquah
 8/24-25/24: overnight WASART Field Training in Cle Elum
 8/31/24, 11am-3pm: Ken Hasbargen's Celebration of Life in Kent
 9/7/24: SAFE Presentation & Demo (TRT & Outreach)
 9/28/24: Base and Operations Training
 11/9/24, 1-3pm: Presentation to an emergency medical group at Pierce County EOC (Michaela Eaves, Rory Kelleher, and Lenore Marentette)

Upcoming Events:

12/14/24: Battle of the Badges in Renton (Outreach)

Action #	Description	Assigned to	Last update
21.11.04	Write up a succession planning document for the Water Rescue Committee	Rory	90% done 6/5/24
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
24.05.01	Revise Policy 4 to reflect revised TL/STL requirements	Bill	Ready for review