

**Washington State Animal
Response Team
BOD Minutes
November 5, 2025
1900-2100
(approximately)
via Zoom**

Meeting called to order at 1900

In attendance: Lynn Snow, Gretchen McCallum, Greta Cook, Angela Sorkin, Niccole Peters, Jeff Dahl, Julie Shipman, Lenore Marentette, Caroline Phelps, Noah Bernays, Jon Mercer, Michaela Eaves, Shawndra Michell

Priority Discussion & Decision Items:

- Ratification of WASART Approval of funds for KCSARA regarding W1 storage agreement
 - On 10/28, there was a vote via email to approve the \$1080 + tax attorney fee for storage agreement to be drafted by KCSARA's attorneys so that W1 would be staged at KCSARA's headquarters free of charge. 11 board members voted, all were yea's.
 - Lenore moved to ratify the agreement; Gretchen seconded the motion and it was approved by those in attendance. The invoice for the attorney fees is to be sent to Gretchen for payment.
- Responder medical claim submission & payment support - Joy Waugh, cat bite (Greta)
 - The details of this incident/health claim were discussed; Gretchen will draft an email to Amy Allbritton, State Director of the Emergency Worker Program, to see if she can step in on our behalf to Overlake Hospital. Lynn will submit the email as Gretchen will be out of town.
- Shut down impacting members unable to complete FEMA classes to be deployable (Gretchen)
 - There are 3 trainees needing between 1-3 FEMA classes to be able to deploy. Gretchen requested that these 3 be allowed to deploy, and once the FEMA classes are available (after the government shut-down), they will have 30 days to complete. The Board agreed, and Gretchen will notify these 3 trainees that they are now eligible to deploy and will need to complete the courses within 30 days of being offered again.

Additional Unfinished Business:

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New Business:

- Action Item Review/Update

21.11.07	Write up a succession planning document for the Supply Committee	Greta	Completed 11/5/25
25.06.01	Determine if WASART needs to continue signing HHA's for each training on private property	Lenore	Completed 11/5/25
25.09.02	Create a formal proposal to remove the Training Committee's Open House responsibility in Policy 2, and remove the Open Houses from the calendar. Motion made by Lenore to remove; Jeff seconded the motion; all approved	Lenore	Completed 11/5/25

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- 2024 Annual Report
 - Lynn/Board reviewed/commented on images for agreement, comments, etc.
 - Gretchen will investigate Ken Marentette's donation of leave converted to cash. Update, donation actually made in 2023, not 2024.
 - Gretchen moved to accept the Annual Report; seconded by Lenore; all approved the motion
- Dropbox storage of monthly financial statements for BOD members
 - After discussion, it was agreed that the Balance Sheet and Profit/Loss documents will remain attached to each BOD agenda and all other financial statements will now be now placed in a DropBox folder to be viewed by the BOD. Lynn will create the folder for these documents moving forward.
- WASART Board Summit Spring 2025
 - Lynn proposed a one day summit for the Board to meet in person, work on goals, future plans, team building, etc. Healthy Board = Healthy Organization. This was agreed on, and the date will be set after the upcoming trainings are scheduled.
- WASART training and event notifications to membership coordination by Volunteer Manager (Greta & Caroline)
 - Looking to add more detail, 'enticements', etc., without bombarding the members. It was decided that the link to the meeting minutes will be added to the current email sent by Caroline. Any other notifications, events, etc., from other boards can be sent to Caroline to include as well. Leo and Michaela do already review all group emails, and will continue to do so.
- Under which committee and its budget should Hospitality be assigned?
 - It was decided that Hospitality will come out of Volunteer Management's budget. No need to adjust this budget for the next 6 months.
- DO training on November 2, 2025
 - 7 new Duty Officers; total now is 15 DOs
- Discussion regarding sheltering equipment and trailers (Gretchen)
 - The question was raised if we do still need all four sheltering trailers, and their gear. Currently one AKC trailer is complete, 1st on scene and carries enough supplies for 40-50 animals. 2nd AKC trailer is backup for any response beyond 50 animals. Trailer 2 has the large animal supplies and Trailer 4 is the flatbed with corral panels.
 - The last sheltering deployment was the 2 cooling shelters and prior to that, 2015. There are no storage fees, but there are license and insurance fees.
 - The possibility of relinquishing the 2nd AKC trailer has been discussed with the Sheltering Committee, but no decision has been made.

- Gretchen will gather the annual costs for them all, for next month's meeting
- Greta will reach out to AKC to explore legal options for donating/selling one of the trailers.

BOD Reports:

Lynn Snow, President:

- Answering service calls: 8

Angela Sorkin, Vice President:

- Committee check-ins will begin this month. I'll be reaching out to Committee Chairs to schedule either in-person or zoom meet-ups.

Treasurer: Gretchen/Ritz

- Donations for the month of October: 2025 - \$13,595.94 (this included a \$10,000 donation from a new donor through a previously unknown Donor-Assisted Fund); 2024 - \$2,470.75
- Total assets and liabilities: 2025 - \$295,334.06; 2024 - \$298,635.89
- Total for bank accounts (2xCDs, 1xchecking, 1xsavings, 1xspecial reserve: 2025 - \$218,285.60; 2024: \$218,702.27
- Total income YTD: 2025 - \$87,811.99; 2024: \$68,327.82
- Total expenses YTD: 2025 - \$99,993.85; 2024: 75,484.62
- Net income YTDF: 2025 - \$8,337.38; 2024 - -\$6,082.61

Shawndra Michell, Secretary

- October meeting minutes completed; Leo has uploaded/distributed them

Lenore Marentette, Training Director:

- Exercise went well, 20 participants including guests from Thurston Co EM, Benton Co. EM, Thurston Co. Equine Outreach, Mercer Island CERT, and Overlake Farm in Bellevue
- Special thanks are due to Shannon Seldal, Becky Lathrop, and Kevin Watson for lending is their animals for the afternoon!

Public Relations: Michaela Eaves

- Social media stats: Facebook: 16,738
Instagram: 826
YouTube: 299

Committee Reports:

Technical Rescue Committee - Jeff Dahl

- Pick-off training upcoming at Little Si 11/8/25
- Two new Operators qualified in the past month
- We're working to get RFR training dates on the calendar for a training to be held next May or June

- The training cadre will meet in the next month to get 2026 training dates on the calendar, trying to work around other WASART, SCVSAR training, and ESAR training dates
- The Introduction to Rigging Basics course will not be held next year, nor likely in future years
- The TRT will be doing our last-last training at the Ravensdale property this month. We have yet to secure another area for regular trainings that fits our ideal parameters. For now we will work to find places on a monthly basis – perhaps the Colburn or Waugh properties – but if anyone has ideas of other places we should check out, please let me know.
 - Somewhat central location (Everett to Ravensdale, not further east than Issaquah-adjacent)
 - Available steeper hills or ravines
 - Nearby available parking
 - Preferably nearby trees for anchors, but we can work around that
 - Trying to avoid trail areas where our rigging will block the trails

Information and Communications Technology - *Leo Notenboom*

- Nothing to report.
- Questions?

Merchandise – *Niccole Peters*

- October Expenses: \$56.59
- October Sales: \$220
- New items on site = safety vest and fleece ear warmers

Supply - *Greta Cook*

- W1 (Ford Transit Van) is parked at KCSARA HQ in Snoqualmie and has been authorized through 12/31/25 which will hopefully allow enough time for the use contract to be drawn up and signed by both parties. There are 11 WASART member drivers who have been issued unique access codes which are not to be shared. Drivers who are also KCSARA members already have their own access code.
 - Drivers are to park in the W1 parking space or along the west fenceline.
 - Drivers are to wait until the chainlink gate has fully closed before driving off.
 - We have been approached to train a few KCSARA 4x4 members to drive W1 to a mission if needed.
- New process: Back up keys (second set) and Hide a keys - each rig has 2 sets of keys and a hide a key in a magnetic key box attached to the vehicle. The second set of keys will now be differentiated by a red carabiner and or red faraday bag. The back up set of keys is to be kept in the glovebox of W1 (Ford) and W3 (Ram) and the desk area of W2.
- Equipment donation to Coos Bay Fire dept. We have received a request for unused rescue equipment.
 - 2 Becker slings and other small items
 - Gretchen made a motion to donate the items outlined by Greta to Coos Bay FD; seconded by Jeff; all approved and the motion was carried.

Membership - *Julie Shipman*

- 146 members (including 3 new members)

Credentials - *Gretchen McCallum*

- 69

Volunteer Management - *Caroline Phelps*

- The latest mentorship round has been launched with three mentees and two mentors. We successfully held a volunteer appreciation lunch after a TRT training on 11/1 with 11 attendees.

Finance Committee - *Gretchen McCallum*

Committee	4.01.25 to 9.30.25 Budget Column A	Actual Expenses for Period Column B	Balance of Budget (Column A minus Column B)	Revised Budgets Approved by Finance Comm.	Budgets Approved by BOD 2025.11.05	Chairperson
Credentials	\$ 400		\$ 400	\$ 400.00	\$ 400.00	Gretchen
Finance				\$ 100.00	\$ 100.00	Gretchen
Fundraising	\$ 500	\$ 156	\$ 344	\$ 500.00	\$ 500.00	Gretchen
Membership	\$ 500	\$ 245	\$ 255	\$ 500.00	\$ 500.00	Julie
Merchandise	\$ 3,000	\$ 1,383	\$ 1,617	\$ 3,000.00	\$ 3,000.00	Niccole Peters
Outreach	\$ 800	\$ -	\$ 800	\$ 200.00	\$ 200.00	Vacant
Public Relations	\$ 100		\$ 100	\$ 100.00	\$ 100.00	Michaela
Sheltering Advisory	\$ 2,000	\$ 231	\$ 1,769	\$ 1,300.00	\$ 1,300.00	Greta
Supply (Equipment)	\$ 2,000	\$ 368	\$ 1,632	\$ 2,000.00	\$ 2,000.00	Greta
Technical Response Team (TRT) ⁽¹⁾	\$ 11,000	\$ 11,053	\$ (53)	\$ 8,500.00	\$ 8,500.00	Jeff
Tech & Comm	\$ 4,000	\$ 3,558	\$ 442	\$ 5,000.00	\$ 5,000.00	Leo
Training	\$ 1,000	\$ 439	\$ 561	\$ 450.00	\$ 450.00	Lenore
Unmanned Aircraft System (UAS)	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00	Jon Mercer
Vehicles, Trailers ^{(2) (3)}	\$ 5,000	\$ 17,234	\$ (12,234)	\$ 6,000.00	\$ 6,000.00	Greta, Ritz
Vol. Mgmt	\$ 1,000	\$ 429	\$ 571	\$ 500.00	\$ 500.00	Caroline
WASART1 Buildout ⁽⁴⁾	\$ 20,000	\$ 8,668	\$ 11,332	\$ 10,000.00	\$ 10,000.00	Greta
Total	\$ 51,300	\$ 43,764	\$ 7,536	\$ 46,550.00	\$ 46,550.00	
Admin Expenses	\$ 24,000	\$ 15,661	\$ 8,339	\$ 12,000.00	\$ 12,000.00	Ritz, Gretchen & Bill
Grand Total	\$75,300.00	\$ 59,425	\$ 15,875	\$58,550.00	\$ 58,550.00	
Notes: ⁽¹⁾ For each six month period 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 period WASART will set aside \$2,000 for Vehicle Major Maintenance. This is included in the budget and the actual expenses.						
⁽³⁾ Vehicle maintenance for the previous budgeting period was \$13,828, of which \$7,846 and \$4,625 was covered by a transfer from the Special Rx account.						
⁽⁴⁾ Estimates for the total cost to complete the WASART1 buildout was \$40,000. The current proposed budget of \$10,000 is to cover anticipated costs incurred in the next six						
Bank Account Balances as of 9.30.25	Financial Statement Balance	Corrected Balance	Special Reserve Account:			
Spec Reserve Account ⁽¹⁾	\$ 35,656	\$19,963	TRT Recertification			\$13,505
Truck Account	\$ 216	\$216	TRT Equipment			\$3,256
Savings Account	\$ 16,626	\$16,626	TWRT			\$0
Checking Account (1)	\$ 27,250	\$42,943	Vehicle Major Maint			\$2,925
6 month CD (might not roll over the entire amount)	\$ 87,977	\$87,977	Interest			\$277
12 month CD	\$ 41,471	\$41,472	Balance			\$19,963
Total Cash on Hand	\$ 209,196	\$209,197				
⁽¹⁾ The transfer for the Major Maintenance expenses was done incorrectly in August. The second column shows the revised balances.						

- The committee budgets proposed for the period 10/1/2025-3/31/2026 were reviewed and discussed by the BOD.
- Gretchen made a motion to accept the Budgets as presented; Lenore seconded; all approved and the motion was carried.
- BOD approval will be sought 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 included in the TRT's proposed budget of \$8,500.
 - Gretchen made a motion to approve moving \$2,500 from Checking to TRT budget; Michaela seconded; all approved and the motion was carried.
- BOD approval will also be sought to authorize Ritz to move \$2,000 from the General Account into the Capital Campaign Special Reserves Account for unexpected vehicle maintenance. This \$2,000 is included in the Vehicles, Trailers' proposed budget.
 - Gretch made a motion to approve moving \$2,000 from the General Account, into the Special Reserves Account for vehicle maintenance; Michaela seconded; all approved and the motion was carried.

UAS Committee - Jon Mercer

- Was donated a DJI Mavic Air from David. Looking into how it can be used since it doesn't currently meet Part 107 requirements.
 - RFID can be added for approximately \$100-\$200. Jon will research the cost and report back to the Board.
- DJI might not be able to be purchased starting January 1st in the U.S.
- Working on training/membership/meetings.

Sheltering Committee - Vacant

- AE Sheltering Exercise successfully tested procedures, forms, equipment and supplies providing real world practice and scenarios that helped confirm what was working, identified new issues and areas to be modified. The additional intake station (which has been staged but never operated in past exercises) provided good feedback on logistical oversight challenges and animal tracking issues.
- Betsey Mullen has completed her IS 300 training and is now fully qualified as a Sheltering Team Leader (SHTL)

Outreach Committee - (on hold)

- Jan 13, 2026, Enumclaw Plateau trail safety and rescue; brief presentation will be made by Tammy, Joy and Greta
- Feb 7, 2026, Tacoma Equine Health Expo, we will have a booth and possibly a presentation

Fundraising - Vacant

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Advising Specialists:

Bill Dugaard:

- YTD Deployments: 19
- 2024 YTD Deployments: 17
- 11/25 Deployments metric (attachment)

Noah Bernays:

- **No report**

Good of the Order:

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Upcoming Events

- 11/20/25 SARVAC

Meeting adjourned at 20:36