

**Washington State Animal Response Team**  
**December 3, 2025**  
**1900-2100 Via Zoom**  
**BOD Meeting Minutes**

**Meeting was called to order at 1901**

**In attendance:** Lynn Snow, Angela Sorkin, Lenore Marentette, Greta Cook, Niccole Peters, Jeff Dahl, Julie Shipman, Lenore Marentette, Caroline Phelps, Noah Bernays, Jon Mercer, Kimberly Taylor, Shawndra Michell

**Priority Discussion & Decision Items:**

- Leo's Leave of Absence and Comms/IT Update
  - Leo is on a Leave of Absence and plans to return to WASART. However, the exact date of return is unknown.
  - The Board discussed sending flowers, meals, helping out with household chores, etc. Julie will get a virtual card started and send it out for BOD members to sign.
  - Jon will be stepping in to assist with Leo's tasks
  - Lynn will assist Michaela
  - Lynn, Jon and Michaela will be working together to address how [@wasart.org](mailto:@wasart.org) email addresses are managed for those currently using Gmail. This is in response to a change with Google that will be starting January 2026.
- W1 Storage Contract with KCSARA
  - The contract with KCSARA for storage of WASART's transit van (W1), insurance information, and attorney fee statement were sent to BOD members on 11/26/25. The BOD agreed to wait for Gretchen McCallum's return on 12/12/2026 for final review before signing.
  - A new Certificate of Insurance (COI) that should meet KCSARA's requirements has been emailed to the KCSARA VP.
  - When the invoice for attorney fees is received from KCSARA, the payment check will require 2 WASART signatures due to the amount.
- KCOEM Quarterly Briefing invitation to WASART on December 19, 2025
  - WASART will put together a Capabilities Briefing Page — a 1 page synopsis of our vehicles, teams, and types of responses — to bring to the Quarterly Briefing. This handout will be given to agencies that cooperate with the OEM.
  - Lynn will check her schedule and will also contact Michaela to attend.
- Dropbox Management
  - Dropbox is WASART's main storage for documents. The BOD discussed Dropbox storage management. This discussion will be continued to allow time to review the current status of Dropbox.
- SARposium May 16, 2026 at Remlinger Farm
  - WASART has been invited to give a presentation on one of our joint deployments with SAR. Greta will share the details as soon as she receives them.

- The BOD agreed that the deployment on 11/30/2025 for Coulee, dog stuck in a crevice in Roslyn, should be presented as it is a great example of our expertise and was multi-organizational.

## **Additional Unfinished Business:**

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## **New Business:**

- WASART Store Website Update
  - A discussion was held regarding the photos for WASART store products, whether the BOD would prefer live models wearing the items or the items photographed laid flat. It was generally agreed that live models will work fine, provided that the logo is clear and visible.
- Policy letter proposal
  - This issue came up in Training regarding Policy Memorandum 3-01. Lenore suggested a policy letter format be adopted to formally capture policy changes until the next major policy revision. The policy letters also would be recorded on the Dropbox spreadsheet of revisions.
  - It was requested that Lenore put a proposal together for the next Board meeting, which she agreed to do.
- Outreach Committee
  - This committee has been placed on hold since March of 2025, and the issues have now been addressed. Lynn would like to get the Outreach Committee back up and running
  - Greta brought up that the original committee members are still very interested in the committee and wants to ensure that current members are a part of the process moving forward. Lynn agreed that they will all be a part of it, if they are interested. She also agreed that there needs to be parameters within the committee, and that all members should be invited to Outreach Committee meetings and events.
  - Lynn will wait until after the holidays to announce the reopening of the Outreach Committee to the membership and ask for recruits for the committee, and also for a committee chair
- W1-Specific Driver Training
  - The build-out of the transit van (W1) is complete and it is now stored at KCSARA off I90. We need to get more drivers qualified to drive W1 prior to the Spring. Lenore will be addressing this at the next Training Committee Meeting on 12/8, and has it listed as a priority discussion

## **Committee Reports:**

### **Technical Rescue Committee - *Jeff Dahl***

- The Training Cadre met after the TRC meeting last week and went through a list of potential dates that minimally interfered with the known ESAR, SCVSAR, and other WASART trainings.
  - The group is working to divvy up the leaders for each training, and training topics and locations will be added to the calendar as they are known

- The training calendar date proposals have been submitted to Bill for him to send to Jason
  - Proposed training dates will soon be added to the WASART calendar online
- The Rigging for Rescue (RFR) training is scheduled for June 3-7, 2026. We will have a different trainer (instead of Kevin Koprek) coming out, just to get a different perspective on things. The list of participants has not been completed yet, and will not be finalized until after the new year
- General TRT goings-on will be found in the TRC minutes distributed a few days ago
- I reached out to Jon Mercer to see if we can coordinate some TRT trainings with some drone work, and asked that we try to schedule a few focused drone trainings throughout the year to get some Visual Observers qualified
- 7 or 8 people reached out after the posting, looking for new training sites. Three sites were visited/checked out:
  - Valley Camp in North Bend is very promising, though we need to confirm it will be available without us being asked to pay a fee for property use
  - Private property of Stewie's owner in Snoqualmie; possible to do some trainings there
  - Hollywood Hills Riding Club in Woodinville is another good option for some trainings and outreach events, but not better than Valley Camp.

### **Information and Communications Technology - Leo Notenboom**

- See notes in Priority Discussion and Decision Items

### **Merchandise - Niccole Peters**

- November Expenses: \$123.02
- November Sales: \$145
- November Donated Items: \$305
  - The Board agreed that we would like to continue seeing this entry, and also what the items are that were donated.

### **Supply - Greta Cook**

- W1 (Transit Van) buildout is nearing completion with the recent addition of the passenger side awning and the front hitch. Internal organization of supplies and labeling of containers and shelving is complete. Inventory of contents is nearly complete and loaded into Gearlog.
- W3 (Ram PU) has thrown an Emissions code a couple times, and the dealer surmised it was due to the locking gas cap not seating properly or getting old so a new one was purchased and installed but this last time the dealer suggested next time it happens to bring it in for an assessment of the entire emissions system.
- Gearlog inventory management - a zoom meeting was held with the committee chairs of Supply, Sheltering, TRT and Training to review system changes and build consensus on inventory data entries.

### **Membership - Julie Shipman**

- 146 members (1 new member)

**Credentials - *Gretchen McCallum***

- Updated after 12/13

**Volunteer Management - *Caroline Phelps***

- One new mentor/mentee pair was matched in November. The new version of the "Monthly Update" email was launched; if you have any feedback, please email Caroline.

**Finance Committee - *Gretchen McCallum***

- No updates

**UAS Committee - *Jon Mercer***

- Email will be going out to membership announcing the new UAS Committee and how to get involved

**Sheltering Committee - *Vacant***

- No updates

**Outreach Committee - *Vacant***

- Please see Upcoming Events
- Lynn will be reaching out to membership to recruit members and committee chair for Outreach.

**Fundraising - *Vacant***

- GivingTuesday results will be reported at next BOD meeting (approximately \$3,700 at the time of this meeting)

**BOD Reports:**

***Lynn Snow, President:***

- Answering service calls: 10

***Angela Sorkin, Vice President:***

- Committee Chair meetings have begun. Thank you to those who have already sat with me. I look forward to meeting with the remaining folks who chair a committee with collaborating members.

***Treasurer: *Gretchen/Ritz****

- Gretchen is out of town. Update given at Jan 2026 BOD. Please see attached Profit&Loss and Balance Sheets.

***Shawndra Michell, Secretary***

- Nothing to report

***Lenore Marentette, Training Director:***

- 2026 training calendar submitted; awaiting approval
  - Jeff has not heard anything regarding approval, and did not want to post anything on the website without the approval. Lenore will follow-up with Bill

***Public Relations: Michaela Eaves***

- Social media stats: Facebook: 17,157  
Instagram: 833  
YouTube: 299

***Advising Specialists:***

***Bill Daugaard:***

- 2025 YTD deployments: 22
- 2024 YTD deployments through November: 17
- WASART deployment history
- 11820/25 SARVAC meeting notes

***Noah Bernays:***

- 11/14/25 call regarding dog in Skykomish river. WASART does not have the capability to deploy in any flood waters or fast-moving rivers. I will make sure the Deployment Resources doc has a list of water rescue teams organized by county.

***Good of the Order:***

- King County OEM Winter Weather Seminar write up will be sent to the BOD asap

***Upcoming Events***

- 12/5 3-7pm - Cobbers Pet Pantry Christmas Party Open House - Info table, Enumclaw (Joy & Greta)
- 1/13 6pm - Enumclaw Plateau Community Association - Presentation, Q&A - Horse trails and safety on the trail presentation, Muckleshoot Library, Auburn ( Greta, Joy, Tamie)
- 2/7 9am-3pm - Tacoma Equine Horse Health Expo info table and presentation. Lakewood (Greta)
- Michaela will be giving a presentation to the Puyallup CERT, date and location TBD

- Additional inquiries for presentations are being considered.

**Past Events:**

- 11/20/25 SARVAC meeting (Bill)
- 9/6/25: Trail Magic, Stampede Pass
- 6/21/25: REI Hiking with Dogs, (Jeff, Michaela, Lynn, Lenore)
- 6/13/25: Presentation at Pierce County EM's annual retreat (Michaela, Lenore)
- 5/14/25: Presentation at Grays Harbor OEM Emergency Prep Fair (Michaela)
- 2/22/25: NW Region US Pony Club Horse Management Seminar, Miracle Ranch, Port Orchard (Joy)
- Waugh organizer)
- 1/11/25: Tacoma Horse Expo

Action #	Description	Assigned to	Last Update
25.01.01	Research options for archiving or exporting GroupMe chats	Leo	Assigned 1/8/25
25.07.01	Update the water rescue guidelines	Noah	Assigned 7/2/25
25.08.05	Dispose of older handheld radios (keep only the F1000S's). Order and program new radios such that there are 4 in each of W1, W2, and W3.	Leo	Assigned 8/6/25
25.12.03	Create a formal proposal for the use of Policy Letters	Lenore	Assigned 12/4/24