

Washington State Animal Response Team
January 7, 2026
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, Lenore Marentette, Caroline Phelps, Noah Bernays, Jon Mercer, Gretchen McCallum, Michaela Eaves, Bill Daugaard, Leo Notenboom

Priority Discussion & Decision Items:

- Tetanus Booster Requirement for Deployment Eligibility
 - The Board approved removal of the tetanus booster requirement for deployment eligibility. Policy 3 will be updated accordingly. WASART will continue to recommend tetanus vaccination for members, but it will no longer be a requirement. This change is effective January 8, 2026. Gretchen will notify the general membership of this update via email.
- Water Rescue Operations
 - Due to the absence of a Technical Water Rescue Team, the Board determined that, for responder safety and organizational liability, WASART will no longer conduct water rescue operations. Situations involving work around or near water will be evaluated on a case-by-case basis.
 - Motion approved to clearly state on the WASART website that the organization does not perform water rescue operations.
 - Motion approved to sell the existing raft. Noah will manage the sale of the raft.
 - Noah will step down from the role of Technical Water Rescue (TWR) Advising Specialist and will continue serving on the Board as an Advising Specialist.
- KCSARA Capital Campaign Discussion
 - Carrie Lee Gagnon, Executive Director of KCSARA, will present a Capital Campaign overview at the February 4, 2026 WASART Board meeting.
 - As part of their internal review, KCSARA will assess WASART's potential involvement, including review of the last five years of IRS Form 990s to evaluate giving capacity. The campaign will be managed by both internal and external project managers.
 - The potential facility partnership could provide benefits for WASART such as covered vehicle storage and access to a training room. Further details will be presented by Carrie Lee Gagnon at the February WASART BOD meeting.

Additional Unfinished Business:

- Sheltering Trailers - Financial Update
 - The Board reviewed the attached financials to evaluate the economic feasibility of continuing to maintain the AKC sheltering trailers (Anvil and Diamond), both of which were donated by the AKC Reunite program. It was noted that both trailers have been used together only once in the past ten years. The Board discussed condensing resources to better meet organizational needs.
 - Motion approved to donate or sell one of the AKC trailers at a later date.

- Note - according to the 5/19/2015 contract with AKC Reunite, we cannot transfer ownership of the trailers or contents without prior written consent from AKC Reunite. If we wish to relinquish ownership, we shall either, in AKC Reunite's sole discretion, transfer ownership to AKC Reunite or dispose of trailer and contents in a manner agreed to by AKC Reunite.
- KC OEM Quarterly Briefing
- The KC OEM quarterly briefing originally scheduled for December 19 was postponed due to December flooding and has been rescheduled for March 18.
- Micheala will be presenting at the Quarterly Briefing
- A-031 WASART Capabilities Letter is finalized and ready for distribution.
- SARposium
 - SARposium is scheduled for Thursday, May 14, from 4:00–8:00 p.m. at Carnation Farms. The next planning meeting will take place in February.
 - The intent of SARposium is to engage the community, increase awareness of SAR capabilities, foster potential partnerships, and create pathways for member recruitment and donations.
 - Possibility of WASART doing a presentation at SARposium
- KCSARA Psychological First Aid (PFA) Class
 - KCSARA will be offering a Psychological First Aid class on May 15–16. PFA is part of the WASART mentor program and is important for overall member health and resiliency. Caroline Phelps, Volunteer Manager, will attend as one of two WASART participants.
- KCSARA Community classes
 - KCSARA is requesting WASART participation in community classes scheduled for May 15–16. Possible presentation topics discussed include paw wrapping, animal first aid, and preparedness.
- Dropbox Update
 - The Board discussed improving organizational resilience by shifting to shared responsibility for Dropbox management rather than relying on a single individual. Each committee member and Board officer will maintain their respective folders. Leo and Lynn are available to provide Dropbox training and support to members who need assistance navigating or using the platform.

New Business:

- Medical Injury Forms and Procedures
 - Injury and incident forms and guidelines have been updated.
 - The Board discussed the need for additional training for Team Leads, Call Coordinators, and Transport Drivers regarding medical injury procedures and required forms.
 - Members are responsible for initial payment of medical expenses. Form EMD-084 is a reimbursement form only and not a form of payment.
 - The Board discussed the importance of improving transparency and communication around this process. Gretchen and Julie will both add blurbs to their emails to members regarding member financial responsibility for medical payments related to an injury while on a training or deployment.
 - All required injury and incident forms and guidelines will be placed in all response vehicles.
- Contributor of the Quarter nominations

- Carey Gates and Jeff Dahl for managing a high volume of calls during the December flooding and handling challenging situations with professionalism and compassion.
- Alexis, Zach, and Joy for stepping up to schedule and lead the TRT trainings and completing the After-Action Reports (AARs) for the trainings, allowing the TRT Committee Chair to focus on other administrative responsibilities.
- Policy Memorandum Format
 - The Board reviewed a proposal by Lenore to adopt a Policy Memorandum format intended to serve as an interim bridge between formal policy revisions by documenting and approving changes as they occur.
 - Motion approved to adopt the Policy Memorandum format into WASART's document structure.
 - Policy 2 will be updated accordingly in its next revision.
- WASART 20th Anniversary
 - The first recorded WASART meeting occurred on February 6, 2007. A subcommittee will be formed to plan and coordinate a 20th anniversary celebration.
- Secretary Position
 - As this is an interim position, Secretary is a Board-appointed position. Lynn will notify the membership of the open position via email.

BOD Reports:

Lynn Snow, President:

- December answering service calls: 28

Angela Sorkin, Vice President:

- Committee Chair check-ins are almost complete and will be resumed now that holidays are over.
- Please advise about WASART reaching out to animal-related organizations who were active during the recent flooding to learn about their activities and their partner organizations. Pasado's Safe Haven appeared to provide local services. Any other organizations that played an active role? Perhaps we can reach out to those organizations not only to learn about their involvement, but also to inquire if they are interested in presenting to our group about their role in responding to animal evacs during the flooding.
 - Members are encouraged to email Angela with suggestions for organizations that would be beneficial to hear from, particularly those that could present on flooding response, animal evacuation, or other aspects of animal rescue operations. Presentations from outside organizations could be a part of the general membership meeting or be a separate meeting.

Gretchen/Ritz, Treasurer:

- Donations in December 2025: \$11,338.55; in December 2024: \$6,555.00
- Expenses in December 2025: \$6,474.08; in December 2024: \$4,132.23
- New income in December 2025: \$18,568.63; in December 2024: \$2,758.86
- New CD purchase on 1/5/2026

- On 1/5/26, Gretchen purchased a new 6-month CD in the amount of \$61,000 through Prime Alliance, with a maturity date of June 4, 2026. In addition, WASART currently holds a 12-month CD through SCU with a balance of \$41,882, which is set to mature on March 16, 2026.
- The combined total of funds held in Certificates of Deposit is \$103,882.

Secretary, vacant

- December BOD meeting minutes approved and published on website

Lenore Marentette, Training Director:

- New Operating Procedure in final draft for Single Vehicle Training; email sent to membership publicizing program for W1 and W2; Jeff and Lynn are serving as “pathfinders” for process with W1; W3/T1 in work

Public Relations: Michaela Eaves

- Social media stats: Facebook: 17,211
Instagram: 839
YouTube: 301

Committee Reports:

Technical Rescue Committee - Jeff Dahl

- We have 2 vacancies on the TRC – Andrea Scinkovek and John Marra are not continuing – and are looking to fill 2 or 3 positions
 - Names of several possible candidates have been submitted to the committee
- The TRC is still in the process of finalizing the RfR attendee list for the training scheduled for June 4-7, 2026. Nine of the 10 spots are filled.
- Our team of active and dedicated participants has grown a lot in the past couple years. Because of this, making choices about who to invite to the committee or to RfR has been much more difficult than in past years. But it’s a good problem to have!
- The training cadre met last week to discuss how we will go about scheduling trainings this year, including who will lead each one, topics we need to cover, etc.
 - We submitted our regular training calendar to the state, and those dates are on the WASART calendar, but we also set aside a number of potential “supplemental” training dates that may be used. These are not on the WASART calendar.
 - When any training date is added or changed, I will notify the TRT ASAP, as well as make the change in the WASART calendar.
- Beginning of the year reminder: everyone is welcome to attend TRC meetings and to participate in the conversation. This is a great way to keep track of what is going on in this active portion of WASART. Meeting dates are in the WASART calendar.
 - TRC meeting “reminder” invites are generally sent only to the TRT email list, primarily because it’s extremely rare for non-TRT folks to attend, even when I sent the invites to everyone@wasart in the past

Information and Communications Technology - Leo Notenboom

- He's baaack.
- Massive email infrastructure change complete. Thanks, everyone, for your understanding and patience. Any residual issues or questions, be sure to reach out.
- Thanks especially to Lynn for sourcing and then spearheading the ability to switch to Google Workspace for non-profits. This gets us a LOT, email being one, and for free. (For-profit would have us paying \$100's per month.)
- Unrelated: please note the email regarding WASART-targeted phishing.
 - Any question about the veracity of an email, never hesitate to reach out to Leo.

Merchandise - Niccole Peters

- December Expenses: \$988.37
 - \$104.46 sheltering vests
 - 6x sweatshirts + 20x utility bags \$883.91



- December Sales: \$249 online orders

Supply - Greta Cook

- Dropbox WASART-Vehicles folder has been moved out of the WASART-Supply folder so members involved with vehicle maintenance can access the information as needed.
- Apple AirTags are installed in vehicles to help with tracking in the event of theft. Airtags are now being added to some of the VHF handheld radios and the keys in the motored vehicles to assist with tracking.
- Vehicle operations checks are now being handled by Dave Peters, THANK YOU Dave! If anyone using a vehicle notices something amiss, out of the ordinary or that is needing repair, please let Greta know.
- W1 storage contract with KCSARA has been signed and can be found here in the Dropbox Admin folder under Facility Contracts
<https://www.dropbox.com/scl/fi/76yohf5i7acpt1c8ztpk7/WASART-HQ-License-Agreement-KCSARA-Signed-20251231-1.pdf?rlkey=poas1oaf8m3uu9162vv7mddyz&st=w2wpq6vs&dl=0>
 - Invoice for the attorney fees will be coming via a Quickbooks link soon
- Amazon business account - we are considering the benefits of getting a business account for WASART - this would help our Chairs get free shipping on all purchases and would help track WASART purchases on Amazon. Questions to be answered:

- How could we manage multiple users under the Business Umbrella? Who would have the ability to identify potential users and, more importantly, remove users? It appears that we can set spending limits on each user but how would we manage that?
- How do we ensure that purchases are solely for WASART?
- How do we make sure that Ritz gets the receipts of the transactions for recordkeeping
- Greta will follow up with Jon Mercer for more information about the Business Prime account.

Membership - Julie Shipman

- 147 members (1 new member)

Credentials - Gretchen McCallum

- 69
 - In 2025, 43 membership applications were filed in 2025 and, of those, 31 joined in 2025.

Volunteer Management - Caroline Phelps

- Two new members opted into the mentorship program and are being paired with mentees.
 - Caroline will be adding the zoom links to the monthly Training and Events email.

Finance Committee - Gretchen McCallum

- No report.

UAS Committee - Jon Mercer

- Email sent membership notifying about the new UAS Team. 2-3 members responded as interested. UAS Committee will be meeting to schedule training dates and a training plan.
 - The UAS Committee will be holding quarterly meetings.

Sheltering Committee - Vacant

- December Flood response - Availability Questionnaire sent to the membership and posted on Facebook for emergent volunteers (thank you Michaela), Resources sheet updated, website "Flood" page created (thank you Leo), partners notified of availability to assist, Sheltering Request for Assistance (Q's to ask RP) was provided to Duty Officers, vehicles and supplies were inspected and prepped to deploy, Call Log spreadsheet for tracking all requests for assistance was created, Pre-deployment checklist created along with multiple other forms updates. Thank you to all committee members for jumping in to help.
- Working docs are now being shared via a Google Drive folder

- Operating Procedure 1 (OP1) Emergency Animal Sheltering - revisions are nearing completion thank to tremendous work by Carey and Jaym Gates
- Annual work party (inventory and maintenance) 2/21-22 10-5, Enumclaw Expo Center Les Schwab Hall

Outreach Committee - Vacant

- Email sent to membership recruiting committee members and committee chair
- Will be scheduling committee meeting for the latter part of January
- Upcoming outreach events at the end of the BOD agenda

Fundraising - Vacant

- GivingTuesday 2025 on 12/2/2025 raised ~\$5,200.00. Still waiting for the report from Facebook for donations made through FB.
- WASART has received a very generous donation from the Judith and Stanley Hoffberger Family Foundation in the amount of \$30,000.

Advising Specialists:

Bill Dugaard:

- 2025 YTD deployments: 23
- 2026 YTD deployments: 0

Noah Bernays:

Explanations re: water rescue recommendations in priority discussion:

- **Making it clear WASART does not do water rescue:** Water rescue should be framed like searches: there will be some deployments where we find ourselves operating near / on water, but those can be evaluated on an individual basis. It will simplify messaging (and decrease liability) to remove the water rescue capability entirely.
- **Selling the raft:** It's much easier for all parties involved (including our call coordinators) for everyone to be clear on our team's capabilities, and right now the ownership of the raft is making things a little murky. Liability is a concern when it comes to deploying the raft in even a still pond, given the lack of a training program.
- **Advising specialist position:** I will of course try to be available by phone (or on scene!) for such rare occurrences when we may have water-related rescues. But without a TWRT or training program, and considering the first recommendation, this feels like it no longer warrants a Board position.

Good of the Order:

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Upcoming Events

- 1/13/26 6pm - Enumclaw Plateau Community Association - Presentation, Q&A - Horse trails and safety on the trail presentation, Muckleshoot Library, Auburn (Greta, Joy, Tamie)
- 2/7/26 9am-3pm - Tacoma Equine Horse Health Expo info table and presentation. Lakewood (Greta)

Past Events:

- 12/5/25 3-7pm - Cobbers Pet Pantry Christmas Party Open House - Info table, Enumclaw (Joy, Dave & Greta)
- 11/20/25 SARVAC meeting
- 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
25.12.03	Succession Plan	Bill	Assigned 12/3/25