

Meeting Minutes

Oct. 14, 2008

Meeting start time: 6:04 PM

Meeting end time: 8:11 PM

Attendees: Heather Dimke, Carol Doerfler, Sebastian Mekkadeth, Arlene Santana, Gerrie Smith, , Nancy Vanis, Kevin Watson, Dorothy Woodbury

Announcements:

- Wendy & Mitch Sousa have changed status – now under Volunteer (no longer Core Group)
- Kathy Rice – Carol trying to contact to see if she is still interested in being on Core Group
- We now have 3 open chairs on the Core Group.

Upcoming Dates:

November 4th – date for next KARES meeting at Carol Doerfler's house at **6:00 PM**

December 2nd – KARES meeting - location to be announced

May 2009 – Iris Festival

August 9th 2009 - Riverfest

Old Business:

1. Goals - Carol
 - 2008/2009 – goals remain unchanged.
 - Drills – the plan is to have paper & actual drills in Spring 2009
2. Goals - Core Group
 - Worked with Carol on review of Animal Shelter Setup & Volunteer Positions" document. This review will continue at the November meeting.
3. Backup MOUS
 - Fences – Possible interest from Parr Lumber.
 - Set up sites – Carol is going to contact State Fairgrounds to get more info on the changes that recently occurred in the manager's office.
 - Generator – Still trying to arrange for additional generators. Please let Mary Ann know if you are aware of anyone who has one KARES might be able to use if needed.
 - Vet Techs – Gerrie is working on this.
4. Badges
 - If you do not have a KARES identification badge, please arrange to get one.
5. Brochure
 - Updates to brochure have been tabled for the time being. Arlene will copy 250 of the single sheet "KARES will....." document for use until the new brochures are ready.
6. Scanner
 - Carol will contact Julie Smith to see if she can schedule an in-service for the Core Group in November timeframe.

New Business:

1. Volunteer positions
 - Will discuss various volunteer positions during the next meeting (November).
2. Reorganization of Core Group tasks:
 - Sebastian will now take over maintaining the KARES roster/database. Nancy will email copy of db and send it to Sebastian. Updated Roster was distributed at October meeting.
 - Karen will continue to do the newsletter and will now also take over maintaining the inventory in the KARES storage unit. Nancy will send Karen the information she has for the items in storage. We will need to plan on another session to recheck inventory since a lot of items have been added but not recorded.
 - Heather and Elizabeth will be taking on maintaining the MOUS. Nancy will gather the information together for the MOUS and bring to the next meeting (November).

Member reports:

- Events (Dorothy):
 - Will have the information table at Petco in October.
- Foster Program (Mary Ann):
 - No report.
- MOUS/database updates (Nancy):
 - MOUS – Will bring documents to next meeting for Heather and Elizabeth
 - Database – Nancy will email copy to Sebastian.
- Treasurer (Arlene):
 - City account
 - City Account balance - \$2588.25
 - Petty Cash Account
 - Petty Cash Account balance - \$128.54

Form/Document reviews:

- Animal Shelter Setup and Volunteer Positions (will continue to review at the Nov. meeting)

Round Table

1. No items discussed

ACTION ITEMS

1. **Carol:**
 - Contact State Fairground to find out how current change in managers might affect KARES MOU.
 - Carol to contact Julie Smith at Keizer Vet to see if she will be able to do an in-service on the scanner for the core group.
2. **Nancy**
 - Send database/roster information to Sebastian

Next meeting: December 2nd (location to be announced)