

K.A.R.E.S.

Meeting Minutes

Sept 4, 2007

Meeting start time: 7:12 PM

Meeting end time: 8:46 PM

Attendees: Karen Bracken, Carol Doerfler, Ray Hansen, Mary Ann Sangster, Arlene Santana, Gerrie Smith, Mitch Sousa, Wendy Sousa, Nancy Vanis, Dorothy Woodbury

Absent: Kathy Rice

Announcements:

- Note change of DAY for next meeting (October)

Upcoming Dates:

September, 2007 - tentative date for next KARES newsletter distribution

October 6th - EVAK damage assessment training - 9am October 8, 2007 - Keizer Fire Department Open House October 10, 2007 (Wednesday) - KARES meeting. Please note the change of day for this one meeting only!

November 10, 11, 12, 2007 - Willamette Valley Kennel Club Dog Show in Salem November, 2007 - possible drill with EVAK (no date set yet) Old Business:

1. Goals

- Carol
 - o Resource book - Carol D. continues to make progress.
 - o Drills - the plan it to have 1 paper drill and 1 actual drill.

2. New Member Recruitment - Carol has two new contacts to make. Will try to do before October 3. Backup MOUS

- Fences - No activity.
- Set up sites - completed. No further activity for this item at this time.
- Generator - Mary Ann still working on.
- Tents - Dorothy will see if there is a second group that could provide tents (besides NW Natural Gas), just to have another source if possible.

• Pet groomers - Gerrie will take over contacting groomers.

4. Procedure updates - Almost all 'existing' documents have been updated and put in electronic copy. Those documents will be distributed to the Core members before the end of the year.

5. Newsletter

- Karen Bracken is working on draft.
6. Yard Sale
- Held on September 8th. Was a great success.

New Business:

1. EARS workshop in Northwest Region - Spokane Washington (Nov 10th). This is the same weekend as the Willamette Valley Kennel Club show.

2. October KARES meeting - will be on a WEDNESDAY this month only.

3. Secretary position - Karen Bracken will be taking over the Secretary duties - THANK YOU KAREN!

4. Treasurer - position open since Dorothy has resigned from KARES. Anyone interested, please contact Carol.

5. T-shirts/jackets - need someone to keep inventory and do ordering when needed. Arlene volunteered. THANK YOU ARLENE!

6. Drills - Carol is going to try to have 1 paper drill and one full drill this year.

7. WVKC show - we will need people to help set up on Friday (Nov 9th) and man the information table on Saturday & Sunday (Nov 10th & 11th). We will discuss the actual scheduling at the next meeting.

8. KFD Open House

- MaryAnn, Mitch, Wendy and Gerrie will be there. MaryAnn will need info tote and small banner. This year KARES and EVAK will have their own separate tables instead of just one table.

Member reports:

- Events (Cathy/Dorothy):

- o Nothing to report due to Summer break

- Foster Program (Kathy R/Mary Ann):

- o Mary Ann has list of names from Iris Festival and will begin working on it.

- MOUS/database updates (Nancy):

- o MOUS - No activity

- o Database - Has been updated with Iris Festival information

Will be doing one more update this quarter to get all new Core Group member information entered. Updated list will be distributed at October meeting.

- Treasurer (Carol) reported for Elaine):

- o City account

- City Account, previous balance - \$1,561.07

- City Account, disbursements - \$271.52

- City Account, current balance - \$ 1289.55

- o Petty Cash Account

- Petty Cash Account, previous balance - \$82.78

- Petty Cash Account, receipts - \$ 32.96

- Petty Cash Distribution \$25.00

- Petty Cash Account, current balance - \$ 90.74

Round Table discussion

- Karen B

- o Encountering problems with developing KARES letterhead, but she is continuing to work on it.

- Carol

- o Discussion of getting vet techs to sign MOUs. Gerrie will talk to Sarah about possibility of her knowing some potential resources that would help during disaster

- o ID badges

- o Received two computers (not laptops) from EOC. Will decide later on who gets them.

Form reviews:

- No forms reviewed at this meeting.

Next meeting: October 10th (Wednesday!) *****