

**Pennsylvania State Animal Response Team
Board of Directors Meeting
Tuesday, April 12 , 2005
11:00 p.m.-2:00 p.m.
Hershey Convention Center, Cocoa Suite 2
Hershey, PA**

In Attendance

- Dr. Nanette Hanshaw-Roberts, **Board Chairperson**, Emergency Planning Coordinator, Bureau of Animal Health and Diagnostic Services, Pennsylvania Department of Agriculture
- Ms. Charlene Wandzilak, **Board Vice-Chairperson**, Executive Director, Pennsylvania Veterinary Medical Association
- Ms. Anne Irwin, **Board Secretary** , Executive Director, Bucks County SPCA and Past President, Federated Humane Societies of Pennsylvania
- Mr. Norm Conrad, **Board Treasurer** , Senior Extension Educator, Union County Cooperative Extension, Mifflinburg, PA
- Mr. Norris Bennis, Esq.
- Mr. Charles Bruckner, Volunteer
- Mr. Darin Cox, PA Federation of Dog Clubs
- Ms. Anne Culver, The Humane Society of the United States
- Dr. John Ellis, PA Society for Biomedical Research
- Dr. Karen Martin, PA Veterinary Medical Association
- Dr. Donald McLean, USDA, APHIS, Harrisburg, PA
- Dr. Charles Newton, University of Penn, School of Veterinary Medicine
- Mr. Joseph Roberge, PEMA
- Ms. Lisa K. Sherman, Fulton County Emergency Management Agency
- Mr. James Simpson, President, Hanover Shoe Farms
- Mr. Troy Stump, Director, ZooAmerica
- Ms. Karen Critchfield, Training Director, PASART

- Mr. Joel Hersh, Ex-Officio, Executive Director, PASART

Minutes

Topic of Discussion	Main Points of Discussion	Action Items or Next Steps
Approval of the Minutes	<p>The following minutes were presented for the Boards approval:</p> <ul style="list-style-type: none"> ▪ February 8, 2005 Steering Committee Meeting minutes 	<p>Motion: To approve the minutes of the following meetings as presented:</p> <ul style="list-style-type: none"> ▪ February 8, 2005 Steering Committee Meeting minutes <p>- APPROVED.</p>
Board Orientation	PowerPoint presentation by Executive Director	No further action needed.
Executive Director's Report	<p>Office Location: Office site is, as yet, undecided. Several options are being explored so as to reduce administrative overhead.</p> <p>Funding Initiatives: Joel reported on both CDC and ODP funding opportunities as well as his meeting with Cong. Holden's office</p> <p>CART-SART Objectives: Joel led discussion on document sent to committee.</p> <p>County Plan Template: Joel led the discussion on the revised template. Members discussed need for mutual aid section, companion animal terminology and the need to highlight in yellow the sections that were clearly For Example Only:</p> <p>Code of Conduct: The draft the latest draft had been circulated. Karen had some additional comments and edits which were to be discussed and the code further amended.</p> <p>Legal Issue: Charlene, Nan, and Joel reported on</p>	<p>Joel will continue to investigate office space options and present options to the Board.</p> <p>Additional information will be forthcoming in the near future as to how to apply for funds. PDA may need to act as a pass through for funds based on limitations as to who can apply.</p> <p>Steering Committee APPROVED document with slight change to wording in #1. Document was approved for release w/change.</p> <p>It was decided that the current version be amended as discussed and that it needed a preface that explained the "basic" of the SART program and the need for such a plan. Joel will revise the template and draft the preface and circulate to the Board for review and comment.</p> <p>Joel will circulate the amended version to the Board for review and approval.</p> <p>Legal Counsel will be providing an opinion/guidance document to PASART. Once received and analyzed, a plan will be developed</p>

	<p>their meeting with legal counsel regarding liability issues. Discussion on the potential need for insurance coverage for the Board and for the CARTS was discussed.</p> <p>Regional Training and Orientation Sessions: Joel reported on activities during his first month. Programs are being scheduled around the Commonwealth and all requests for attendance have been honored. Joel reported that the Bradford County meeting on Jan 21st was attended by approx. 100 people. Next sessions scheduled for Lebanon, Somerset, Huntingdon, Lycoming, and Schuylkill Counties.</p> <p>Animal health and Diagnostic Commission presentation will be held on April 7th.</p>	<p>to provide appropriate insurance coverage as may be recommended by legal counsel.</p> <p>Joel will continue assisting with program orientations throughout the state. Karen will assist when she begins work in March.</p>
<p>Composition of the Board of Directors and Executive Committee</p>	<p>The Steering Committee discussed the composition of the PASART Board of Directors and the Advisory Committee. It was agreed to add four additional “public seats” to the Board</p>	<p>Final decisions will be made at the February 8, 2005 meeting.</p>
<p>Adjournment</p>	<p>There being nothing further to discuss, the meeting was adjourned at 2:00 PM</p>	<p>Motion: To adjourn the February 08, 2005 meeting of the Steering Committee. – APPROVED.</p>