

Humane H.E.L.P Board Meeting Minutes

22 December 2023

10:03 am – 10:57 am

Zoom & In Person

Attendance: A quorum was present.

Attendees:

- Kelly Thyssen – Chair
- Kasey Schwartzner – Vice Chair
- Shyah Johnson
- Tabitha Blewett - Secretary
- Alexis Fine – Treasurer

Absent:

- Cathy Bustos
- Mary Brown
- Rebekha Montie
- Amanda Moore

Order of Business:

Unfinished business:

- Kasey completed forms needed for organization to utilize which were emailed out to the board.
- Not all board member bios and photos have been received yet.
- Not all board members have had a chance to log into the main “info” email yet. Everyone agreed to try to get logged in before the next board meeting.
- By laws and previous meeting minutes were approved via email vote.
 - Motion to approve the bylaws by Tabitha Blewett
 - Second by Amanda Moore
 - All for, none opposed.

New business

- 1) Kelly and Tabitha will be going to the bank today to set up the bank account. Once the account has been opened, Kelly will also get various other apps set up so the organization can begin collecting donations. (venmo, cashapp, paypal, etc.)
- 2) We still need board member bios and photos so we can get the website updated.
- 3) Kelly will be working on making a receipt for any donations we receive.
- 4) Discussion of dues: Kelly asked if everyone agreed to the fee schedule discussed in the last meeting of \$25/year for a member, \$10/year for a peer, \$0/year for a board member. Further discussion to define the benefits of each tier include:

- a. Members: tshirt and tuition into one ICISF 4 day training.
 - b. Peer: peer tshirt and tuition into one ICISF 3 or 4 day training to complete their annual review level training.
 - c. Board: peer and board member shirts and tuition into one ICISF 3 or 4 day training to complete their annual review level training.
 - d. Tabitha moved to accept the above tiers, Alexis seconded the motion.
 - e. All in favor, none opposed.
- 5) HETX will be hosting two ICISF trainings in 2024, one in March (3 day) and one in the fall (4 day)
 - 6) Kelly and Tabitha will speak with Cathy Bustos to see if it would be possible to send those needing to take their ICISF training to any of the other scheduled classes around the state to open up training locations and opportunities to everyone.
 - 7) HH will have the goal to eventually pay the tuition of those training to become a peer. These scholarships will not include travel, hotel, or any other costs associated with training other than tuition.
 - 8) TX Unites conference is at the end of April 2024. We are planning on having a booth. The booth cost will be \$450 which includes one registration. Booth purchase is due by 15 February. Board agreed that Kasey will be the registrant for the booth. She will be responsible for running and managing the booth. All board members will be expected to sign up for a shift at the booth to help out if they are able to attend the conference. If a board member is going to attend the conference and help with the booth, they will be allowed to register at the discounted booth rate of \$245/person. Board member shift commitments must be done by the next meeting to ensure we can include them at the time of booth payment.
 - 9) Board member absences. Since the bylaws were recently approved, the board agreed that counting meeting absences would begin with this meeting instead of the first meeting. Per the by laws board members cannot miss more than 3 consecutive meetings.

Action Steps:

- Kelly and Tabitha will reach out to AIR to discuss partnering with them for deployment on critical incidents.
- Kasey will write up a draft on the specific requirements to be eligible for a board member position. (Due by next meeting)
- Kelly will price ICISF resource cards to be purchased for peers. (Due by next meeting)
- Kelly will update the website with board member bios.
- Kelly will be setting up various banking apps to be able to take in donations. (cashapp, venmo, paypal, etc)
- Tabitha will design and price three shirts: one general shirt, one peer shirt, and one board member shirt. (Due by next meeting)
- Alexis will design and price brochures to be used for advertising at conferences and trainings. (Due by next meeting)

Closing:

Next meeting will be near the end of January or early February. Dates will be sent out via email.