

## Humane H.E.L.P Board Meeting Minutes

30 March 2024

1008 – 1050 am

Zoom & In Person @ Humane Educators of Texas: 105-A Tradesmen Dr, Hutto, TX 78634

**Attendance:** Kelly Thyssen, Alexis Fine, Kasey Schwartz, Shyah Johnson, Tabitha Blewett

Not in attendance: Bekha Montie, Cathy Bustos, Mary Brown, Amanda Gilbert

### Order of Business:

Unfinished business:

- Last meeting minutes approval:
  - Alexis motioned to approve the minutes with no alterations
  - Kasey seconded.
  - All in favor, none opposed. Motion carried.
- Board polo shirts are in, and most have been distributed. If a board member has not received their shirt yet, please contact Tabitha.
- Texas Unites for Animals Conference (April 26-29).
  - The booth has been purchased and confirmed. The location is next to the Humane Educators of Texas booth.
  - TXUFA has asked for a donation with a value of at least \$25 for their big raffle. We discussed putting together a basket of self-care items. Each board member has been asked to donate one item with a value of around \$10 so we can put them all together in the basket. Tabitha will notify TXUFA of our donation.
  - The board discussed having large post it notes papers and pins to allow guests to write words of encouragement for other animal welfare professionals to be pinned on the curtain around the booth. We will post pictures throughout the weekend to our Facebook page.
  - The board discussed having additional raffle items at our booth to help raise funds. It was decided there will be one large and two smaller raffle items. Tickets will be sold, and guests can put their tickets in the cup for whichever item they want to win.
  - Discussion on corporate donations for our booth raffles:
    - Tabitha will text Joe the ACO to ask about his mental health stickers
    - Shyah will reach out to Kyn You Believe It about her mental health items
    - Kelly will reach out to Whole Foods Market.
  - Kasey and Alexis are currently scheduled to run the booth. Kelly and Tabitha will be on site to help out as well. It is encouraged that other board members help participate in whatever way they are able.
  - It was decided to have additional flyers to hand out advertising open times for on site peer support at the booth.

- List of items needed for the booth:
  - QR codes printed and laminated
  - Donation Jar
  - Cases of mini waters
  - Snacks
  - Candy
  - Tissues
  - Extra Chairs
  - Flyers (HETX will print any needed materials)
  - SWAG items (Self-care related)
- Alexis will set up a Facebook messenger group to discuss the ongoing details in preparation for the conference. In addition, there will be an in person meeting just prior to the conference at HETX to set up the booth and do final plans.

**New business:**

- Kelly reviewed the current financial statements as follows:
  - Bank account balance: \$360
  - CashApp balance: \$25
  - Facebook balance: \$195
  - Venmo balance: \$0
  - PayPal balance: \$0
- Alexis will begin using an excel spreadsheet to track the financials and will store the document in a google drive.
- Kelly will work on setting up Amazon Smile.
- April 14-20 is National Animal Care and Control Week. The board agreed to do daily posts highlighting agencies in Texas that prioritize their staff mental health through various programs and resources. All board members will work on identifying such agencies and let Tabitha know. Tabitha will set up those posts to automatically run during that week.
- One board member has missed more than 2 meetings. Tabitha will send an email to that board member asking if they still wish to be a part of the organization.

**Action Steps:**

- Tabitha:
  - Email Rebecca at TXUFA to let them know about our donation to the raffle
  - Contact Joe the ACO about sticker purchase/donation
  - Set up National Animal Care and Control week posts
  - Create QR Code laminates
  - Email board member regarding absence
- Kelly:
  - Reach out to Whole Foods regarding donations
  - Research setting up Amazon Smile

- Alexis:
  - Set up Facebook messenger group to prepare for the conference
  - Coordinate the final booth set up meeting at HETX
- ALL board members:
  - Need to donate items for both the TXUFA raffle basket as well as our booth raffle items.
  - Need to help donate items listed above for the booth. Any donations can be delivered to Humane Educators of Texas.
  - Need to reach out to companies to ask if they are willing to donate items or money to HH for the conference.
  - Let Alexis and Kasey know if you are able to help work at the booth during the conference.
  - If board members are not able to attend the conference, please help by donating items or money so we can make this first conference a big success!

**Closing:**

Tabitha motioned to adjourn the meeting at 1050, Shyah seconded. All for, none opposed, motion carried.