

## Happy Tails Adoption Center Board Meeting Minutes

9/25/24

Meeting was held at the Farmer State Bank Education Room, Center Texas.

Board Members Present: Stephanie Elswick, Mike Elswick, Amanda Treat-Brock, Stephen Champion, Stephanie Fults, Deborah Boles and guest Kelsey Hairgrove.

Meeting was called to order at 6:00 pm by Happy Tails President Stephanie Elswick.

First Agenda Item, Financials, was presented by Treasurer Amanda Treat-Brock. She gave the Reconciliation Summary with a breakdown of Income and Expenses for 08/05/2024 thru 09/08/2024. Rent, electric and water cost were discussed. Overall Happy Tails had an overage of \$2,846.31 with an ending account balance of \$17,097.69. Expenses were approved and seconded.

Second Agenda Item, Board Updates and Intros, were presented by Stephanie Elswick. New board member Stephanie Fults was introduced. Other new members not present were Holly Duck and Leah Chase.

Third Agenda Item, Bylaws, was presented by Vice President Mike Elswick. He passed out a Draft copy of the Bylaws for discussion and comments. There were not enough board members present for a quorum to pass a temporary version of the Bylaws. They will be updated and presented for vote at the October Board Meeting.

Stephanie Elswick mentioned we need to write Standard Operating Procedures (SOPs) for the shelter. Water being turned off at the shelter on Monday due to a billing mix-up was also discussed.

Fourth Agenda Item, Staff Updates were presented by Stephanie Elswick. Shelter manager, Annika Bloys turned in her resignation, Wednesday 09/25/2024. Kelsey Hairgrove, a part time shelter staff member was immediately hired as the new shelter manager. A part time staff member Cassie Cook has also been hired to help at the shelter. Texas Workforce Solutions will be contacted to help fill another part time shelter position. Personnel changes were discussed by the board.

Fifth Agenda Item, Adoption Center Hours and Schedule was also discussed by Stephanie Elswick. It is planned the the Shelter will be open to the public on specific days and hours. This is being discussed by the new shelter manager, Kelsey Hairgrove and Stephanie Elswick. Volunteer sheets and phone apps were discussed to help with scheduling and collecting of volunteer hours.

Sixth Agenda Item, Fundraising, was discussed by Mike Elswick. The Shelby County Poultry Festival, Oct 4-6<sup>th</sup> is our next fundraiser and volunteers are needed. We will sell Fall Raffle tickets, provide information about the shelter and possibly have a puppy kissing booth.

At the end of October (Oct 26<sup>th</sup>) we will have the 2<sup>nd</sup> Annual Howl-a-Ween Fundraiser at Port-A-Cool Park.

The need for animal information sheets at our adoption events and the shelter was discussed. Kelsey Hairgrove will work on these.


Steve Champion and Mike Elswick have been working on finding funding grants.

Stephanie Elswick discussed her trip to Utah for Best Friends Shelter Emersion week. Emersion week gives information on to how properly run a pet shelter. She learned a lot and according to Best Friends our shelter is doing things correctly. We are replacing bleach with Rescue Disinfectant and will be adding more Personal Protection Equipment (PPE) in our shelter operations.

Meeting was adjourned at 7:30 pm.

Approved by

President



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Secretary



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## **9/25/24 Board Meeting Agenda**

- 1. Financials:** Amanda Treat-Brock
- 2. Board Update and Intros:** Stephanie Elswick
- 3. By-Laws Review and Approval:** Mike Elswick
- 4. Adoption Center Staff Update:** Stephanie Elswick
- 5. Adoption Center Hours/Schedule:** Stephanie Elswick
- 6. Fundraising:** Mike Elswick
  - Adoption Event on 9/21/24
  - Poultry Festival: 10/3-10/5
  - Fall Raffle: Now til 10/5
  - Howl-a-Ween: 10/26

**Meeting Dates:** Board meeting is 10/30/24