



# **GALVESTON COUNTY HEALTH DISTRICT**

*Protecting and promoting the optimal health and well-being of Galveston County.*

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## **ARC Pet Allies Meeting Minutes**

**August 21, 2020 2:00 Noon**

ARC Pet Allies convened for its regularly scheduled August 21, 2020 meeting by utilizing Zoom, which allowed for Committee members and the public alike to partake in and/or view the meeting either online or over the phone.

### **In Attendance:**

Amber Adams, Board Member  
Andrea Cortinas, Board Member  
Michelle Allee, Board Member  
Richard Mosquera, Board Member

### **Absent:**

Dina Driskill

### **GCHD Staff Present:**

Amanda Wolff, Executive Office Coordinator/Assistant to CEO  
Vanessa Kelley, Administrative Assistant

### **Consent Agenda Item #1-2**

Amber Adams, Chair, asked the board to approve the consent agenda items one and two. Ms. Allee made a motion to approve the consent agenda and Ms. Cortinas seconded the motion. The board unanimously approved the consent agenda items one and two.

### **Item #3 Elect Interim Officers**

Ms. Cortinas made a motion to appoint Ms. Adams as the board chair. Ms. Allee seconded the motion. Ms. Adams made a motion to appoint Ms. Allee as the vice chair. Ms. Cortinas seconded the motion. Ms. Allee made a motion to appoint Ms. Cortinas as Secretary/Treasurer. Ms. Adams seconded the motion. The board unanimously approved all motions for appointments.

### **Item #4 Consider Appointment of a Member to Fill Vacancy on Initial ARC Pet Allies Board**

Ms. Allee made a motion to appoint Richard Mosquera to fill the position vacated by Dina Driskill on the initial ARC Pet Allies board. Ms. Cortinas seconded the motion. Mr. Mosquera accepted the appointment and the board unanimously approved his appointment to the Board.

### **Item #5 Vote to Adopt the Bylaws**

Ms. Allee made a motion to approve the Bylaws as presented. Ms. Cortinas seconded the motion and the board unanimously approved the motion to approve the Bylaws.

### **Item #6 Consider for Approval the Conflict of Interest Policy**

Mr. Mosquera made a motion to approve the Conflict of Interest Policy as presented. Ms. Allee seconded the motion and the board unanimously approved the motion.

### **Item #7 Consider for Approval of the Application for 501(c)(3) Status**

Ms. Cortinas presented the application for 501c3 status and advised the board there will be a \$275 filing fee. Ms. Cortinas suggested using ARC general donation funds to pay the filing fee. Ms. Allee made a motion to use general donations funds to pay the filing fee, to add Richard Mosquera to the application and to correct the spelling of Ms. Allee's last name on application. Ms. Cortinas seconded the motion and the board unanimously approved the motion.

**Item #8 Select Regular Meeting Day and Time**

Ms. Cortinas made a motion to set the quarterly ARC Pet Allies meetings at 2:00 pm on the Friday prior to the quarterly Animal Services Advisory Committee meetings. The next ARC Pet Allies meeting will be November 6, 2020 at 2:00 pm. Ms. Allee seconded the motion and the board unanimously approved the motion.

**Item #9 Consider for Approval Selection of Banking Institution**

Ms. Cortinas made a recommendation to use Prosperity Bank as the ARC Pet Allies banking institution. Ms. Allee made a motion to make Prosperity Bank ARC Pet Allies banking institution. Mr. Mosquera seconded the motion and the board unanimously approved the motion.

**Item #10 Consider for Approval Logo for ARC Pet Allies**

Ms. Allee made a motion to accept the teal and maroon shield logo presented and to add the name ARC Pet Allies to the logo. Mr. Mosquera seconded the motion and the board unanimously approved the motion.

**Item #11 Discuss Pursuing Grant Applications, Donations Fundraisers**

Ms. Allee and Ms. Adams will work together to pursue grants and funding opportunities. They will keep the board aware of all opportunities.

**Item #12 Discuss Hiring Outside Company for Accounting and Bookkeeping**

Ms. Cortinas advised the board the accounting and bookkeeping for ARC Pet Allies must be kept separate from GCHD. Ms. Cortinas asked the board to review the list of companies she reached out to and they can choose an outside company to manage the ARC Pet Allies account at a later date.

**Item #13 Discuss Open Meetings Act Training Requirement**

Mr. Mosquera advised the board the two required trainings, Public Information Act and Open Meetings Act, will need to be completed within 90 days of becoming a board member. All trainings should be completed and submitted to Amanda Wolff by November 20, 2020.

**Item #14 Public Comments**

No comments were made from the public.

*The meeting was adjourned at 2:29 pm.*

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Chair

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Approve by ARC Pet Allies On 4/13/2021 via Zoom Meeting**