



## Meeting Minutes: Bexar County Animal Care Advisory Board

**Date:** Tuesday, March 18, 2025

**Location:** Bexar County Small Business & Entrepreneurship Department at 8200 Perrin Beitel, #117 San Antonio, TX 78218

**Board Members Present:** Susan Beldon, Shelia Boudreau, Dr. Laren Dosal, Dr. Lisa Rodriguez, Angela Nand, Juan Vasquez, Kim Canchucaja, and Pastor Rob Johnson.

**Board Members Absent:** Kathie Haikey.

**Staff Present:** Dr. Andrea Guerrero, Jacy Elrod, Veronica Flores Malagon, and Jennifer Luna.

1. Board Chair, Susan Beldon, called the meeting to order at 5:14 p.m.
2. Quorum established with eight of nine board members present.
3. Board members and staff introduced themselves and shared brief background information including animal welfare engagement and community role(s). Staff shared that as part of National Public Health Week in April, the team will host an animal adoption, microchip, and vaccine event at the Bexar County Animal Facility in Kirby on April 12<sup>th</sup> from 10:00am to 1:00pm. All board members are welcome to attend and promote the event.
4. Robert's Rules of Order Overview:
  - a. Chair Beldon shared an overview of Robert's Rules of Order.
  - b. All board members present shared that they have experience using the Robert's Rules of Order protocols outlined in the overview.
  - c. Each board member received a complimentary book on Robert's Rules to review at their leisure.
5. Code of Conduct Discussion:
  - a. Chair Beldon reviewed the code of conduct draft. Board members and staff discussed specific examples of when the code of conduct should be followed.
  - b. Anytime that board members are representing in an official capacity, actions and statements should align with the stated policies and values of Bexar County and the Bexar County Animal Facility.
6. Board Bylaws Discussion:
  - a. Chair Beldon and Veronica gave a summary of each bylaw article. Bylaws include the purpose, duties, membership, officers, duties of officers, meetings, parliamentary authority, and amendment of bylaws.
  - b. Board members took time to review the bylaws and ask questions.

**MOTION: Pastor Rob made motion to approve the board code of conduct and bylaws.**  
**2<sup>ND</sup>: Angela Nand**  
**MOTION PASSED: 8/0 in favor.**
7. Officer Roles Discussion:
  - a. Staff highlighted board bylaws Article IV, Duties of Officers.
  - b. Chair Beldon encouraged board members to consider serving as Vice Chair or Secretary.
8. Chair Beldon closed the meeting at 6:01 p.m.