

**ANIMAL SHELTER ADVISORY BOARD
MEETING AGENDA
CITY HALL, 3200 DIANA DRIVE
SEPTEMBER 24, 2025 at 6:00 PM**

1. CALL TO ORDER

2. PUBLIC COMMENTS

This is the public's opportunity to address the Animal Shelter Advisory Board about non-agenda items. In compliance with the Texas Open Meetings Act, Commission members and city staff are prevented from discussing non-agenda items and may only respond with statements of factual information or existing city policy.

REGULAR AGENDA

3. Approve the July 30, 2025 Animal Shelter Advisory Board meeting minutes
4. Review of Monthly Reports
5. Discuss Changes to Vax Shack Events
6. City Holiday Events Discussion
7. Recruiting New Volunteers and Creating Volunteer Opportunities

8. ADJOURNMENT

CERTIFICATE

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted by the following date and time: **Wednesday, September 17, 2025, by 5:30 p.m.**, and remained so posted at least three business days before said meeting convened, pursuant to the Texas Government Code, Chapter 551.

Lindsay Rawlinson

Lindsay Rawlinson
City Secretary

ACCESSIBILITY STATEMENT

The Facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements at the meeting, please notify the City Secretary 48 hours in advance of the meeting so that reasonable accommodations can be made. City of Richland Hills (817) 616-3810.

Memorandum

To: Animal Shelter Advisory Board

From: Lindsay Rawlinson, City Secretary

Date: September 24, 2025

Subject: Minutes from the July 30, 2025 Animal Shelter Advisory Board Meeting

Agenda Item:

Approve minutes from the July 30, 2025 Animal Shelter Advisory Board Meeting.

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

July 30, 2025 Draft Minutes

Suggested Motion:

Motion to approve the minutes from the July 30, 2025 Animal Shelter Advisory Board Meeting

**RICHLAND HILLS ANIMAL SHELTER ADVISORY BOARD
REGULAR MEETING
CITY HALL, 3200 DIANA DRIVE
JULY 30, 2025
MINUTES**

Members Present

Dr. William Anderson, Place 1
Victoria Sutherland, Place 2
Kay Fisk, Place 3 (Chair)
Catherine Fullenwider, Place 4 (arrived 6:25 p.m.)

Members Absent

Kris Freudiger, Place 5
Jenny Clark, Alternate 1

Staff Present

Christian Gaytan, Police Lieutenant
Lindsay Rawlinson, City Secretary

1. CALL TO ORDER

Chair Kay Fisk called to order at 6:04 p.m.

2. PUBLIC COMMENTS

None.

REGULAR AGENDA

3. Approve minutes from the November 13, 2024 Animal Shelter Advisory Board meeting.

Motion: Motion was made by Board Member Anderson and seconded by Board Member Sutherland to approve the minutes from the November 13, 2024 Animal Shelter Advisory Board meeting with the addition that Board Member Victoria Sutherland was in attendance at the meeting.

Motion carried by a vote of 3-0.

4. Review of Monthly Reports

Chair Fisk advised of recent staffing changes at the Animal Shelter as well as House Bill 3777 that will go into effect on September 1, 2025, introducing microchip and sterilization requirements for dog owners whose animals have been repeatedly taken into custody by animal control.

Ms. Fisk provided a brief report of shelter operations for the month of June and advised of intakes, adoptions, and community contacts.

5. “Clear the Shelter” Month Discussion

Chair Fisk advised that August is “Clear the Shelter” month across North Texas and many local shelters offer incentives during the month to encourage adoptions. Discussion ensued regarding if the Richland Hills Animal Shelter should offer free adoptions for the entire month or a certain timeframe as well as only offering free adoptions for adult animals and not puppies or kittens.

6. Recruiting New Volunteers and Creating Volunteer Opportunities

There was discussion regarding new younger volunteers signing up and the importance of having consistent and steady volunteers. Additionally, the board discussed new ways to advertise volunteer opportunities using social media.

Additional discussion ensued regarding potentially microchipping animals in the field as well as Furever Buddy, Inc., the non-profit dedicated to helping the Animal Shelter.

The board agreed to hold the next Animal Shelter Advisory Board meeting on Wednesday, September 24, 2025.

7. Adjournment

There being no further business to come before the Board, Chair Fisk declared the meeting adjourned at 6:47 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Kay Fisk, Chair