

HCCSAAA Monthly Meeting

Tuesday, October 8, 2024 Minutes

Attendees: Amber Allen, Gary Anderson, James Bryant, Jr., Travis Cox, Ruth Diamond, Liz Dobbins, Bert Estrada, Aracely Helle, Dan Helle, Andy Hentschke, Pat Hiam, Suzanne LeClair, Dawn Manger, Jane O'Rourke, Derek Parker, Mary Ann Parker, Greg Roach, Cecile Sanders, Jim Sanders, Ric Seale, Dick Snitkin, Janice Snitkin, Rhonda White, Don William, Deputy Alyssa Davenport, HCSO alumni liaison, and Lieutenant Clint Pulpan, Community Services Division

Call to Order: Ruth Diamond called the meeting to order at 6:30 pm.

Presentation of Service Awards: Lieutenant Clint Pulpan presented HCCSAAA Service Awards to members for 2023 activities. Jim Sanders, Cecile Sanders, Janice Snitkin, and Dick Snitkin were given Bronze certificates for service of 100 to 249 hours. A Silver certificate for service of 250 to 499 hours was given to Steve Meyer. Gold certificates for service of 500+ hours were awarded to Ruth Diamond and Jack Diamond. A Lifetime Achievement certificate for over 4,000 hours was presented to Gary Anderson. These service certificates are part of the presidential Points of Light.

Introduction of Guest Speaker: Deputy Alyssa Davenport introduced Mohammed (Mo) Zaqzouq, who spoke about his role in the Hays County's mental health unit. He introduced his K-9 Therapy dog, Mirko, who was a hit with those present. Mo elaborated on the units' role with Mirko in assisting on calls for service, staff morale, community events, and other situations, such as child sexual molestation investigations.

Birthdays: Shelbi Hentschke (10/9), Sandra Gonzalez (10/22), and Lydia Espinoza (10/28).

Approval of August minutes: Bert Estrada moved to accept the September minutes as presented. Jim Sanders seconded that motion. Motion carried.

Treasurer's Report: Gary Anderson presented the financials through September. There were no expenses and an income of \$91 was recorded. As of September 30, 2024 there was \$48,478.82 in our account, which broke down to \$45,264.82 in the bank, \$204.02 in petty cash and \$10.00 in HEB gift cards. We have \$12,533.28 designated for Brown Santa and \$3,530.77 for Sunshine Kids.

Membership Report: Effective this meeting we have 72 paid members.

Old Business: Ruth reported on the Battle of the Badges softball game held October 5. Concession proceeds totaled \$241.11. Proceeds from the entrance fees, raffle tickets and the 50/50 drawing totaled a little over \$1,000. That total was split (\$513 each) between the Wimberley Youth Sports Association and the American Cancer Society. Although there was not a huge crowd, the game was enjoyed by all. It will probably be

an annual event, with a possible tournament format to include other first responder organizations.

New Business:

- The VIN etching equipment that the alumni purchased for CID Auto Theft arrived this week.
- A Government Center cheeseburger event will be held on Monday, October 21, from 11:00 am to 1:00 pm. No deliveries to area businesses will be offered for this fundraiser, but there are three juries to be impaneled that day, so there should be ample walk-up traffic. A maximum of 250 burgers will be sold. The cost of the cheeseburger plate will be \$12, which includes chips, burger fixin's, cookie, and bottled water. Proceeds will be added to the HCCSAAA general fund. We will use leftover concession soft drinks and chips, but will need to add to the chips and instead of soft drinks, will purchase bottled waters. Volunteers are needed for set ups, serving and clean up. Ruth will send out a Sign-Up Genius notice to solicit volunteers for available work slots.
- Court Security training will be held Wednesday, November 14 and Thursday, November 15 from 6:00 to 10:00 pm in a courtroom at the Government Center. Volunteers are needed for various courtroom positions to help train area bailiffs. This is a fun and very educational evening as we act out various roles or watch others be the bad actors. Another Sign-Up Genius will be sent out (after the cheeseburger luncheon on the 21st) looking for volunteers for both nights.
- Ruth presented the draft Policies and Procedures for discussion. These P&Ps are in addition to the existing Bylaws and are created to better define and regulate the duties and responsibilities of the Executive Board. They include:
 - General meeting procedures including the agenda, possible educational or informative speaker.
 - Conflict of Interest – A board member must disclose if an agenda item may influence performance of their duties.
 - Nepotism on Executive Board – To avoid the appearance of conflict of interest, as well as protection from potential loss of two or more elected officers during a calendar year due to unforeseen circumstances, Board members cannot be related.
 - Whistleblower Policy – Encourages the reporting of any illegal or unethical activities without fear of retaliation.

- Records Retention – In an effort to be transparent and accountable, records must be retained for a minimum of 3 years. Financial records must be kept for 5 years. After that period, records may be shredded or kept indefinitely if so desired.
- Gift Acceptance Policy – This policy covers how to handle non-standard contributions.
- Fiscal Management Policy - the president will develop an annual budget based on historical as well as projected costs for the year. This budget should be presented and discussed with the Executive Board after the January election. Additionally:
 - Treasurer will maintain accurate and complete financial records, In addition, the treasurer keeps a petty cash box not to exceed \$250.
 - Expenditures up to and including \$1,000 that are in alignment with the Association’s mission may be approved by the Executive Board with a $\frac{3}{4}$ vote. Any proposed expenditure over \$1,000 requires presentation and approval by the membership.

James Bryant noted that Board approval was listed as being changeable with a two thirds (2/3) vote, however with four Board members that needs to be changed to a three fourths (3/4) vote. Ruth will make that change before these P&Ps will be posted on the website. The P&Ps were unanimously approved and go into effective October 8, 2024. They are to be reviewed annually.

- Brown Santa dates:
 - The Holiday Lock Up is to be held on Friday, November 22 with proceeds to benefit Brown Santa. An Italian lunch is served between 11:00 am and 1:00 pm and 8-10 alumni volunteers will be needed to help serve.
 - Volunteers will be needed to help clean and ready the warehouse in early November. The location is still to be determined.
 - Brown Santa volunteers will be wrapping toys on Saturday, December 7 and delivery will be Saturday, December 14.
 - SignUp Geniuses will be sent out once more information is finalized.
- Annual Holiday Social will be held either Tuesday, December 3 or Tuesday, December 10. Ideas for a venue are being solicited. The location would need to hold at least 50, maybe 60 people.

- A discussion about whether to organize gifts for all HCSO workers for Christmas was held. Ruth spoke with the group that has done Adopt-a-Cop Christmas bags in the past and they are thinking about doing baskets for each shift this year as opposed to the individual bags. After a short discussion, members felt they would much rather use our association funds to purchase requested equipment for HCSO that fulfills our associations' mission as opposed to funding Christmas gift baskets.
- Ruth reminded all to take a volunteer hours log sheet if needed. Volunteer hours are recorded by Gary.

Adjourn: A motion to adjourn the meeting was made by Gary Anderson at 8:29 pm.

Next meeting will be Tuesday, November 12th, 2024 at 6:30 pm at the PSB. There will not be a monthly meeting in December. Instead members and a guest will enjoy our Annual Holiday Social at a date, time, and location to be determined.