

# City of San Antonio



## Animal Care Services Advisory Board Work Session Meeting Minutes

Wednesday, October 2, 2024, 10:00 AM  
200 Noblewood Dr, San Antonio, TX 78220

### I. Call to Order:

Board Chair Braeutigam called the meeting to order at 10:03 a.m.

### II. Roll Call:

**Present:** Charlene Ducote (Dist. 1), Lorena Havill (Dist. 2), George Garcia (Dist. 3), Rita Braeutigam - Chair (Dist. 4), Karen Speer - Secretary (Dist. 5), Kathleen Davis (Dist. 6), Katie Jarl (Dist. 8), Susan Beldon (Dist. 9),  
Ex-Officio Member: Michael Shannon, Dr. Marilyn Gotbeter

**Absent:** Amin Tohmaz (Mayor), Valerie Moore (Dist. 7), Sallie Scott (Dist. 10)  
Ex-Officio Members: David McCary

*Board Member Scott (Dist. 10) arrived at 10:17 a.m.*

*Board Member Tohmaz (Mayor) arrived at 10:50 a.m.*

*Ex-Officio Member McCary arrived at 10:59 a.m.*

### III. Chair's Statement

### IV. Work Session: Welcome and Introduction

ACS Advisory Board (ACSAB) Liaison, Marshall Bruce, provided a general overview of the day's schedule and agenda and then turned over the floor to ACS Interim Director, Michael Shannon.

### V. Work Session: Individual Items

#### 1. Briefing on ACS Fiscal Year 2025 Adopted Budget

ACS Interim Director, Michael Shannon, provided a briefing on the FY 2025 adopted budget and answered questions from the Advisory Board members.

*ACSAB convened for lunch at 11:58 a.m.*

*ACSAB re-convened at 12:30 p.m.*

#### 2. Discussion on ACS Advisory Board Monthly Reports

ACS Interim Director, Michael Shannon, facilitated a discussion with Advisory Board members regarding the current reports ACSAB members receive from ACS staff. Board members provided performance measures and improved tracking they would like to see added to their reports, and they asked questions to gain clarification on what some of the key performance measures capture.

### **3. Discussion on Marketing Budget**

ACS Assistant to the Director, Shannon Oster-Gabrielson, and ACS Community Engagement Manager, Claudia Balarin, facilitated a discussion with Advisory Board members regarding the use of Fiscal Year 2025 marketing budget funds. The discussion focused on two primary themes which were responsible pet ownership and the placement of ACS pets. Board members provided suggestions on how ACS should market its message and services to the community as well as what some of the specific content should be.

## **VI. Determination of Next Meeting Date**

The next ACS Advisory Board meeting was scheduled for November 20, 2024.

## **VII. Adjournment**

The meeting adjourned at 2:51 p.m.

**APPROVED**

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Rita Braeutigam, Chair  
Animal Care Services Advisory Board  
City of San Antonio