



# ANIMAL SHELTER ADVISORY BOARD

Prince Frederick, Maryland

## MEETING NOTICE

The Animal Shelter Advisory Board (ASAB) conducted an open meeting on Wednesday, July 6, 2022, at 5:00 p.m. via Zoom.

Members:	Elizabeth Ashley, Vice-Chair	Present	Michelle Salta	Absent
	Susan Delegan	Present	Dawn Shonkwiler, Chair	Present
	Crystal Dowd	Present	Anna Vermillion	Absent
			Katie Ward	Absent

Staff: Francie Rose, Executive Administrative Aide, Department of Public Safety

## OPEN MINUTES

### General Business & Administrative Matters

1. Meeting was called to order at 5:01 p.m.
2. Quorum was determined.
3. Open minutes from June 1, 2022 were reviewed. A motion was made by Crystal Dowd to approve the minutes, seconded by Sue Delegan, and carried unanimously by all members in attendance without further discussion.
4. Open agenda was reviewed. A motion was made by Crystal Dowd, seconded by Dawn Shonkwiler, to add member introductions to the agenda, and carried unanimously by all members in attendance.

### Old Business

- Five Year Strategic Plan – Crystal advised that she met with Adisa Group. She advised that they provided a proposal, with two different price points, depending on the services we need. They would also be willing to attend our August meeting to present what they can offer. Crystal further advised that we must go through the bidding process through our Procurement office. Discussion occurred, and it was discussed that it should be put out for bid with the specification that it goes out to companies who prepare plans that relate to animals.

### New Business

None

### Public Comment

- Crystal advised that the shelter is full. We have 46 cats in our adoption room, with 30 cats in foster, waiting to come back to the shelter at the appropriate times. We are waiving adoption fees for the month of July, and we hope that it helps to alleviate some of the numbers. Crystal asked that all members spread the word!

### Announcements

The ASAB will hold regular meetings on a monthly basis on the first Wednesday of every month; this regular schedule is duly advertised. Information and agendas for all meetings forward may be found on the ASAB webpage:

<http://www.co.cal.md.us/index.aspx?nid=2089>.

Adjournment

A motion was made by Elizabeth Ashley and seconded by Crystal Dowd at 5:11 p.m. to adjourn the meeting. The Board voted unanimously in favor of the motion without further discussion.

Adopted on the 7<sup>th</sup> day of September 2022 – minutes transcribed by Francie Rose.

Signed Dawn Shonkwiler

Date 10/14/2022

Signed [Signature]

Date 10/14/22