**ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)**

**MEETING MINUTES**
**Thursday, January 2, 2025**
Office of Animal Services
7315 Muncaster Mill Road, 2nd Floor Conference Room
Derwood, MD 20855

**I.**   **Call to Order**                                                                              **6:31 p.m.**
Meeting called to order by Jennifer Hughes.

**Present In-Person:** Jennifer Hughes, Interim Acting Chair; Vicki Thomas, Vice Chair; Jan Armstrong; Kim Haden; Elizabeth Mullen; Judith Vaughan-Prather; Caroline Hairfield, OAS Director; and Dr. Gregory Lawrence, Chief Vet.

**Present Virtually via Microsoft Teams:** Maureen Smith and Sandy Yuen.

**Staff Present In-Person:** Trish Ranshaw.

**Absent:** Bonnie White, Business Operations Manager.

**Handouts:**
12/5/2024 Draft Meeting Minutes
OAS Organizational Chart – Dec 2024
Montgomery County Executive Order No. 139-24, Effective Date: August 28, 2024

**II.**   **Review and Approve December 5, 2024 Meeting Minutes**                        **6:32 p.m.**

**One revision made to V.3. (from first list of 4 bullets on page 2) and three revisions made toV.3. (from second list of 4 bullets from page 3):**
**Original:** community cats
**Revised:** community/outside cats

**Motion by Kim Haden to approve minutes, 2nd by Vicki Thomas. Vote – Approved by all at 6:34 p.m.**

**III.**   **Updates from Director Caroline Hairfield**                                           **6:35 p.m.**
Director Hairfield wished everyone a happy new year and expressed that she is excited for the new year.

A lot has already been accomplished, and OAS has quietly and successfully been restructuring. The OAS organizational chart was distributed and reviewed. Dr. Hairfield provided an update of the programs and regarding vacancies and positions on hold.

Montgomery County Executive Order No. 139-24 (effective date: August 28, 2024) was distributed and discussed also. This Executive Order authorizes OAS's Executive Director to designate employees to solicit gifts for the benefit of programs and services administered by OAS. Manners of solicitation include: direct donors to a county portal which accepts online donations, participate in presentations, conduct general solicitations through mailings, participate in media activities, or meet

personally with potential donors. Types of gifts may include: monetary contributions, goods, services, technical assistance training space, furniture, or equipment cost. Dr. Hairfield also informed ASAC that Faith Koleszar secured a $52,648.00 grant from ASPCA for OAS.  Faith is looking at other funding opportunities for the shelter.

Dr. Hairfield and OAS are working on many exciting opportunities, and we will see a different organization in 1-2 years.

IV. **Continuation of ASAC Goals and Objectives Discussion**                      **6:49 p.m.**
ASAC continued discussing its goals and objectives.

**Motion by Kim Haden to put the 6 draft goals and objectives (see below) on the table for discussion, 2nd by Judith Vaughan-Prather. Vote – Approved by all.**        **6:51 p.m.**
1. Develop or provide input into creation of a survey instrument that determines what the community wants from OAS.
2. Identify ways to develop MCASAC and OAS as community resources and develop an action plan to achieve this goal.
3. Develop policies around community cats.
4. Identify improvements in communication strategies, including events. In particular, outreach and communication strategies to under-served communications should be a focus.
5. Empower and engage partner organizations to communicate OAS issues and strategies.
6. Input on Application/Outreach for OAS community spay/neuter clinic.

**Vote to adopt & implement the above 6 draft goals & objectives – Approved by all**      **6:54 p.m.**

Discussions followed regarding which two goals and objectives to focus on; ASAC members, Director Hairfield, and Dr. Lawrence had an opportunity to advocate for their top priority goals and objectives.

**Motion by Kim Haden to revise draft goal/objective #2 to incorporate language that shows reciprocal and collaborative relationships with partner organizations, 2nd by Elizabeth Mullen. Vote – Approved by all.**             **7:26 p.m.**

**Motion by Kim Haden to make goals and objectives #2 and #3 as the priorities for ASAC, 2nd by Jan Armstrong. Vote – Approved by all.**             **7:31 p.m.**

**Motion by Jennifer Hughes to move goals/objectives #4, #5, and #6 under #2. 2nd by Maureen Smith. Vote – Approved by all.**             **7:34 p.m.**

More discussions were held, and an action was added under #3. At 7:42 p.m., there was a friendly amendment to remove #1. By the end of the discussion and after all the motions, amendments, and votes, the following is the current list of ASAC goals and objectives:

1. **Identify ways to develop MCASAC and OAS as community resources and develop an action plan to achieve this goal:**
   a. **Identify improvements in communication strategies, including events. In particular, outreach and communication strategies to under-served communications should be a focus;**

       b. **Empower and engage partner organizations to communicate OAS issues and strategies;**
       c. **Provide input on Application/Outreach for OAS community spay/neuter clinic; and,**
       d. **Reach out to the community to get input on the role of OAS**

    2. **Develop policies around community/outside cats.**

The motion to vote on these two goals and objectives was tabled.

**Follow-up (homework) for these two goals and objectives:**
- Trish Ranshaw will share these in a shared document.
- Review goals and objectives.
- Come up with live action items for these two goals and objectives.

**V.**    **ASAC February 2025 Meeting Agenda**          **7:49 p.m.**
Jennifer Hughes added this agenda item during the meeting and brought up that budget advocacy is one of the primary responsibilities of ASAC. Because of this, Jennifer Hughes proposed that a discussion of the FY26 budget be included in the February 2025 ASAC meeting agenda.

After more discussion, ASAC came up with the below draft agenda for the February 2025 meeting:
- Contribute action items for two goals and objectives
- Refine the two goals and objectives and discuss how to implement action items
- FY26 budget discussion
- Election of ASAC officers

**VI.**    **Public Comment**
      Susan Rich          **7:56 p.m.**

**VII.**    **Meeting Adjournment**          **8:00 p.m.**
    **Motion by Kim Haden, 2nd by Vicki Thomas. Unanimous vote: All in favor. Approved.**