

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES

Thursday, September 4, 2025

Office of Animal Services

7315 Muncaster Mill Road, 2nd Flr. Conf. Rm.

Derwood, MD 20855

I. Call to Order

6:35 p.m.

Meeting called to order by Vicki Thomas, Vice Chair

Present In-Person: Vicki Thomas, Vice Chair, Dr. Amjad Chaudhry, Jan Armstrong, Georgia Dodson, Sandy Yuen, Caroline Hairfield, OAS Director, Dr. Gregory Lawrence, Chief Vet, and Trish Ranshaw, Staff.

Virtual Attendees: Maureen Smith and Bonnie White, Business Operations Manager.

Absent: Katie Burbage, Judith Vaughan-Prather, Jennifer Hughes, and Beth Mullen.

Handouts: Committee Member Objectives and Draft Letter to the CE and CC Chair.
Copies upon request

II. Approve August 7, 2025 Minutes

6:37 p.m.

Motion to Approve 8/7/25 Minutes: 1st Jan Armstrong, 2nd Georgia Dodson.
Approved by all.

III. Director Updates – Caroline Hairfield

6:38 p.m.

The *Clear the Shelter Adoption Event* held on August 23 & 24, 2025, went very well.

136 animals were adopted during the event and rain checks were given to other patrons to use later. There are no other updates currently.

IV. Finalize Letter to the CE & CC Chair Re: OAS Budget Increase

6:43 p.m.

Motion made to accept draft letter. Sandy Yuen 1st, Jan Armstrong 2nd.

The draft letter was accepted; however, other information is to be added, and draft letter will be presented at the next meeting on 10/2/25 for vote for approval.

V. Vote New Chair, Vice Chair, and Possible Secretary

7:15 p.m.

Vicki Thomas called for nominations for chair, vice chair and possibly a secretary.

Motion made to include a secretary position as an elected officer of the Committee.

Sandy Yuen 1st the Motion and Vicki Thomas 2nd. Motion approved unanimously.

Members nominated Vicki Thomas for Chair, Jan Armstrong for Vice Chair and Sandy Yuen for Secretary.

Motion made to keep nominations open for members to take vote again on Oct. 2nd.

Sandy Yuen 1st the Motion and Vicki Thomas 2nd.

VI. Committee Member Objectives – Area's of Interest to Focus On:

7:20 p.m.

Areas of interest were discussed. The feedback, so far, from members as to the areas of interest they would like to work on are as follows:

1.	Jennifer Hughes	#2 Support Legislative Efforts and #4 Spay/Neuter Clinic
2.	Vicki Thomas	#1 Community Cat Policy and #4 Spay/Neuter Clinic
3.	Jan Armstrong	#3 Community Outreach and #4 Program Support
4.	Georgia Dodson	#1 Permitting Policies and #4 Program Support
5.	Beth Mullen	#4 Pet Food Pantry and #3 Community Outreach
6.	Maureen Smith	#2 Support Legislative Efforts and #5 Strategic Planning
7.	Sandy Yuen	TBD
8.	Dr. Chaudhry	TBD
9.	Judy Vaughan-Prather	TBD
10.	Katie Burbage	TBD

Re-cap from the August meeting: Committee Member Objectives: Members are to choose what they would like to work on from the hand-out “Committee Member Objectives”, and members are to email to Jennifer Hughes, Vicki Thomas and Caroline Hairfield as to which objective they would like to work on and their opinion on the Committee Member Objectives. Members are to come and give their opinion on the handout and their chosen objective(s) at the next ASAC meeting on Oct. 2nd. This is inclusive to the Action Plan – Groups, Goals, & Objectives.

VII. Committee Updates
No committee updates.

7:32 p.m.

VIII. Public Comment
No public comment.

IX. Meeting Adjourn
1st by Sandy Yuen, 2nd by Jan Armstrong.

7:33 p.m.