

ANIMAL SERVICES ADVISORY COMMITTEE (ASAC)

MEETING MINUTES

Thursday, March 2, 2023

Office of Animal Services

7315 Muncaster Mill Road, 2nd Floor Conference Room

Derwood, MD 20855

- I. Call to Order** **7:00 p.m.**
Meeting called to order by Melissa Rubin, Chair
- Present In-Person:** Melissa Rubin, Chair, Stephanie Arrington, Vice Chair, Jennifer Hughes, Parliamentarian, Jan Armstrong, Dr. Roxanne Borrok, Linda McMakin, Kim Haden, Vicki Thomas, Sandra Yuen, Thomas J. Koenig, Dr. Gregory Lawrence, and Bonnie White.
- Present Virtually:** Beth Mullen & Maureen Smith
- Staff:** Trish Ranshaw
- II. Motion by Jennifer Hughes to Approve February 2, 2023, Minutes, Jan Armstrong 2nd the motion, All in Favor – Approved**
- Welcoming remarks and introduction of newly appointed member Kim Haden, Foster Non-Profit Seat.
- III. Flow Chart of Animals in the Shelter – Tom Koenig** **7:24 p.m.**
Discussed the flow of dogs, cats, and wildlife animals that come in and through the shelter.
- IV. Update on the Working Groups and Priorities –** **7:33 p.m.**
Vicki Thomas volunteered to make future agendas for each meeting group. Dr. Borrok, Chair, Veterinary and Behavior Working Group are meeting with MCASAC staff Katy Winston, Behavior Specialist, and Tammy Mathis, Volunteer Coordinator.
- Vicki Thomas, Chair, Field Services and Community Cats Working Group discussed Community Cats (handout attached) and will meet with the supervisors for discussion on field services and community cats.
- Sandy Yuen, Chair, Animal Services Working Group discussed the groups priorities and working on #1 priority - Volunteers and Volunteering, next steps and meeting dates (handout attached).
- V. Website management – Tom Koenig** **7:33 p.m.**
Brook Ciardi, Community Relations Contractor will be the main person to update the ASAC website. Request for any updates is to be sent to either Tom Koenig and/or Patricia Ranshaw. Jennifer Hughes asked if a search bar could be added within the website to easily find items. Tom Koenig stated that he would ask TEBS if that could be added to the site.
- VI. Other Updates – None.** **7:48 p.m.**

VII. Public Comment By:
Dr. Kathleen Michels, Susan Rich, and Bruce Cohen

7:59 p.m.

VIII. Meeting Adjourned
Motion by Jan Armstrong
2nd by Dr. Roxanne Borrok, All in Favor, Approved

8:00 p.m.