



ANIMAL SHELTER ADVISORY BOARD

Prince Frederick, Maryland

MEETING NOTICE

The Animal Shelter Advisory Board (ASAB) conducted an open meeting on Wednesday, March 2, 2022, at 5:03 p.m. via video conference with Zoom.

Members:	Elizabeth Ashley	Present	Crystal Dowd	Present
	Sue Delegan	Present	Michelle Salta	Absent
	Vicki Dopler	Absent	Dawn Shonkwiler	Present

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

OPEN MINUTES

General Business & Administrative Matters

1. Meeting was called to order at 5:03 p.m.
2. Quorum was determined.
3. Open minutes from February 2, 2022 were reviewed. A motion was made by Elizabeth Ashley to include Sue Delegan in the "Five Year Strategic Plan" portion of the minutes as a researcher, in addition to herself. The motion was seconded by Crystal Dowd, and carried unanimously by all members in attendance without further discussion.
4. Open agenda was reviewed. Elizabeth Ashley made a motion to approve the agenda, which was seconded by Sue Delegan. The motion carried unanimously by all members in attendance without further discussion.

Old Business

- Annual Report – Dawn Shonkwiler advised that the first draft of the report was not available, so a new draft was created. She shared her screen with the rest of the ASAB and various items on the draft were discussed. Dawn Shonkwiler will work on an updated draft to be sent to the clerk and be distributed to the ASAB for review and discussion at the next meeting. After discussion of the strategic plan in the next old business item, the focus shifted back to the annual report for discussion of the due date of the strategic plan. A motion was made by Crystal Dowd to remove the due date for now (the last sentence in the report) until the ASAB has a better idea of a completion date. The motion was seconded by Elizabeth Ashley and carried unanimously by all members in attendance.
- Five Year Strategic Plan – Elizabeth Ashley and Sue Delegan relayed information about the firms that were contacted, and the information obtained. The clerk advised that she met with a member of Parks and Recreation, who did their own plan. Crystal Dowd advised that in addition to including employees and board members in devising the plan, she would also like to include the animal welfare supporters as well. Elizabeth Ashley spoke of two groups that she contacted and provided details on each one. Dawn Shonkwiler suggested contacting CSM regarding a business strategy class, possibly to prepare to work with a strategic planning vendor. Sue Delegan discussed her interaction with Maryland Non-Profit and provided details of their process. In addition, more information will be gathered to see if we can participate with the non-profit group.

Elizabeth Ashley advised that she knew someone who worked as a strategic director in non-profit for many years, who may be qualified to assist us with our strategic plan. Crystal Dowd asked that any documents or proposals be forwarded to her for review.

New Business

None

Public Comment

- Elizabeth Ashley mentioned virtual vs. in person meetings. Dawn Shonkwiler suggested that we meet both ways. It was discussed that we meet virtually the next two times, and the June meeting can be in person. The item will be added to new business for next month.
- Crystal Dowd gave an updated on one of the dogs from the recent dogfighting case. She also explained about the evaluations performed on the dogs for placement.

Announcements

None

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 Dawn Shonkwiler and seconded by Crystal Dowd at 5:59 p.m. to adjourn the meeting. The Board voted unanimously in favor of the motion without further discussion.

Adopted on the 20th day of April 2022 – minutes transcribed by Francie Rose.

Signed 

Date 4/20/2022

Signed 

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