

FROM: **ANIMAL SERVICES ADVISORY BOARD (ASAB)**

SUBJECT: ASAB Work Session Summary

DATE: April 17, 2013

LOCATION: Orange County Animal Services, Eubanks Rd., Chapel Hill NC

MEMBERS PRESENT: Susan Elmore (Chair), Michelle Walker (Vice-Chair), Donna Bravo, Jenn Merritt, Judy Miller, Aviva Scully, Michael Stewart, Lynn White, Suzanne Roy,

MEMBERS ABSENT: Kris Bergstrand, Kate Doom-Patel

STAFF PRESENT: Bob Marotto (Animal Services Director)

Beginning time of meeting: 6:35 pm

Agenda: After brief discussion about the process of developing the agenda for a work session and the purpose of the current agenda, it was unanimously approved.

Meeting Introduction

- Dr. Elmore gave an overview of the purpose of the work session: To provide a PowerPoint presentation on advisory board and ASAB policy and procedure as a refresher course for ASAB members and to review and edit a FAQ sheet for the public.

Policy and Procedure for the ASAB

- This PowerPoint presentation covered areas of general and specific advisory board policy including duties of an Orange County advisory board; charge of the ASAB; BOCC priorities; ASAB stakeholders; examples of past and current ASAB policy issues; membership and composition of the advisory board; duties of the chair, vice chair and secretary, Roberts rules of order; agendas, subcommittees, etc.

ASAB Meeting FAQ Discussion

- The purpose of the FAQ sheet is to better inform the public on the policy and procedure of ASAB duties and monthly meetings. Each section of the FAQ sheet was reviewed and edited by the ASAB. The final document will be posted on the OCAS website and hard copies will be made available for the public at each monthly ASAB meeting.

Monthly Meeting Attendance Record: confirmed

ASAB Summary
February 17, 2013, Meeting
Page 2

Accompanying Documents

ASAB Meeting FAQ (Working Document)

Animal Services Advisory Board Policies and Procedures

Orange County Board of Commissioners Advisory Board Policy

Meeting adjourned at: 8:05 pm

Name of Minute Taker: Dr. Susan A. Elmore