

## Bloomfield Animal Shelter Board Feb 18, 2025 Meeting Minutes

### MEETING DETAILS

Chairperson: Jenny Martin  
Secretary: Tracy Toler-Phillips  
Date: 2/18/2025  
Time: 7PM EST  
Location: ZOOM LINK

### II. ROLL CALL.

PRESENT: Jessica Sobharam, Veronica Solano, Andrea Antola, Jennifer Martin, Sharon Estrow, Tracy Toler Phillips, Jaclyn Mendyk, Thomas Icolari

ABSENT: Gregory Hann, Council Liaison: Sarah Cruz (township schedule conflict)

### III. CALL TO ORDER.

#### Organizational procedure:

Jenny Martin elected Chair

Tracy Toler-Phillips elected Secretary

Vice Chair to be identified the next meeting

#### Discussion with Jaclyn

- Conversation about what the shelter will request from the board, including food cost research and grant opportunities.
- Sharon discussed SOBAS as a potential funding source and whether the Advisory Committee plays a similar role.
- Jaclyn explained how the financial department sets budgets.

#### Mission Statement Update

- Adjusted to state that missing three meetings could result in the loss of a committee seat.

#### Action Items

- Tracy will send IT township information to Jenny.

#### Adoption Event Results & Future Planning

- 16 out of 18 cats were adopted at the recent event.

- No upcoming events are scheduled, but the shelter team will plan month-to-month.
- Dog adoption events are more challenging due to liability concerns. While dogs were previously showcased in stores, this is now discouraged.
- Jenny suggested partnering with newer businesses in Bloomfield for events.
- Jaclyn noted that SOBAS has successfully reached out to businesses for events, but the right dog must be matched to the right space.
- Past events lacked sufficient volunteer support and animal control officers. The Harvest Fest setup was particularly difficult.
- Jenny proposed working on a "Dog Days of Bloomfield" event.
- Jessica suggested inviting adopted dogs to events as mascots to encourage adoptions.

### **Data & Reporting Discussion**

- Discussed tracking shelter pet data, including age and breed, within the internal management system.
- Jaclyn previously commented on the importance of tracking long-term shelter pets.
- Monthly reports may not be necessary.

### **High School Donation Collection**

- The goal is to establish a monthly donation collection at the high school.
- The shelter will visit the high school on **February 27** for a pet awareness and care session. Jaclyn and an animal control officer will visit the high school during this meeting.

### **Displaced Animals & Shelter Intake Process**

- Jenny inquired about the chain of communication for displaced animals.
- Jaclyn explained that the process is the same as a regular surrender.
- Addressing space issues is a concern. The process is similar to eviction cases, as NJ state law considers pets property.
- The shelter asks owners if they have alternative placement options before intake.

### **Next Meeting Action Items**

- **Committee members will submit community outreach ideas.**
- Tracy will prepare a resource package for Jenny to review past board materials.
- **Rabies clinic scheduled for May 17.**

### **IV. OLD BUSINESS.**

### **V. NEW BUSINESS.**

### **VI. OTHER ITEMS.**

### **VII. ADJOURNMENT.**

Meeting Ends 8.05 PM

Minutes submitted by: Tracy Toler - Phillips

Approved by: