



**Currituck County  
Animal Services & Control Advisory  
Board Agenda  
Animal Shelter Conference Room**

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**Date: Thursday, January 11, 2018**

**Time: 7:00 PM**

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**Call to Order**

**Approval of October 5, 2017 Minutes**

**Approval of Special Meeting Minutes November 2, 2017**

**Old Business**

A) Bark-tober Fest

**New Business**

A) Easter Egg Hunt

**Other Business & Announcements**

A) Next Meeting Date: April 5, 2018

B) Shelter Events

**Board Comments**

**Adjourn**



**CURRITUCK COUNTY  
NORTH CAROLINA**

October 5, 2017

Minutes – Regular Meeting of the Animal Services & Control Advisory Board

**CALL TO ORDER**

Attendee Name	Title	Status	Arrived
Lynn Christian	Board Member	Absent	
Donna Corbo	Chairman	Present	
Laura Hill	Vice Chairman	Present	
Michael Shannon	Board Member	Present	
Nancy VanClief	Board Member	Present	
Rachael Stone	Board Member	Present	
Tammie Capps	Board Member	Present	
Marion Gilbert	Ex-Officio	Present	

**APPROVAL OF JULY 6, 2017 MINUTES**

**July 6, 2017**

Minutes were revised to include more details of the meeting.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Laura Hill, Vice Chairman
<b>SECONDER:</b>	Michael Shannon, Board Member
<b>AYES:</b>	Donna Corbo, Chairman, Laura Hill, Vice Chairman, Michael Shannon, Board Member, Nancy VanClief, Board Member, Rachael Stone, Board Member, Tammie Capps, Board Member
<b>ABSENT:</b>	Lynn Christian, Board Member

**OLD BUSINESS**

**A. Update on Volunteer Appreciation Day**

Marion Gilbert and Gina Maurer will talk more about this event. Marion will coordinate the funding and possibly enlist the Wild Goose Rotary to help with a dinner. Marion has asked Rachael Stone for a count of regular volunteers that come and help out at the shelter. Marion would like to send out a personnel invitation to each volunteer.

**B. Update on Invisible Halos**

Went to an adoption event at Petsmart in Chesapeake, VA. Colleen OBrien, a shelter employee, also helped at the event. They were able to get 2 cats and 2 dogs adopted. They will try and go back on the second Saturday of the month where they will be able to spread

Communication: October 5, 2017 (Approval of October 5, 2017 Minutes)

out more in the store . Donna Corbo is please to announce that people are calling her for help in getting their animals spayed or neutered. She is also excited that Invisible Halos is able to donate pet food to the food bank.

### **C. Finalizing Bark-tober Fest**

Kaycee Seamster will not be able to help coordinate this years Bark-tober fest due to an illness. Donna Corbo and Rachael Stone have taken over the preparations for the event. The event will include an information table about parasites by Laura Hill, a Vet Tech from Moyock Animal Hospital, photos by Christina Bowyer, information on Bully Breeds by Erica Mason, grooming tips and information by Ryin Santana, a demonstration from the K-9 unit with the Sheriff's Office, JP Knapp Animal Club will be making 2 baskets to be raffled off at the event, Rachael Stone will be setting up a trunk-or-treat and Mike Shannon will be on hand to help with the hot dogs and refreshments. Also plans to have flyers made and sent out and sent to "Let US Know". Marion Gilbert will follow up with the Wild Goose Rotary to confirm their participation in the event.

## **NEW BUSINESS**

### **A. Dates for next years meeting**

New dates for 2018 Regular Meetings, January 4, 2018, April 5, 2018, July 5, 2018 and October 4, 2018.

## **OTHER BUSINESS & ANNOUNCEMENTS**

### **A. Next Meeting Date: January 4, 2018**

Our next regular meeting will be on January 4, 2018.

### **B. Update on Events**

July 15th was the Pig Pickin at St. Lukes, the event was a success. A donation from St. Lukes in the amount of \$870.00 was given to the shelter. It was very hot day but they still were able to have an enjoyable event and some shelter animal even attended. They are hoping that their next event will even be better and raise more money for the animals.

July 19 - August 19 was "Clear the Shelters". This was a national event and our shelter was one of two shelters from North Carolina that was ask to participate. The shelter had 53 adoptions during the 4 weeks. Also in association with the event and as part of the advertisement, Rachael Stone, manager of the shelter, was a guest on the "Hampton Roads Show". She took with her a shelter kitten, named "Folsom", he was a big hit. The shelter received a plaque as a thank you for being apart of the show. The shelter was invited to participate again next year.

July 29 was the adoption event at Petsmart with "Invisible Halos". They were able to adopt out 2 cats and 2 dogs.

August 10th, Gina Maurer and Rachael Stone were invited to the Wild Goose Rotary meeting. The Rotary would like to help raise funds for the dog park. They are wanting to help and make this their community project. Laurel Smith, President of the Rotary and Paul

O'Neal both spoke with Marion Gilbert about raising funds and how to proceed to the next step on completing the dog park project.

It was discussed that the Advisory Board will come up with a plan for the dog park, which will include drawing and suggestions of what will be included in the park.

Gina Maurer will get in touch with Bark Park Company and see if they can help draw out a detailed plan for the park. She will also get quotes on the cost.

Once a plan has been decided upon, Marion Gilbert will present it to the Wild Goose Rotary. Funding for the plan will include donations and funds raised in conjunction with the Rotary.

The Board will have a work session on November 2, 2018 at 6:00 to discuss the Dog Park.

August 12th was an adoption event at "Will You Escape the OBX". No animal were adopted, but the shelter did receive some donations at the event. They received 2 checks from Janet Willis, owner of "Will You Escape the OBX" for a total of \$1250.00 and a check from "Affordable Storage" in the amount of \$100.00.

September 6th, Eagle Creek Golf Club held a fund raiser for the shelter. They raised \$225.00, which was donated to the shelter.

September 7th, The JP Knapp Animal Club returned to volunteer at the shelter. They are great at socializing and exercising the animals.

September 9th, was an adoption event at Petsmart with "Invisible Halos" and they were able to adopt out 2 cats.

September 14th, Michelle Kirnan came to the shelter to take photos of the shelter animals. Some of the animals were not into having their picture taken while other hammed it up. It was a great day and lots of fun for all.

September 16th, There were two adoption events on this day. One was held at the Heritage Festival and the other was at the Tractor Supply in Elizabeth City. Neither event produced any adoptions, but we were able to speak with a lot of people and let them know about the shelter and the great animal we have up for adoption.

Jobs Daughters also came to the shelter to volunteer and have enrichment time with the animals. They are a great bunch of girls that really enjoyed spending the day with the animals.

September 20th, Gina Maurer and Colleen O'Brien were invited to the Health and Wellness day at the Senior Center. They had a table set up with information about how to care for your pets.

September 23rd, was an adoption event at Morris Farm Market for their "Fun on the Farm". Lauren Dozier, volunteered her time along with Colleen O'Brien and Brandon Dozier and together they were able to get 5 cats and 2 dogs adopted. This was a big day for the shelter and everyone is planning on going back next year and hopefully on additional weekends. It was great weather and fun was had by all.

September 30th, was the Rabies Clinic that was held at the Currituck Courthouse. Dr. Tracy from Moyock Animal Hospital came out and he gave approximately 250 shots. It was a great day, everything went well and we got to see some old friends in the County.

### Social Media Outreach

The shelter received a nice write-up on Facebook Messenger. The message was from a family that used to volunteer at the shelter before they moved away and that they really missed our shelter; the caring staff and the great pets.

The shelter was able to help Bertie Humane Society by transferring in 5 lab/mix puppies. During their 5 day hold before they would be available for adoption, the shelter was able to reach 10,839 people through Facebook. This brought a lot of attention to our shelter and the animals we have available. We had multiple applications on the dogs and they were all adopted within 48hrs after being made available along with some of our long time residents at the shelter.

### BOARD COMMENTS

#### ADJOURN

Meeting was adjourned at 8:30pm



**CURRITUCK COUNTY  
NORTH CAROLINA**

November 2, 2017

Minutes – Special Meeting of the Animal Services & Control Advisory Board

**CALL TO ORDER**

Attendee Name	Title	Status	Arrived
Lynn Christian	Board Member	Absent	
Donna Corbo	Chairman	Present	
Laura Hill	Vice Chairman	Present	
Michael Shannon	Board Member	Present	
Nancy VanClief	Board Member	Present	
Rachael Stone	Board Member	Absent	
Tammie Capps	Board Member	Present	
Marion Gilbert	Ex-Officio	Present	

**DOG PARK**

Invited guests by Marion Gilbert were Jason Weeks with Parks and Recreation, Michelle Perry, engineer and Ginger Sykes with Animal Lovers Assistance League. Gina Maurer, Director of Animal Control and Services was also present.

Meeting started with Michelle Perry presenting to the advisory board a preliminary dog park layout that included the fencing area for both small and large dogs and the entrance/ transition area to the park.

Jason Weeks explained that the layout included a concrete pad that attached to the existing walkway and would include the entrance/ transition area of the park. This will make the park handicap accessible. Jason also provided the board with the "bare bones" cost for the completed infrastructure. This would include the fencing, the concrete pad, two trash cans (one for each area), two poop stations (one for each area) and two benches (one for each area) made out of poly coated metal.

The complete "bare bones" pkg using 4ft new fencing and 200 ft of the airport recycled fencing will cost \$21,000.00.

The complete "bare bones" pkg using all new 6ft fencing will cost \$25,000.00.

Jason stated that the area needs to be wheelchair accessible and a gate will need to be added to accommodate the large mowers to enter the fenced areas. He said that parks and recreations would be mowing the areas and they need at least 5.5 ft between the amenities for the mowers.

Communication: November 2, 2017 (Approval of Special Meeting Minutes November 2, 1017)

The park will meet all state requirements as to accessibility for the public and ADA approved.

Mike Shannon presented two hand outs both showing different equipment from Bark Park, a dog park equipment company, that can be used inside the small and large areas. It was determined that the board has a lot of space to utilize.

Marion requested that Gina send the layout to Kristie Pate, Sale Associate with Bark Park and request that she prepare a diagram of their most common equipment and amenities that are used for a recreational dog park. The board would like to see a projected finished picture of a completed dog park, including all of the amenities. The board would like to be able to show the board of commissioners their vision for the dog park.

Marion asked the advisory board to start thinking about a sponsorship campaign to raise money for the amenities for the dog park.

The next step is for Marion Gilbert to take the proposed estimated cost of the infrastructure to the board of commissioners for their approval.

Donna Corbo recapped the meeting by stating that it is the understanding of the advisory board that the County of Currituck will pay for the infrastructure (if approved), the "bare bones", using the 6ft fencing estimate. The advisory board will be responsible for the amenities that will be placed inside the infrastructure, through fund raising, donations and sponsorship from other organizations that wish to help contribute to the success of the dog park.

Ginger Sykes commented that she feels this will appeal to a lot of people both with large and small dogs. She made the suggestion that the board visit different dog parks in the area and take pictures, to use as a guide for Currituck's dog park. Donna Corbo stated that she has been to several dogs parks in the area and has already taken many pictures. Ms. Sykes would also like to see in the future a concrete pool for the water dogs.