

Multnomah County Animal Services

Community Advisory Committee

Monthly Meeting Minutes

Meeting Details

Date	Time	Location
February 5, 2026	6:30-8:30 PM	Multnomah Building

Welcome, Soft Start

- **Announcements:**
 - We will be working between now and March 12th to find a location that suits everyone.
 - Starting in March we will be meeting the second Thursday of every month.

I. Scheduling

Discuss where and when to host future CAC meetings.

- **Discussion:**
 - Tara: Bi-Monthly was difficult as we had to continually review what was done
 - April: Would prefer in person. How will we decide on consensus?
 - Taylor discussed fist to 5 and displayed the handout
 - Consensus is to meet monthly and in person with the ability for people to connect remotely if they have challenges meeting in person.
- **Action Items:**
 - Taylor: Make sure our meeting rooms have the setup for possibly video meetings if people need to connect remotely
 - Look at library locations and send a poll for meeting locations
 - Consider parking and bike storage for next location

- Schedule monthly meetings

II. Stipends

Allow members to opt in, fill out and sign forms.

- **Discussion:**
 - Some members will reach out to Taylor for forms.
 - Stipend will be \$50 per meeting with the exception of the last meeting which will be \$49 to stay under the IRS \$600 limit.
- **Action Items:**
 - Members will contact Taylor if interested.
 - Taylor will manage setting up members with procurement

III. Membership Agreements, Bylaws, Letter

Go over membership agreements and bylaws and ask members to sign. Discuss letter to the committee.

- **Discussion:**
 - Taylor review need for the policies, agreement and by-laws
- **Action Items:**
 - Members will need to sign that they received the by-laws and agreements

IV. Shelter Overview, Q&A

Bud shares the CBAC slides and presents programming and budget.

- **Discussion:**
- **Action Items:** CAC members are encouraged to reach out to Taylor to schedule facility tours.

Adjournment

The meeting was adjourned

Homework is as follows:

- 1) CAC members are encouraged to reach out to Taylor/Bud to schedule facility tours.

- 2) CAC members are asked to review the letter to the future committee and come next time ready to discuss a work plan for the 2 year term.
 - 3) CAC members who wish to have the meeting stipend and have not done so already, will need to reach out to Taylor individually.
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