



Town of Edgewood

Agenda

Regular Meeting

Wednesday, January 14, 2026 at 2:00 PM

Edgewood Community Library, 171A NM 344

Edgewood, NM 87015

All Animal Welfare Advisory Board Meetings are open to the public and are held monthly at 2:00PM in the Edgewood Community Library pending unexpected cancellations, special meetings, and/or extraordinary circumstances.

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Town Clerk at (505) 286-4518 or by email at clerk@edgewood-nm.gov at least five (5) days prior to the meeting or as soon as possible.

A. WELCOME AND CALL TO ORDER

1. Roll Call (by Town Clerk or designee)
2. NM Flag Salute
"I salute the flag of the state of New Mexico, the Zia symbol of perfect friendship among united cultures."

B. APPROVAL OF AGENDA

C. APPROVAL OF MINUTES

1. Minutes of December 11, 2025

D. REPORTS

1. Animal Shelter Manager

E. NEW BUSINESS

1. Shelter Statistics (Calendar 2025, 2025 4th Quarter Stats)
2. Budget Planning for FY27
3. Shelter Marketing (i.e., "I adopted from EAS!" stickers with adoptions)

F. FUTURE MEETINGS

1. February 11, 2026
2. March 11, 2026

G. ADJOURNMENT

Town of Edgewood
Animal Welfare Advisory Board Meeting Minutes
Thursday, December 11th, 2025, at 2:00pm

A. Welcome

Called to order by Sarah Crothers at 2:15PM

Board Members Present: Sarah Crothers, Celia Cooke, Barbara Evans.

Staff Present: Christine Romero, TOE Animal Shelter Manager

B. Approval of Agenda

Ceila C. motioned, Sarah C. seconded. All in favor. Motion carried.

C. Approval of Minutes from October 23, 2025 meeting

Celia C. motioned, Barbara E. seconded. All in favor. Motion carried.

D. Reports

1. Animal Shelter Manager Report

Numbers for November 2025:

37 total intakes: 17 dogs, 20 cats

Adoptions 41 total, 20 dogs, 21 cats

Moving forward, complete shelter stats will be updated quarterly starting January 2026, which will include 4th quarter 2025 statistics.

2. **The BISSEL “Empty the Shelter” Event** started 12/1 ending 12/15. To date, 6 pets have benefited from the program, 2 dogs and 4 cats.

3. **Holiday Pet Food Drive.** The shelter received an enormous amount of donations; however, the number of recipients who arrived on distribution day was very low resulting in a large surplus. The remaining donations will either be distributed at a future shelter event or via donations to local food pantries. The team believes that more advertising will be needed in the future – more fliers posted in appropriate places, advertising in ‘The Indy,’ and on the East Mountain radio station, 102.1. (CELIA, IS THIS CORRECT?)

4. **Clayton Homes** is donating large and small dog houses to rescues and shelters. A Clayton employee who lives in Edgewood has arranged to provide the Edgewood Shelter with 30 doghouses, 15 large and 15 smaller houses to the Shelter local families in need. The Shelter will need to transport the doghouses from ABQ to Edgewood.

5. **Probiotic Program.** Celia has announced an **Probiotic program** agreement describing a partnership between the Town of Edgewood Animal Shelter (a non 501c3 entity) with Friends of Estancia Valley Animals (FEVA), a 501c3 entity. The agreement is a draft, and the final version needs to be approved by the Town of Edgewood Animal Shelter and FEVA Board Members. **This partnership will assist the Shelter with grants and programs that must go through a non-profit.**

E. Unfinished Business

none

F. New Business

6. No word on grants we applied for, except **ASPCA** acknowledged it is moving forward.

G. Budget planning FY27

7. **Grant money** is needed to construct a quarantine area, which the shelter desperately needs. We would also like to construct a new adoption center building, but funding for this project is unlikely. With the expected increase in abandoned and surrendered pets, the shelter is also badly in need of more staff and volunteers. Current volunteers are feeling overwhelmed, which is a source of additional stress on staff.
8. **Shelter Operations.** Shelter manager, Christine, has determined that, for the shelter to operate effectively and safely, at least two staff members need to be working **every day for the shelter to stay open.** **If two staff members aren't available, the shelter should remain closed so care for the pets is not compromised.**
9. **"Vet Drive."** Moving into 2026, the shelter would like to have a 'Vet Drive' and bring a mobile unit to the shelter to provide spay and neuter services. **[WILL THIS BE FREE TO THE PUBLIC? Most likely this would be low cost. It is contingent on whether we get the extra funding for vet costs.]**
10. **Medical Fund Increase.** The shelter will also ask for an increase in medical funds for each animal from \$300 to \$600. Without this increase, animals with more severe conditions are likely to be euthanized. Since we are also expecting an influx of pets that we don't have the resources to accommodate, the shelter **could be at risk of losing** its no-kill status, which will have a huge impact on **grant opportunities**, staff morale and public support for the shelter's mission. The shelter badly needs more space for dogs and cats to ensure we can maintain our no-kill status. Note that the Bernalillo County has lost its no-kill status due to the high influx of pets and the need to euthanize for space.

11. **Budget Discussion.** We will discuss the budget at the next meeting in January. We will need data to present to our commissioners so we can acquire the funds, since they are the decision makers.
12. **Meeting Frequency.** According to the Town Liaison, it is not necessary for the Board to meet monthly and meeting frequency can be lowered. However, the Town Manager and Board feel that meeting less frequently will slow our progress to meet our goals. Thus, we will continue meeting monthly. Christine suspects that decreasing the number of meetings violates the ordinance governing meeting frequency.
13. **Meeting Time.** Moving forward, the Board will discuss changing the meeting to earlier in the day, and limiting it to one hour, except for quarterly meetings which can run longer.
14. **Staffing Changes.** We lost a **valuable** staff member this month so we will need to fill that position. Christine also announced that she will be retiring August 2026 **(wah!!)**. The Board would like to see volunteer and Board member, Sarah Crothers, promoted into that position. Sarah has been working side-by-side with Christine and has the skills needed for shelter management, grant writing, animal handling, volunteer training, and public relations. With Sarah in that position, we're guaranteed a smooth transition, moving forward, as well as a caring, responsible leader. **Note: Since this is a personnel matter, Christine is abstaining from comment and/or support in this matter.**
15. **Budget Workshops.** Will start in April 2026

Next meeting: Wednesday, January 14, 2026, 2:00pm. New agenda items should be sent to Christine by 1/7/2026. February 2026 meeting will be held on the 11th.

Sarah motioned to close the meeting. Celia seconded, all in favor, motion carried

Meeting adjourned at 3:16 pm.