

**Anderson County Animal Advisory Board**  
**Anderson County Courthouse, Room 118A 3/24/2026 4:00 PM**

**MINUTES**

**Members Present:** Commissioner Anthony Allen, Commissioner Sabra Beauchamp, Commissioner Tracy Wandell, Les Hunt, Steven Phillips

**Ex-Officio Members Present:** Mayor Terry Frank, Director Damon McKenna, Law Director Jamie Brooks

**Others present:** Cassandra Powell

**Call to Order.** As this was the first meeting, Mayor Frank called the meeting to order at 4:01 PM. Members and attendees were all introduced, an agenda with a copy of the resolution establishing the board was distributed.

**Motion** by Commissioner Wandell, second by S. Phillips to nominate Commissioner A. Allen as Chairman by acclamation. Motion passed unanimously.

The Board addressed several housekeeping items for the Board operation.

- a. The Chairman is responsible for the agenda.
- b. **Motion** by S. Phillips, second by L. Hunt for Leean Tupper to serve as the Secretary for purposes of recording minutes. Motion passed unanimously.
- c. As Secretary, it was noted that L. Tupper would post minutes and agenda on the county website.
- d. The Chairman will be responsible for emailing members about the meeting, whether personally or through working with the secretary.
- e. The Agenda will follow the county's format.
- f. Deadline for requesting items to be placed on the Agenda will be one week prior to the meeting.

**Motion** by S. Phillips, second by L. Hunt to meet monthly. Motion passed unanimously.

**Motion** by S. Beauchamp, second by S. Phillips to meet 4<sup>th</sup> Tuesday each month. Motion passed unanimously.

**Motion** by T. Wandell, second by S. Phillips that the Board will meet in Room 118A as the regular location. Motion passed unanimously.

**Motion** by S. Beauchamp, second by L. Hunt that the meeting time for the board be established at 4:00 PM. Motion passed unanimously.

**Motion** by S. Beachamp, second by S. Phillips that the Board require a sign-in sheet for purposes of public comment. Motion passed unanimously. It was noted by Law Director Brooks that the Board falls under the county policy for public comments.

**Motion** by S. Beauchamp, second by S. Phillips that a quorum is 50% of sitting members +1. Motion passed unanimously.

**Reports.** Director McKenna was asked several questions by board members. Discussion noted several rescues partnerships, partnerships with LMU and PetSmart, spay/neutering with Young Williams, SARG, and discussion of regular needs. New shelter was also discussed, as well as Slum Dog event on 4/28, 4/1 Volunteer Orientation.

Following discussions, there was a **motion** by S. Phillips, second by L. Hunt that a memorial plaque be designed for the Carden family that will be installed at the shelter. Motion passed unanimously. Mayor Frank is to work with Archives on historical research regarding the Carden family and the land to create the appropriate plaque. Research will come back to the board in coming months.

**Adjournment.** There being no other business before the board, the meeting adjourned without objection at 4:49 PM.