



NATIONAL SEARCH DOG ALLIANCE

Minutes of a Regular Meeting of the Board of Directors

July 7th, 2016

A regular meeting of the Board of Directors of the National Search Dog Alliance was held by conference call on Thursday July 7th, 2016. President Susan Fleming called the meeting to order at 19:03 EST.

The following directors were present and constituted a quorum:

Terry Crooks, Susan Fleming, Tricia Heldman, Bridget Jackson, Kathleen Kelsey, Heather Proper-VanValkenberg, Jen Skeldon, Norma Snelling

Absent was:

Romeo Mejia, Julie Gibson

NSDA members present:

Rena Ferguson, Sherry Scruggs, Laurie Strite

Minutes of the June 2nd 2016, monthly meeting were unanimously approved.

OFFICER'S REPORTS

President's Report, Susan Fleming

Disaster committee discussion June 15th 2016. All disaster evaluators were present except Julie Cramer. The Committee got through the entire Disaster type III test with everyone and discussed the changes and edits that need to be made. Kathleen Kelsey will make final edits and come out with a final document for all disaster evaluators to review before standard is sent to the board for approval. Then we will have a finalized copy of our standard "Disaster first responder live find" and "Disaster first responder human remains detection".

SAR Shop (Suzanna, owner. Christin, membership chair): In the agreement with SAR Shop, we want to continue to honor our NSDA member discounts like we have historically done with the NSDA store. In order to respect the privacy of NSDA members, Christin will regularly email Suzanna a listing of member numbers without associated names. When an NSDA member purchases an item through SAR shop, they will provide their NSDA member number to receive their discount. Christin will refer to the current NSDA membership number list to confirm.

NSCARA: no changes.

The face-to-face BOD meeting date is Nov. 11-13th, 2016 in Philadelphia, PA.

Vice President's Report, Terry Crooks

Next week BOD members will teleconference with SCORE representative Bruce Sneddon to go over NSDA's business plan.



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Online testing: recommended reading before the test: how many times can one retake that test? Norma Snelling thought that it was six times for the testing fee. There are resources on the NSDA website of recommended reading for the test.

Secretary's Report, Jen Skeldon

P&P 30 day revision period ends July 7th, 2016. The final revisions are complete and without further membership edits the revised copy will be sent to the board. The final vote for approval will be done via email. The next document to edit will be the bylaw revision to ensure the bylaws and P&P are in agreement.

Treasurer's Report, Julie Gibson

Last year we missed paying the Registered Agent fee (\$120). President Fleming has asked Cam Daggett to look up our registered agent and pay the fee for this year. Cam Daggett contacted the Registered Agent and we will be sent a bill for the fee.

Summary of NSDA financial position as of July 1st, 2016: Net income = \$5,982.85. Total Liabilities & Equity = \$ 84,348.24, a 9.5% increase from July 1st, 2015.

COMMITTEE REPORTS

Alliance Depot, Bridget Jackson

The box from the store was mailed to the SAR Shop and should arrive Wednesday July 13th, 2016. A list of membership numbers was sent to the SAR Shop, of active members. NSDA Members will receive a 15% discount for all NSDA items purchased through the SAR shop.

Norma has verified the price for NSDA decals to be passed out by evaluators to those they test. Norma was going to order decals to be passed out by evaluators to those they test. However, Sherry Scruggs located approximately 200 decals which will be used first before we reorder. Sherry Scruggs has decals and will be mailing them to Rena Ferguson to send out to evaluators as needed when she is notified of NSDA tests they are doing.

Education Chair, Wade Boyd

No report

Evaluator Chair, Heather Proper-VanValkenberg

The following have fulfilled all requirements and have been added to evaluator lists: Sharon Ward, *Principal Land HRD*, Lynda George, *Principal Disaster*, Heather Suedkamp, *Principal Disaster*, and Sue Bonney, *Apprentice Disaster*

The Following have been approved and still need workshops: Pat Lamson, *Principal Land and Apprentice Water HRD*, and Rachel Kravitz, *Apprentice Area*

Newsletter, Norma Snelling



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We had 1,352 readers at the end of June. It fluctuates a few up and down but stays pretty steady. Norma will add a line to advertise the newsletter to new members in their welcome to NSDA letter but the letter needs to have some information updated first. I'm hoping that will bring in the majority of new members.

Soraya Heydari will be the new editor of the newsletter from now on with help from Norma.

Membership Chair, Christin Kieffer (emailed report)

Membership as of July 1st, 2016

Status	Number of members
Current	395
Expired	39
New	5
Founding	14
Lifetime	11
Total	464

Podcasts, Eva Briggs

No report

Resource Chair, Sherry Scruggs

The resource list has been updated on the website and all folks wanting to be listed are now on the list. This will be regularly updated as I receive the testing documents.

Social Media Chair, Suzanne Elshult

No report

Testing Chair, Rena Ferguson

118 tests total have been given from Jan through June 2016. 23 tests were given in June. There are 4 Regional tests coming up, they are:

Hamilton, MT - July 22nd-24th

Monroe, WA - August 18th - 19th

Show Low, AZ - September 15th -18th

Camp Atterbury, IN - October 15th-16th

Website Liaison, Laurie Strite (emailed report)

Pam Boyke is no longer helping Laurie Strite with membership. Laurie is taking over Pam's position. Email President Fleming if you have computer and/or technical skills and are willing to help Laurie.

Norma has changed the *Candidate Registration form* to comply with the *Score Sheet information* as to when a retest can be given. It is now on the web site.

10 changes in June 1 user problem



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Unfinished Business

Welcome Tricia Heldman and Romeo Mejia to the board, and welcome Norma Snelling back to the board.

New Business

Susan Fleming asked Terry Fleck (K9 Legal Consultant) the following question and received his answer. Question: If a K9 handler is requested to testify in court, what would the court require for proof of passing a certification? I am asking this question because NSDA has been keeping a file of all K9 testing handlers who took an NSDA certification. The file includes the handler's information (registration form) and the certification passed or failed which includes the evaluator's name and date. We have not been including the evaluator score sheets or maps of the test. Should we be keeping those as well? The evaluators are required to keep the score sheets for at least 6 months. The handlers receive a certificate for passing the test which is valid for two years (dated.) Is there anything else we need to do for our handlers?

His Answer: 1) Every certification should be pass/fail, with no scoring. 2) NSDA should keep all forms of the certification process, including pass/fail evaluators (no score) sheets and maps. As an example, my State California. California's certification requires several pages of tasks and successful completion of the tasks. Those pages are retained by the handler and State evaluator. Since NSDA is the certifying body, they should retain all elements (paper) of their certification process. Those records should be kept for the service life of the K-9 team, plus 3 years, in case of any pending Court action. *6 months is not long enough.* 3) SWGDOG's best practice and the U.S. K-9 industry standard is yearly, every 12 months, certification. *Therefore, every two years certification is not consistent with that.*

We need to discuss what we need to do.

Susan made a motion that evaluators send the candidate list, the candidate registration form, the field test prerequisite checklist, all maps, area acreage adjustment chart, and score sheets to the testing administrator for filing. Heather Proper-VanValkenberg seconded the motion. The motion passed unanimously.

Norma Snelling would like to make a motion to enforce the requirement that in order for an applicant from an outside organization to become a principal NSDA evaluator, the applicant be required to conduct one test in each requested discipline under the direct supervision of an NSDA principal evaluator before being approved. The board was in agreement that this should be enforced.

Action Items

None

There being no further business, Heather made a motion to adjourn with a second by Terry Crooks. The motion passed unanimously and the meeting was adjourned at 20:14 EST.

Jen Skeldon, Secretary / July 7th 2016