



**NATIONAL SEARCH DOG ALLIANCE**  
**Minutes of a Regular Meeting of the Board of Directors**  
March 2, 2017  
*certified*

A regular meeting of the Board of Directors of the National Search Dog Alliance was held by conference call on Thursday, March 2, 2017. President Susan Fleming called the meeting to order at 7:06 p.m. EST.

The following Directors were present and constituted a quorum:

Susan Fleming, Julie Gibson, Bridget Jackson, Kathleen Kelsey, Jen Skeldon, Norma Snelling, Heather Proper-Van Valkenberg, Sue Wolff

Absent were:

Terry Crooks, Kathleen Kelsey (both out of town)

Also attending were:

Rena Ferguson, Roy Pescador, Sherry Scruggs

Members of the Board were asked if there were any corrections to the minutes from the February 2, 2017 meeting that they received via e-mail prior to the meeting. Norma Snelling called attention to the mis-spelling of an Evaluator's name. The correction was made and the minutes were approved as corrected.

### **OFFICER'S REPORTS**

#### **President's Report, Susan Fleming**

President Fleming reported on items discussed at the February 16, 2017 Executive Committee Meeting and the recommendations suggested by the Committee.

#### **Vice-President's Report, Terry Crooks**

Vice-President Terry Crooks e-mailed his report to the Secretary even though he was unable to attend the meeting. He reported about his contact with SAR Shop, persons wanting testing and a college student seeking information regarding dog training.

#### **Acting Secretary's Report, Sue Wolff**

Acting Secretary Sue Wolff reported that she will be taking over working on the NSDA Policies and Procedures.

At this point in the proceedings, a motion was made to make Sue Wolff the permanent Secretary of the Alliance and it was approved unanimously.

#### **Treasurer's Report, Julie Gibson (e-mailed report)**

Julie Gibson, Treasurer, e-mailed that the bi-annual review of NSDA's finances had been conducted.

Norma Snelling mentioned that the monthly financials used to go out with the newsletter and be posted on the NSDA website. She wondered why that practice had been discontinued. The Treasurer has not been contacting the Website Liaison with the reports and President Fleming will contact her about it. President Fleming said that the shortened form of the Treasurer's Report shall now be attached to the newsletter and be on the website starting with the March 2017 report.

## **COMMITTEE REPORTS**

### **Education, Roy Pescador**

Roy Pescador, Chairman of the Education Committee, reported that he had been working with President Fleming on additions to the Education tab on the NSDA website.

President Fleming stated that the information list needed to be expanded with links and study guides needed to be added for Area and Trailing review. She also suggested that the Education Chair may be able to supply information for NSDA Podcasts. Sherry Scruggs suggested expanding into a UTube format with short videos relating to the study guides. Norma Snelling suggested that the Chair contact certified K-9 handlers on the Resource List for assistance in this project.

### **Evaluator Committee Chair, K. T. Irwin, (emailed report)**

The Chair reported that Suzanne Elshult was promoted to Principal Evaluator in Land HRD and Heather Sudenkamp resigned as an Evaluator on February 11, 2017. The Evaluator lists were updated. Pat Lamson will complete her required process in July to move to Principal Evaluator in Water HRD.

### **Testing Administrator/Resource Chair, Sherry Scruggs**

Chair Scruggs said only two (2) tests have been given in 2017.

### **Newsletter, Norma Snelling**

Editor Snelling stated that, as of February 25, 2017, there are 1,530 readers of the SAR Dog News and that number has remained stable.

### **Membership, Christin Kieffer-Wisser, (e-mailed report)**

The Chair's report said that NSDA has a total of 444 members as of February 28, 2017.

### **Nominating Committee, Julie Gibson**

Chair Gibson reported that only three applications for the NSDA Board of Directors had been received as of March 1, 2017.

### **PODCASTS, Eva Briggs**

No contact/no report

### **SAR Shop, Susanne Guizar, (e-mailed report)**

The SAR Shop spreadsheet that was submitted indicated that NSDA's share of sales for December, 2016 was \$5.60 and \$15.16 for February for a total due to NSDA of \$20.76.

**Social Media Chair, Suzanne Elshult**, (e-mailed report)

NSDA's Facebook account has 1,239 likes; Twitter has 36 followers; and Instagram has 52.

**Testing Chair, Rena Ferguson**

Chair Ferguson reported that there were no tests in February and only two (2) in January. She said there will be tests coming up as the weather improves.

**Website Liaison, Laurie Strite** (e-mailed report)

Liaison Strite's report said there were fourteen (14) website changes in February and no problems.

## **UNFINISHED BUSINESS**

The President asked if there were any questions and/or comments regarding the revised Evaluator Administrator Process for the Policies and Procedures. Norma Snelling suggested a clarification under 24.3 Other Duties. She then made a motion to accept the Process as corrected and it was passed unanimously.

## **NEW BUSINESS**

President Fleming reported that the Alliance's Policies and Procedures had been removed from the website. As this document is an operating manual, it is an internal manuscript and should not be freely available for view on the website.

The President asked all Board members to read and refer often to the parliamentary procedures short cuts which were recently sent to all.

Reduction in the size of the Board was the next topic of discussion. President Fleming stated that the Executive Committee recommended reducing the size of the NSDA Board of Directors from nine (9) to either seven (7) or five (5). A general poll of the members present indicated an interest in pursuing this move and it was decided to put in on next month's agenda.

In a presentation of the coordination of the Standing Committee's list in the Bylaws and the Policies and Procedures, questions were raised regarding the need for presidential oversight of the standards' subcommittees. President Fleming felt that the list needed more refining and it was tabled for further examination.

President Fleming said that she had hoped to utilize Google for all the documents for Board members but was hesitant to do so due to the easy insertion and removal of them. Jen Skeldon stated that there is a control for that and is to send the Secretary the instructions for editing the NSDA folder on Google.

A recommendation from the Executive Committee was presented by President Fleming. In order to make things easier for Evaluators conducting certification tests, a stipend could be provided to testing candidates to go to the Evaluator's location. This would eliminate, among other things, Evaluators finding unsuitable testing locations when travelling to other exam sites. President Fleming will consult with Testing Chair Rena Ferguson regarding establishing a committee for looking into this matter.

Sherry Scruggs suggested that the Executive Committee look into incentives for becoming an Evaluator for NSDA. President Fleming said she would put it on the agenda for their March 16 meeting.

Norma Snelling said that, while in New Zealand, she had met the editor of a search dog newsletter who said they only had sixteen (16) dogs for the entire lower island. The editor said that their training was provided by law enforcement whose trainer could not be convinced that K-9s can scent discriminate. Norma said an article on this subject for their newsletter would be helpful. Janet Wilkes and Susan Bulanda were suggested as authors.

Moved by Sue Wolff that the meeting adjourn. Motion carried.

The meeting adjourned at 8:40 p.m. EST.

A handwritten signature in black ink, appearing to read 'Sue Wolff', is written over a light blue rectangular background.

*Sue Wolff*, Secretary

**NATIONAL SEARCH DOG ALLIANCE**  
**COMMITTEE REPORTS**

March 2, 2017 Board of Director's Meeting

**Executive Board Report – Susan Fleming**

The Executive Board met and discussed the following items:

- President Susan Fleming recommended reading the book “Getting Things Done, the Art of Stress-Free Productivity” by David Allen as a tool to help officers and Board members get things done.
- What the role of the Executive Board? To make recommendations to the Board. Our Bylaws and P & P's are vague on this issue.
- Clarification of the Evaluator Administrator's role and application process.
- Discipline Review Committees. Disaster and Water HRD standards are complete. President Susan Fleming will arrange teleconference and facilitate communication with Evaluators in the other disciplines to discuss the field tests and any changes that may need to be made to the standard.
- Education Committee. President Susan Fleming will talk to Education Chair Roy Pescador and request him to update the Education Tab on the NSDA website with current useful information for members.
- President Susan Fleming will make a Parliamentary Procedure reference sheet for all Board members to utilize to conduct business.
- A discussion regarding the size of the NSDA Board was held and a recommendation was determined.
- The Board Google file contents were discussed and a determination was made as to what to include especially for new members of the Board.
- Testing procedures regarding Evaluators going to the handler's location vs. handlers coming to the Evaluators were talked about and a recommendation to look further into the matter was chosen.

**RECOMMENDATIONS TO THE BOARD OF DIRECTORS:**

Revise the process for applications for Evaluator as currently written in the Policies and Procedures: The Evaluator Chair send the resume and checklist of all Evaluator applicants to the Board for consideration. If the Board has no objections to the applicant as an Evaluator for NSDA, the Evaluator Chair will notify the Evaluator Administrator to continue processing the applicant. There will be no Board vote on the applicant but the Evaluator Chair will inform the Board of new Evaluators in their monthly report to the Board.

Make a change in the current Bylaws reducing the size of the Board of Directors from nine (9) to five (5).

Make another change in the current Bylaws changing its list of committees to match the ones in the newly approved Policies and Procedures.

Recommend that the Board member Google File contain all documents in one place that need to be accessed by Board members

Establish a committee to explore a stipend for handlers to go to the Evaluator for testing in addition to other grants NSDA offers.

**Membership, Christin Kieffer-Wisser, (e-mailed report)**

Membership as of Feb 28, 2017

**Status # of members**

Current 403

Expired 13

New 2

Founding 14

Lifetime 12

**Total 444**

**Nominating Committee, Julie Gibson**

3 applications received as of 3/1.. Decide 2nd applicant from region 1 position at meeting.

**SAR Shop, Susanne Guizar, (e-mailed report)**

February Sales:

Product ID	Description	Price	Qty	Total	60% Due SARshop	40% Due NSDA
N01200	NSDA Book (Spiral): 200 HRD Log Sheets	12.00	1	12.00	7.20	4.80
N22000	Book: SAR K-9 Training Log & Journal	12.95	2	25.90	15.54	10.36
<b>Total</b>				<b>37.90</b>	<b>22.74</b>	<b>15.16</b>
<b>Dec 2016</b>	<b>Due NSDA</b>					
<b>5.60</b>	<b>20.76</b>					

**Website Liaison, Laurie Strite (emailed report)**

14 changes in February; 0 problems

**Social Media Chair, Suzanne Elshult, (emailed report)**

**Facebook**

Date	Metric
	Likes
November 2014	434
January 6, 2016	895
January 1, 2017	1201
January 29, 2017	1224
March 1, 2017	1239

**Social Media Report continued:**

**Twitter**

Date	Metric
	Followers
January 1, 2015	5
January 6, 2016	11
January 1, 2017	32
January 29, 2017	32
March 1, 2017	36

**Instagram**

Date	Metrics
	Followers
January 1, 2015	8
January 6, 2016	22
	23
January 1, 2017	50
January 29, 2017	50
March 1, 2017	52

**Evaluator Committee Chair, K. T. Irwin**

Report to the NSDA Board, Evaluator Committee Chair, K.T. Irwin, Board Meeting  
March 3, 2017

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Report Written February 28, 2017

- Principal Evaluator Observations score sheet and other documentation for Apprentice Suzanne Elshult received from Bill Hilsman. All in order and Suzanne moved to Principal in Land HRD. Laurie Strite notified to update lists.
- Evaluator Committee formed consisting of Cam Daggett, Rena Ferguson and K.T. Irwin to review any issues with Evaluators that need discussion, correspondence or discipline as per the Evaluator Guidelines, By-Laws and P and P.
- Suedkamp resigns as Evaluator February 11, 2017. Suedkamp told she may reapply as an Evaluator at any time. Evaluator Lists updated per resignation. All documentation available if Board needs to review.
- Continuing to assist Sue Wolff in forms and document updates.
- Completed podcast interview with Eva Briggs regarding SAR dog scenarios training.
- Corresponded with Pat Lamson and Testing Chair, Rena Ferguson, and plans confirmed to bring Pat to Cody, Wyoming in July to complete her required process to move to Principal in Water HRD. Testing subjects confirmed. Susan Fleming approves NSDA will pay for Pat's airfare. Water HRD testing to occur June 30, July 1 and 2.

**Evaluator Committee Chair Report continued:**

- Reviewing evaluator tests for 2016. Discrepancies noted as some tests listed on one spreadsheet and not on others. During review, one must compare several spreadsheets to form one report. Several Chairs and Administrators are keeping their own records/spreadsheets and then these are forwarded to the next individual who takes over their duties. Mistakes will happen. I would like to suggest the Board consider assigning database upkeep of tests – date of test, team testing, evaluator, pass/fail, discipline, location of test, canine, comments re tests – to one person who is extremely proficient at combining databases and producing reports in any format for the administrators or chairs who need them. It is extremely important NSDA records are accurate. In order to ensure accuracy and quick response when reports are needed, this may need to be a paid position by an agency or individual. Or, if volunteer, this needs to be the only task this person performs. Recommend paid position to ensure accuracy and prompt response.
- Report requested from Christine Wisser regarding expired membership dues for Evaluators. Not received by the date of this report.
- Discussed with Norma Snelling addition of Evaluator List with disciplines and contact information to the March Newsletter to allow NSDA membership to review assets and possible locations when tests are needed. This will also serve to advertise for each evaluator tests they can give as per the rule that each evaluator must either give one test or advertise one test in their discipline every two years.