



NATIONAL SEARCH DOG ALLIANCE
Minutes of a Quarterly Meeting of the Board of Directors

June 1, 2017

certified

The second quarterly meeting of the Board of Directors of the National Search Dog Alliance was held by conference call on Thursday, June 1, 2017. President Susan Fleming called the meeting to order at 7:00 p.m. EDT.

The following Directors were present and constituted a quorum:

Terry Crooks, Susan Fleming, Heather Proper-Van Valkenberg, Jen Skeldon, Norma Snelling, Sue Wolff

Absent was:

Bridget Jackson

Also attending were:

Roy Pescador, Sherry Scruggs, Julie Davis, Karen Nesbitt

Guest attending:

Claudia Marbury, NSDA member

Members of the Board were asked if there were any corrections to the minutes from the May 4, 2017 meeting that they received via e-mail prior to the meeting. As there were none, the minutes were approved.

OFFICER'S REPORTS

President's Report, Susan Fleming

President Susan Fleming reported on items discussed at the May 18, 2017, Executive Committee Meeting and the recommendations suggested by the Committee.

Vice-President's Report, Terry Crooks

Vice-President Crooks reported that he had received a few information calls. He said he was working on a Frequently Asked Questions for the website which will include helpful solutions to common problems.

Secretary's Report, Sue Wolff

Secretary Sue Wolff reported that there were no votes by e-mail.

Treasurer's Report, Heather Proper-Van Valkenberg

Treasurer Heather Proper-Van Valkenberg ascertained that everyone had received the e-mailed Income and Expense Report, the Statement of Financial Position and the Detailed I&E Report. President Fleming stated that she had signed the NSDA revised 990 and Treasurer Proper-Van

Valkenberg said that it had been filed with the IRS. President Fleming said that NSDA's income was down from May 2016 and asked Norma Snelling about the CD reinvestment. Mrs. Snelling stated that there were difficulties with the bank and she would bring alternatives to the Executive Committee for consideration and recommendation to the Board.

COMMITTEE REPORTS

Education Program Manager, Roy Pescador

Judging from comments heard by Mr. Pescador at the Washington State SAR conference, he ascertained that videos are needed to explain the basics of SAR and K-9 SAR training, a project on which he has been working. He said he has spoken at length with Sherry Scruggs about producing these videos.

Evaluator Program Manager

President Fleming reported that K.T. Irwin had resigned from her position as Evaluator Program Manager and President Fleming stated that she is temporarily doing the job. Secretary Wolff said that Mrs. Irwin had submitted the following report: Sally Olsen was approved as Apprentice Evaluator in Area; general website corrections were made. Terry Crooks said that he would be contacting Ms. Olsen for a workshop. President Fleming mentioned that Heather Proper-Van Valkenberg has obtained Principal Evaluator status in Trailing.

Testing Administrator/Resource Program Manager, Sherry Scruggs

Sherry Scruggs said that she has recently updated the online Resource List and has sent it to the Website Liaison for posting. Ms. Scruggs stated that she updates this list approximately every six weeks and removes handlers whose certifications have expired.

Newsletter Editor, Norma Snelling

Norma Snelling reported that the number of newsletter subscribers was currently at 1,379. She said there will be a Special Edition in June and probably every month during the summer due to reporting on NSDA certification testing.

Membership Program Manager, Julie Davis

Julie Davis said she was going to run a report on people who have been dropped off the membership list and will be updating the aMember program information. She stated that there is an issue with the program recording payments which is being addressed.

PODCASTS Division Supervisor, Eva Briggs

No contact; no report

Merchandising Program, Norma Snelling

There were three sales netting \$27.02 which is a return of 87% reported Norma Snelling

Social Media Manager, Suzanne Elshult

No contact; no report

Testing Program Manager, Karen Nesbitt

Karen Nesbitt stated that there have been twenty-eight tests so far in 2017 with four tests done in May. She said more were coming up.

Website Liaison, Laurie Strite

No contact; no report

Unfinished Business

President Fleming reported that Bill Hilsman is going to scan all of NSDA's testing records that he has so they can go in the cloud storage. She said that NSDA will need between 200-500 MB of storage and Norma Snelling will be working with webmaster Gary Blocker on the setup of this *NSDA Office*.

Sue Wolff presented the suggested changes to the *Policies and Procedures Protocols*. These mainly consisted of removing all reference to public viewing of the document and of inserting the actual formatting of the document's pages. She made a motion, seconded by Susan Fleming, to approve these changes. Motion carried.

The next proposed change to the NSDA Policies and Procedures was to the *Use of the NSDA Logo*. Ms. Wolff explained that this policy would now include the approved use of the logo as well as usages not permitted. Susan Fleming made a motion, seconded by Sue Wolff, to accept the changes. Motion carried.

New Business

President Fleming welcomed newly elected Board members, Sherry Scruggs, Norma Snelling and Roy Pescador. She also thanked Terry Crooks and Bridget Jackson for their service as they had come to the end of their terms and were leaving the Board.

President Fleming opened the floor for nominations for President. Sue Wolff nominated Norma Snelling. There were no other nominations and Mrs. Snelling accepted the position.

The floor was opened for nominations for Vice-President and Susan Fleming was nominated. There were no other nominations and Mrs. Fleming accepted the position.

Sue Wolff was nominated for Secretary and, as there were no other nominations, Ms. Wolff accepted the position.

Heather Proper-Van Valkenberg was nominated for Treasurer and accepted the position as there were no other nominations.

President Snelling presented the following recommendation for the removal of ICS 700 and 800 as they are deemed unnecessary requirements for both handlers and Evaluators.

1. Effective August 1, 2017, remove ICS 700 and 800 as prerequisites for NSDA field certifications.
2. Effective August 1, 2017, remove ICS 700 and 800 as a requirement for Evaluator applications.
3. Place the following statement at the top of our Resource List on the website:

Requesting Agencies Please Note:

NSDA prerequisites for certification: Basic First Aid and CPR, written knowledge test, NIMS ICS 200, Letter of recommendation from SAR coordinator or deploying agency, Proof of K-9 temperament, current K-9 vaccinations, six months training logs, proof of one year of age. Other requirements before deployment, if any, must be determined by their own team or agency.

Susan Fleming made a motion, seconded by Heather Proper-Van Valkenberg, to adopt this change. Motion carried.

Sherry Scruggs pointed out that the Evaluators will need to be notified of the change and Karen Nesbitt said she will send a reminder to the Evaluators when they are testing near the August 1, 2017, date. It was also suggested that the Website Liaison be given notice of this change which will greatly affect the website.

Sue Wolff stated that she had formatted the final Live and HRD Disaster Standards and it was ready to be put on the NSDA website, with the Board's approval. Susan Fleming pointed out that she had had a teleconference with members of the Disaster Committee, Karen Nesbitt, Kathleen Kelsey and Ann Wichman, regarding the content of this standard. As members of the Board wished to see the standard before it is released, President Snelling directed the Secretary to send it out and a vote regarding it would be taken by e-mail within ten days.

President Snelling stated that the Board face-to-face meeting would be held in Philadelphia as it was deemed to be the most convenient location for everyone. She presented the following dates for the meeting and asked Board members to be back to her with their first and second choices.

August 26, September 9, September 16, September 23

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

The meeting adjourned at 8:15 p.m. EDT.



Secretary

NATIONAL SEARCH DOG ALLIANCE
COMMITTEE REPORTS

June 1, 2017 Board of Director's Meeting

Executive Committee Report, Susan Fleming

The Executive Committee met on May 18. All members were present.

It is the recommendation of the Executive Committee that the Board approve the Logo P & P's.

It is the recommendation of the Executive Committee that the Board approve the Protocols for the Policies and Procedures Manual.

A question was asked about the status of the GSR Standard. My understanding was that Cat Best was revising it. After contacting Norma Snelling about it, she said that she would check with Cat Best about the GSR Standard.

Treasurer's Report, Heather Proper-Van Valkenberg

National Search Dog Alliance 2017
Statement of Financial Position
As of May 31, 2017

05/31/17
Cash Basis

	<u>May 31, 17</u>	<u>May 31, 16</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets Checking/Savings				
Bank of America	53,212.86	50,050.02	3,162.84	6.3%
2 - Capital One Bank	31,242.53	31,157.03	85.50	0.3%
3 - membership@n-sda.org	1,953.80	5,695.15	-3,741.35	-65.7%
Total Checking/Savings	<u>86,409.19</u>	<u>86,902.20</u>	<u>-493.01</u>	<u>-0.6%</u>
Total Current Assets	86,409.19	86,902.20	-493.01	-0.6%
TOTAL ASSETS 86,409.19 86,902.20 -493.01 -0.6%				
LIABILITIES & EQUITY				
Equity				
30000 - Equity	36,521.18	36,521.18	0.00	0.0%
32000 - Unrestricted Net Assets	46,927.04	42,801.94	4,125.10	9.6%
Net Income	2,960.97	7,579.08	-4,618.11	-60.9%
Total Equity	<u>86,409.19</u>	<u>86,902.20</u>	<u>-493.01</u>	<u>-0.6%</u>
TOTAL LIABILITIES & EQUITY	<u>86,409.19</u>	<u>86,902.20</u>	<u>-493.01</u>	<u>-0.6%</u>

National Search Dog Alliance 2017
Statement of Financial Income and Expense
January through May 31, 2017

05/31/17
Cash Basis

	Unclassified TOTAL	
Income		
43300 · Direct Public Grants		
43360 · Amazon Smile	13.69	13.69
Total 43300 · Direct Public Grants	13.69	13.69
43400 · Direct Public Support		
43430 · Individual/Business Donations	350.00	350.00
Total 43400 · Direct Public Support	350.00	350.00
45000 · Investments		
45030 · Interest-Savings, Short-term CD	30.80	30.80
45040 · Interest - Checking	1.66	1.66
Total 45000 · Investments	32.46	32.46
46400 · Other Types of Income		
46420 · Inventory Sales (Merchandise)	144.92	144.92
46430 · Certification Field Test	1,009.95	1,009.95
46440 · On Line Certification Testing	225.22	225.22
Total 46400 · Other Types of Income	1,380.09	1,380.09
47200 · Programmed Income		
47210 · Membership Dues - Individual	2,764.77	2,764.77
47230 · Membership Dues - Team	1,080.00	1,080.00
Total 47200 · Programmed Income	3,844.77	3,844.77
49000 · Special Events Income		
49520 · Titusville Trailing Seminar	350.00	350.00
Total 49000 · Special Events Income	350.00	350.00
Total Income	5,971.01	5,971.01
Gross Profit	5,971.01	5,971.01
Expense		
63000 · Education and Research	500.00	500.00
65000 · Operations		
65020 · Postage, Mailing Service	8.33	8.33
65021 · Alliance Depot Goods & Shipping	53.82	53.82
65040 · Office Supplies	51.92	51.92
65075 · Hosting Fees	219.81	219.81
65080 · PayPal Cost-Membership Dues	88.51	88.51
65090 · PayPal Cost-Inventory Sales	3.74	3.74
65100 · PayPal Cost-On Line Training	15.45	15.45
65102 · PayPal Costs - Field Test	18.96	18.96
65120 · Insurance - Liability and Bond	17.51	17.51
65131 · Field Test Refunds	225.00	225.00
65132 · Online Testing Refunds	10.00	10.00
Total 65000 · Operations	713.05	713.05
66000 · General Test/Training Cost		
66500 · Evaluator Travel	600.00	600.00
Total 66000 · General Test/Training Cost	600.00	600.00
67000 · Regional Seminars		
67040 · Titusville Trailing Seminar	196.99	196.99
Total 67000 · Regional Seminars	196.99	196.99
69000 · Financial Review / Audit	1,000.00	1,000.00
Total Expense	3,010.04	3,010.04
Net Ordinary Income	2,960.97	2,960.97
Net Income	2,960.97	2,960.97