



NATIONAL SEARCH DOG ALLIANCE
Minutes of the Annual Meeting of the Board of Directors

September 7, 2017

certified

The Annual Meeting of the Board of Directors of the National Search Dog Alliance was held by conference call on Thursday, September 7, 2017. President Norma Snelling called the meeting to order at 7:01 p.m. EDT.

The following Directors were present and constituted a quorum:

Susan Fleming, Heather Proper-Van Valkenberg, Sherry Scruggs, Jen Skeldon,
Norma Snelling, Sue Wolff

Absent was:

Roy Pescador

Also attending were:

Nancy Acebo, Julie Davis, Josh Gerstman, Rachael Kravitz

Guest Speaker: Dee Wild, one of the Founders of NSDA

Ms. Wild began her talk by stating that, when the organization began, its mission and vision was to be the *Voice of K-9 SAR*.

She also stated that, to maintain a stable and growing organization, there are four areas for which the Board is responsible:

1. Doing for K-9s specifically—standards, seminars, and PODCASTS.
2. Ensuring financial stability – through building membership, offering services for a fee, and donations.
3. Connecting with agencies utilizing K-9s -- at the national level—law enforcement, fire department, park rangers and border patrol—partner with them in seminars.
4. Raising awareness in the general public—educate the general public through free public service announcement—gain donations—determine how funds are to be used

She continued by discussing each of the four in more detail.

1. The Board should look at data before having a committee make a specific change to the standards –data regarding the number of pass/fails may or may not indicate the need for a change – over the years, as new handlers come on the board there is this desire to change the standards. This is not how standards should be reviewed. The Board should review data annually to determine if there is a specific area where there is a high rate of failure. Before changing the standards, classes and PODCASTS should be developed to address that area.

2. Growing the organization and ensuring there is financial stability is probably one of the most important areas for the Board. Without this, the organization cannot become sustainable in the long term.
3. Local teams can easily reach out to their local law enforcement and other agencies that would request their services. It is NSDA that should position itself to connect with these agencies on a national level by attending their national conferences and marketing the organization. Having an opportunity to present on what NSDA can bring to the table regarding SAR resources as well as looking into a special membership for their organizational handlers should be considered.
4. Through free public service announcements on television and radio, NSDA can build financial support and recognition.

Ms Wild commented on the upcoming Board meeting in Philadelphia, stating that a face-to-face meeting offers the Board the opportunity to develop a strategic plan for the future and long term development of the organization.

Following Ms. Wild's talk, the Board turned to regular Alliance Business.

Members of the Board were asked if there were any corrections to the minutes from the August 3, 2017 meeting that they received via e-mail prior to the meeting. As there were none, the minutes were approved as submitted.

OFFICER'S REPORTS

President's Report, Norma Snelling

President Snelling reported that the NSDA Yahoo account was deleted 8-9-17. She said it takes forty days for the account removal to take effect.

She stated that motions for proposed Bylaw changes have been going out to the Board by e-mail.

She reported that Roy Pescador will not be able to attend the Philadelphia BOD meeting and Linda Addy has agreed to contact members whose membership expired due to the lapse in our program

Vice-President's Report, Susan Fleming

Vice-President Fleming stated that she had been given the assignment to inquire about the State of Texas' laws governing charitable contributions. She specifically asked about State permission to seek donations. She reported that Texas does not have a Charity Division which would govern seeking donations therefore no permits are needed in that state.

Secretary's Report, Sue Wolff

Secretary Wolff reported that there were six motions passed by e-mail since the last Board meeting. In short they were:

- for a proposed change to the Bylaws to remove the membership requirement from the appointed staff of NSDA programs. Motion carried.
- for a proposed change to the Bylaws to eliminate NSDA voting regions. Motion carried.
- for a proposed change to the Bylaws to elect three (3) Directors the first year, three (3) the second year and two (2) the third year in order to implement the seven member Board without regions. Motion carried.
- for a proposed change to the Bylaws: Any officer elected by the ~~membership~~ Board or agent appointed by the President may be removed (with or without cause) by a majority vote of the Board whenever, in its judgment, the best interests of the Alliance will be served by such removal. Motion carried
- for a proposed change to the Bylaws: **Section 4. Removal.** Any officer or agent ~~elected or~~ appointed by the Board may be removed (with or without cause) by a **supermajority vote of 70% (5 of 7) or better** by the Board whenever, in its judgment, the best interests of the Alliance will be served by such removal. Motion carried.
- for a proposed change to the Bylaws: Any Officer to be removed will be provided with the following as outlined in the Policies and Procedures:
 - an adequate notice of the charges.
 - a fair hearing.
 - ~~the right to counsel.~~
 - a reasonable opportunity to present a defense.Motion carried.

The detailed version of these motions is in the Secretary's report which is attached to these minutes.

Secretary Wolff also reported that a Corporate Seal had been purchased. She stated that she had requested an assessment of the Alliance as a corporation from 501 Commons in Seattle. She will notify the Board when the evaluation is received. She has also submitted an application to the Better Business Bureau for non-profit recognition by their organization.

Treasurer's Report, Heather Proper-Van Valkenberg

After ascertaining that all the Board members had received the Treasurer's printed statement, Treasurer Proper-Van Valkenberg reported the following for the period of

January through August, 2017:

Total income	9,502.88
Total expenses	5,941.76
Net income	3,561.12

Program Reports

Education Program, Roy Pescador

Vice-President Fleming stated that Mr. Pescador was to have submitted a report to her several weeks ago but she had received nothing.

Evaluations Program, Nancy Acebo

NSDA – Evaluator Program Manager Report
August 11 – September 3, 2017

Have spent the last few weeks learning the Evaluator Program Manager position. I anticipate this learning will go on for a number of months. Thank you to the NSDA Board for their facilitation of my education.

There is one new Water HRD Evaluator.

Four Evaluators with expired memberships have been contacted.

I want to thank NSDA Evaluators for the extra measure of commitment they show in performing this invaluable service for the organization.

Nancy Acebo
9/7/2017

Testing Administrator/Resource Program Manager, Sherry Scruggs

No report.

Newsletter, Norma Snelling

President Snelling reported that the subscriptions to the newsletter remain steady at 1,380. She also said she has been contacted by a handler in Ontario, Canada, who may write a column on working K-9s in her country.

Membership, Julie Davis

No contact, no report.

PODCASTS, Eva Briggs
No contact, no report.

Marketing, Norma Snelling
Store sales for August: \$32.00 gross, \$21.41 net. There is considerable stock on hand.

Social Media Manager, Suzanne Elshult
Manager Elshult sent the following by e-mail: am sorry but I cannot submit report this month. I am out in Wyoming wilderness right now and on a three-week road trip the next three weeks. Too difficult to get info on iphone:-)

Testing Manager, Karen Nesbitt
No contact, no report due to response to Florida in the aftermath of Hurricane Irma.

Website Liaison, Laurie Strite
Liaison Strite may be on search but e-mailed the following report:

- 10 change requests
- 0 problems
- working on interactive form prototype for Norma

UNFINISHED BUSINESS

None

NEW BUSINESS

Secretary Wolff made a motion, seconded by Vice-President Fleming, to approve President Norma Snelling, Treasurer Heather Proper-Van Valkenberg and Assistant Treasurer Cam Daggett signing Bank of America paperwork allowing them access to the NSDA account. Motion carried.

Secretary Wolff made a motion, seconded by Jen Skeldon, to approve changing Policy to Policies in the proposed Bylaws. Motion carried.

Moved by Heather Proper-Van Valkenberg that the meeting adjourn. Motion carried.

The meeting adjourned at 8:27 p.m. EDT.



Sue Wolff, Secretary

Attachment: Complete Committee Reports as submitted



NATIONAL SEARCH DOG ALLIANCE

Report of the Executive Committee

A regular meeting of the Executive Committee of the National Search Dog Alliance was held by conference call on Thursday, August 17, 2017. It was called to order by Chair Norma Snelling at 7:01 p.m. EDT

The following members of the Executive Committee were present:

Susan Fleming Heather Proper-Van Valkenberg Norma Snelling Sue
Wolff

Sue Wolff stated that the Website Liaison has still not responded to a proposed policy regarding website procedures. Chair Snelling asked that the protocols for making changes to the NSDA website be sent to the Board for review.

Chair Snelling said she had contacted Robert Noziska as to the status of Backtracking. He said it is still viable but does need some updating.

Potential benefits for members and Evaluators were discussed along with fund raising and seminars.

The meeting was adjourned at 8:12 p.m. EDT.



Secretary's Report

- MOTIONS BY E-MAIL
 - On August 9, 2017, Heather Proper-Van Valkenberg made a motion, seconded by Susan Fleming, for a proposed change to the Bylaws to remove the membership requirement from the appointed staff of NSDA programs. Motion carried.
 - On August 15, 2017, Sue Wolff made a motion for a proposed change to the Bylaws to eliminate NSDA voting regions. Motion was seconded by Heather Proper-Van Valkenberg. Motion carried.
 - On August 26, 2017, Susan Fleming made a motion, seconded by Sue Wolff, to elect three (3) Directors the first year, three (3) the second year and two (2) the third year in order to implement the seven member Board w/o regions. Then cycle would start again and it could be fully implemented by the second year. Motion carried.

- August 31, 2017, motion by Sue Wolff, second by Sherry Scruggs: Motion to change: Any officer elected by the ~~membership~~ Board or agent appointed by President may be removed (with or without cause) by a majority vote of the Board whenever, in its judgment, the best interests of the Alliance will be served by such removal. Motion carried
 - August 31, 2017, motion by Sue Wolff, second by Sherry Scruggs: **Section 4. Removal.** Any officer or agent ~~elected or~~ appointed by the Board may be removed (with or without cause) by a **supermajority vote of 70% (5 of 7) or better** by the Board whenever, in its judgment, the best interests of the Alliance will be served by such removal. Motion carried.
 - Any Officer to be removed will be provided with the following as outlined in the Policies and Procedures:
 - an adequate notice of the charges.
 - a fair hearing.
 - ~~the right to counsel.~~
 - a reasonable opportunity to present a defense.Motion carried.
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- Corporate seal purchased.
 - Assessment of Alliance as a corporation submitted to 501 Commons in Seattle. Will notify BOD when evaluation received.
 - Application submitted to Better Business Bureau for recognition as a non-profit by their organization.



Treasurer's Report

Ordinary Income/Expense

Income		
43300 · Direct Public Grants		
43360 · Amazon Smile	18.69	18.69
Total 43300 · Direct Public Grants	18.69	18.69
43400 · Direct Public Support		
43430 · Individual/Business Donations	400.00	400.00
43450 · Individual Business Donations	10.00	10.00
Total 43400 · Direct Public Support	410.00	410.00
45000 · Investments		
45030 · Interest-Savings, Short-term CD	52.79	52.79
45040 · Interest - Checking	3.00	3.00
Total 45000 · Investments	55.79	55.79
46400 · Other Types of Income		
46420 · Inventory Sales (Merchandise)	376.92	376.92
46430 · Certification Field Test	1,550.61	1,550.61
46440 · On Line Certification Testing	375.22	375.22
Total 46400 · Other Types of Income	2,302.75	2,302.75
47200 · Programmed Income		
47210 · Membership Dues - Individual	4,565.65	4,565.65
47230 · Membership Dues - Team	1,800.00	1,800.00
Total 47200 · Programmed Income	6,365.65	6,365.65
49000 · Special Events Income		
49520 · Titusville Trailing Seminar	350.00	350.00
Total 49000 · Special Events Income	350.00	350.00
Total Income	9,502.88	9,502.88
Gross Profit	9,502.88	9,502.88
Expense		
60900 · Business/Registration Fees	225.00	225.00
63000 · Education and Research	500.00	500.00
65000 · Operations		
65010 · Business/Financial Software	0.43	0.43
65020 · Postage, Mailing Service	238.32	238.32
65021 · Alliance Depot Goods & Shipping	76.04	76.04
65040 · Office Supplies	51.92	51.92
65075 · Hosting Fees	260.52	260.52
65080 · PayPal Cost-Membership Dues	145.43	145.43
65090 · PayPal Cost-Inventory Sales	8.63	8.63
65100 · PayPal Cost-On Line Training	25.39	25.39
65102 · PayPal Costs - Field Test	35.09	35.09
65120 · Insurance - Liability and Bond	1,751.00	1,751.00
65130 · Membership Refunds	40.00	40.00
65131 · Field Test Refunds	255.00	255.00
65132 · Online Testing Refunds	10.00	10.00
65133 · refund Alliance Depot	25.64	25.64
65135 · Tax Prep	325.00	325.00
Total 65000 · Operations	3,248.41	3,248.41
66000 · General Test/Training Cost		
66200 · Evaluator Admin Supplies	171.36	171.36
66500 · Evaluator Travel	600.00	600.00
Total 66000 · General Test/Training Cost	771.36	771.36
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	5,941.76	5,941.76
Net Ordinary Income	3,561.12	3,561.12
Net Income	3,561.12	3,561.12