



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

June 5, 2014

certified

A quarterly meeting of the Board of Directors of the National Search Dog Alliance was held by conference call on Thursday, June 5, 2014. President Norma Snelling called the meeting to order at 8:04 p.m. EDT.

The following Directors were present and constituted a quorum:

| | | | | |
|-----------------|---------------|----------------|----------------|-----------|
| Cameron Daggett | Susan Fleming | Julie Gibson | Gloria Howard | |
| Robert Noziska | Jan Meyer | Sherry Scruggs | Norma Snelling | Sue Wolff |

Members also present on the call:

Wade Boyd
Terry Crooks
Suzanne Elshult
Bill Hilsman
Ann Moser

Minutes of the May 2, 2014, Regular Meeting and the May 22, 2014, Special Meeting were approved.

EXECUTIVE DIRECTOR'S REPORT

Shayla Price

Shayla Price said that she has recruited two volunteers: one for grant writing and one for marketing. NSDA has entered into a partnership with Austin Peay University in Tennessee for marketing purposes. She has one grant application outstanding and should receive the results by the end of June. President Norma Snelling reminded Shayla that a follow up needed to be done regarding Terrain Navigator Pro.

OFFICER'S REPORTS

President's Report

Norma Snelling

President Norma Snelling reported the following growth in the last year:

- ◆ NSDA has retained an Executive Director.
- ◆ NSDA membership is up 36%.
- ◆ The number of NSDA Evaluators has increased by 29%.
- ◆ NSDA assets have increased 18%.
- ◆ All nine Board positions are filled for the first time in eighteen months.

She also reported that 41 tests have been conducted so far this year.

She mentioned that, due to the 4th of July holiday, July's Board meeting has been changed to July 10.

Vice President's Report

Sherry Scruggs

The Vice-President had no report.

Secretary's Report

Sue Wolff

Sue Wolff reported the following motions were passed via e-mail since last Board meeting:

On May 4, 2014, Norma Snelling appointed Julie Gibson to fill Robert Simon's position on the Board and finish his remaining one year term in Region 3 and requested a vote of the Board to ratify this appointment. Sue Fleming seconded the request and the appointment was ratified.

On May 27, 2014, Norma Snelling made a motion, seconded by Sue Wolff, to approve the Other Organization's standards check off list to be submitted to the Board for a vote on their standard as being acceptable to NSDA. This motion was passed.

Treasurer's Report

Cam Daggett

Cam Daggett had previously e-mailed NSDA's financial standing to all Board members.

He also presented the VFIS insurance invoice for approval. The amount was \$1,694.00 for the same liability coverage as last year. Cam Daggett made a motion, seconded by Sue Wolff, to approve payment of the bill. The motion carried unanimously.

COMMITTEE REPORTS

Alliance Depot

Gloria Howard

Gloria Howard reported that May sales were \$110 largely due to purchases as the Washington State conference. President Norma Snelling requested that Gloria look into purchasing a lightweight fleece vest as she had had several requests for them at the conference.

Annual Conference

Jan Meyer

Jan Meyer reported having received only four registrations, all for the Challenge Class. As Suzie and Roy Ferguson were not able to teach it this year, Jan wanted some direction as someone else had offered to teach it. Sue Wolff said she thought NSDA should offer the Challenge Class since it has been requested. President Norma Snelling directed Jan to resurrect this class and said she will change the seminar information on the website. President Norma Snelling also directed Jan to provide the Board with costs as they become available and also directed Jan and Susan Fleming to confer by phone regarding the Evaluations/Evaluators available prior to the seminar.

Education

Wade Boyd

As Wade Boy entered the meeting too late to present his report, it was read by the NSDA Secretary:

I have been on hold, awaiting the new website to become available for updating training and testing materials.

Evaluator Committee Chair

Susan Fleming

Susan Fleming reported that she is in the process of obtaining Evaluator information regarding their availability for testing. She has also been helping Bill Hilsman get acclimated to the Evaluator Administrator position. She also reported that K.T. Irwin has given Water and Land HRD Evaluator Workshops and that Terry Crooks will be doing Area soon. President Norma Snelling inquired about how many Evaluator applications are pending. Bill Hilsman answered that there were six waiting. Susan mentioned that Janet Wyatt, who has been waiting to apprentice for a protracted length of time, is set up with Gloria Howard to do her first apprentice test the third week in June.

Marketing/Sponsorship

Judy Otto

Judy Otto had a conflicting class but said that Shayla may be able to fill in answers if anyone has questions regarding Judy's report.

Marketing/Sponsorship Report

6/3/14

Following a May 15 phone meeting with Shayla Price, I contacted several potential sponsors. Shayla expressed special interest in targeting for donations/sponsorships specifically for the Camp Atterbury seminar. As requested, I reached sources at Garmin, Orvis, Ray Allen, Elite K9, Leerburg, and Hi-Viz and obtained information about whom to contact regarding sponsorships, what their process is for receiving and addressing such requests, and their preferred format or method.

I passed on my report 5/23 to Shayla for her follow-up.

I hope to be able to continue making contacts next week to gain information relative to these local (Indiana) businesses who might also be potential sponsors:

- State Farm Ins
- Progressive Auto Ins.
- Coldwell Bank, real estate
- Heartland Bank
- The Basement Guys, builders

Respectfully submitted,

Judy Otto

Marketing & Sponsorship

After Judy Otto's report was read by the Secretary, President Norma Snelling directed Jan Meyer to keep in touch with Shayla and Judy regarding items donated to the Atterbury Seminar.

Membership

Ann Moser

Ann Moser submitted a report to be read in case she was out of cell phone range as she would be travelling at the time of the meeting.

Ann reported that she is now the Membership Chair with Cal Kelley assisting her as the Administrator with the cards and Laurie Strite as the new Team Coordinator.

Of the eighteen expired members contacted, five renewed, four said they were not renewing, three said they are will renew in the future, and the rest have not answered.

Membership for teams is going strong, eleven teams strong. One new team has signed up. Kim Karr, Kent County, has not given us her roster since the April 4th application and we will sign up the rest of the team when she submits it. She has been contacted by two or three people. One member of a team asked to be removed.

PODCASTS

Larry Welker

Larry Welker was not at the meeting and did not submit a report.

Testing Coordinator

Jan Frazee

Jan Frazee submitted the following report

I have twelve people on my list requesting Evaluators and seven of those have already been accommodated. Of the remaining five, two need an Evaluator who is not a teammate and I believe they will be handled soon. I'm working on the other three.

June 13 – 15, CERTIFICATION TESTING Area and HRD Salisbury, MD Closed.

October 7 & 8, 2014, CERTIFICATION TESTING Camp Atterbury, Edinburgh, Indiana Area I & II, Land HRD, Trailing II Contact: Seminar Chair, Jan Meyer at jmeyer@n-sda.org

Website

Norma Snelling

President Norma Snelling reported that she had talked to the Gary, the NSDA web master, and he is continuing to work on revamping the NSDA website.

UNFINISHED BUSINESS

Agency Letter/Testing Prerequisite

Norma Snelling

President Norma Snelling presented the question of whether or not testing candidates had to present an original agency letter for each separate test and for each dog. A discussion ensued but nothing definitive was ever decided.

Disaster First Responder

Sherry Scruggs

President Norma Snelling said that there were two questions that needed to be answered before the standard could be finalized. They are:

1. Are we are going to have a Type II and III to allow for a future type I or do we go with Type I and II and forego any future higher test?
2. Are we going to allow any other alert/indication besides a bark?

Sue Wolff made a motion, seconded by Sherry Scruggs, to have a Type I, Type II and Type III, Live and HRD, Disaster First Responder Standards. A heated discussion followed in which Jan Meyer said that she could not understand why the Board wanted to be looking three to four years down the road. Sue Wolff replied that planning for the future was the type of thinking needed for the Alliance. President Norma Snelling called for the vote. There were seven votes for and two against so the motion passed.

Discussion of the Disaster First Responder Live began conducted by President Norma Snelling. Sherry Scruggs said that a draft had been sent out that day, dated June 5, correcting to the wording *trained final response*.

Under Element 1, everyone agreed to the adding of *the handler may not enter the search area*.

The fact that the Handler Skills were repeated for each Element was questioned. Sherry Scruggs said that she had taken these skills from the old FEMA standard. She said that they were repeated for each Element as the Evaluator explained them individually to the candidate. Several ideas where discussed and Sue Wolff suggested putting these skills once in the written standard but on each of the standard's field paperwork to which everyone agreed.

President Norma Snelling said that the distraction(s) need to be specified for uniformity and everyone was in agreement with that.

Element 6, Search, has typos which will be corrected when the standard is formatted.

Sherry Scruggs was asked for the definition of Evaluator Team and she said that includes all Evaluators at any level. It was decided not to use Evaluator Team terminology but use Evaluator(s) instead.

A discussion was had regarding the use of *immediate* or *automatic* failure. It was decided to use immediate.

Julie Gibson made a motion to approve the Disaster First Responder Live as corrected and it was seconded by Sue Wolff. The motion was approved unanimously.

President Norma Snelling continued with the Disaster First Responder Human Remains Detection. Many of the same changes in Live needed to be made in HRD and that was noted.

Under Element 1, the verbiage was questioned: *An aggressive "dig only" trained final response is not acceptable. A few swipes of the ground are permissible..* An extended discussion ensued over the definition of *aggressive dig*. It was decided to remove the word *only* and spell out acceptability in the Evaluator Instructions.

In the Rubble Search, the standard states that the canine must be committed to the *scent source*. It was decided to change that to *scent location*.

Sue Wolff made a motion, seconded by Susan Fleming, to approve the Disaster First Responder Human Remains Detection as corrected. The motion was approved unanimously.

Farewell to BOD members leaving

Norma Snelling

President Norma Snelling thanked Cam Daggett for his six years of service on the Board and for being Treasurer. Cam will assume the position of Assistant Treasurer. Susan Fleming was also thanked for serving three years. President Norma Snelling also thanked Sue Wolff for her seven years on the Board having been President, Secretary and Secretary/Treasurer. Sue will remain as Editor of the Newsletter.

NEW BUSINESS

Welcome to New Board members

Norma Snelling

President Norma Snelling welcomed Terry Crooks back to the Board. She stated that Terry ran unopposed and was automatically seated on the Board. Board members from Region II and III would need to be appointed by the new President.

Election of Officers

Norma Snelling

Outgoing President Norma Snelling called for nominations for President.

Terry Crooks nominated Norma Snelling for President, seconded by Gloria Howard. Her nomination was approved unanimously.

Julie Gibson nominated Terry Crooks for Vice-President with a second by Sherry Scruggs. His nomination was approved unanimously.

Jan Meyer nominated Julie Gibson for Secretary with a second by President Norma Snelling. Her nomination was approved unanimously.

President Norma Snelling nominated Sherry Scruggs for Treasurer with a second by Terry Crooks. Her nomination was approved unanimously.

Appointment of Board Members - Regions 1 & 2

New President

President Norma Snelling appointed Susan Fleming to fill the vacant position in Region 3 for one year and Suzanne Elschult to fill the vacancy in Region 2 for one year. The Board affirmed these appointments unanimously.

Principal Evaluator Application - Romeo Mejias

Susan Fleming

Susan Fleming presented Romeo Mejias' application for Principal Evaluator in Area, Land HRD, Trailing and Water HRD. Bill Hilsman verified that Mejias met all the requirements. Gloria Howard wanted to know where the application was and wanted to see it. Sue Wolff said that the Board had always taken the word of the Evaluator Administration when it came to the requirements being met. Susan Fleming said that she and Bill were working on a new form for each applicant to present to the Board. It would contain all the pertinent information and the recommendation of the Evaluator Administrator as had been done in the past. Susan Fleming made a motion to approved Romeo Mejias as a Principal Evaluator for Area, Land HRD, Trailing and Water HRD. Julie Gibson seconded the motion which passed by unanimous vote.

PSARC Airscent Certification and Evaluator Requirements

Susan Fleming

Susan Fleming, who had previously sent out Pennsylvania Search and Rescue Council's (PSARC) Airscent Standards to the Board, asked if anyone had comments and/or questions regarding it. President Norma Snelling stated that their standard was more detailed than NSDA's. Susan Fleming made a motion, seconded by Robert Noziska, to accept the PSARC Airscent Certification as compatible with NSDA's. The motion passed unanimously. Susan said that she would prefer to defer the discussion of the Evaluator Requirements until a later date.

Snohomish County SAR Airscent Standard

Susan Fleming

Susan Fleming had also previously sent out the Snohomish County SAR Airscent standard. As that is Suzanne Elshult's team, she was asked to elaborate on the standards. Suzanne said that Snohomish's standard was basically the same as King County's and also met all the criteria on the Compatibility Check Off sheet. Susan Fleming made a motion, seconded by Terry Crooks, to accept the Snohomish SAR Airscent Standard as compatible with NSDA's. The motion carried unanimously.

Principal Evaluator Requirements

Susan Fleming

Susan Fleming stated that, under the present language, a Principal Evaluator only needs to serve as an Evaluator for an organization approved by NSDA. There is no required number of evaluations that the person needs to perform. Susan felt that NSDA needs to have an agreed upon number of evaluations the person has performed for the other organization. Julie Gibson agreed and felt that there should be a minimum number established.

President Norma Snelling asked Susan Fleming, Julie Gibson and Jan Meyer to work on that wording.

Change in Election Date

Norma Snelling

President Norma Snelling said the purpose of changing the election date was to bring on new Board members sooner so they could be up to speed when they take office. Since the meeting was running long, she tabled the item to be discussed via e-mail.

Camp Reed Seminar 2015

Norma Snelling

President Norma Snelling requested approval to pay the deposit to Camp Reed of \$8,975 based on 75 people attending. She said this amount included room, board and a damage deposit which was refundable. President Norma Snelling made a motion to approve her signing the contract with Camp Reed with a second by Terry Crooks. During the discussion, Jan Meyer wanted to know what was going to be charged for registration. President Norma Snelling responded that the fees have not been decided on since the seminar is in 2015. Jan Meyer inquired on the success of the 2012 Camp Reed Seminar. President Norma Snelling responded that the seminar would have made money if the instructor's costs had been controlled as they will be in 2015. The motion was approved unanimously.

Active Law Enforcement Background Check

Susan Fleming

Susan Fleming felt that it would be an insult to ask active duty law enforcement to get an FBI background check when they are accepted as Evaluators for NSDA. President Norma Snelling made a motion, seconded by Gloria Howard, that a FBI background check exemption be given to active Law Enforcement. The motion was approved unanimously. President Norma Snelling asked that the process policy for this be done by e-mail.

Face-to-Face Meeting

Norma Snelling

The new Board will have a face-to-face meeting the second weekend in November in either Denver or Dallas. The location will depend on which motel has the best rates as everyone's airfare is approximately the same to each location. As there will be eleven personnel attending (including the nine Board members, the Executive Director and the meeting moderator) costs will be higher than last year. President Norma Snelling suggested adding the \$500 from the Senior Volunteer Contest toward the difference and Robert Noziska made a motion to that effect. Jan Meyer seconded the motion and it was unanimously approved. The meeting will be held at the airport motel where everyone is staying, arriving Friday evening, working all day Saturday and leaving after breakfast on Sunday. President Norma Snelling asked everyone to send her what time they would prefer their flight, if they are willing to share a room and from which airport they will be flying.

There being no further business, Terry Crooks made a motion to adjourn with a second by Sherry Scruggs. The motion passed unanimously and the meeting was adjourned at 10:34 p.m. EDT.

A handwritten signature in black ink, appearing to read "Sue C. Wolff", is centered on the page.

/Sue C. Wolff, Secretary/June 6, 2014