



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

August 3, 2017

certified

A regular monthly meeting of the Board of Directors of the National Search Dog Alliance was held by conference call on Thursday, August 3, 2017. President Norma Snelling called the meeting to order at 7:02 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

Also attending was:

Karen Nesbitt

Absent was:

Roy Pescador (on a search)

Members of the Board were asked if there were any corrections to the minutes from the July 6, 2017 meeting that was posted in the Google Drive NSDA shared folder. There was a correction to the Executive Committee report that was attached to the minutes and the minutes were approved as corrected.

Officer's Reports

President's Report, Norma Snelling

President Snelling reported that a check of aMember membership reminders showed that they were being sent out. She has asked the Membership Program Manager to select five to six upcoming memberships and double check their reminders.

A donate button has been placed on Facebook.

Room reservations are made for the Board's Face-to-face September meeting in Philadelphia.

Cards were sent to Kathleen Kelsey and Bridget Jackson in reference to their dogs

Vice-President's Report, Susan Fleming

The Wilderness Trailing Standard Documents have been combined. One clarification was made to the Wilderness Trailing I and II Test Site Preparation to include more detail about the cross track placement and timing.

Secretary's Report, Sue Wolff

Five (5) motions were made by e-mail:

- Disaster Live & HRD-approved,
- Re-written Gun Source Residue-approved,
- Policies & Procedures K-9 protocols-approved,
- Alpena County MI Area - approved-
- Alpena County, MI Trailing & HRD not accepted- .approved.

Treasurer's Report, Heather Proper-Van Valkenberg

Treasurer Heather Proper-Van Valkenberg had e-mailed both the Income and Expense Report and the Statement of Financial Position to all Board Members.

Program Reports

Education Program, Roy Pescador

Report e-mail said *Final stages; will send to Susan Fleming this week for review.*

Evaluations Program, Susan Fleming

Acting Evaluations Program Manager Susan Fleming reported that three NSDA Evaluators had been removed as Evaluators because they did not pay membership dues. Three Evaluators have been notified because they have not performed an NSDA Evaluation or advertised for testing in over two years.

Testing Administrator/Resource Program Manager, Sherry Scruggs

Nothing to report.

Newsletter, Norma Snelling

Number of subscribers has remained stable.

Membership, Julie Davis

Program Manager Davis sent a report stating that 109 memberships have expired and fifteen memberships come due in August.

PODCASTS, Eva Briggs

No contact; no report.

Marketing, Norma Snelling

Nothing to report.

Social Media Manager, Suzanne Elshult

No contact; no report.

Testing Manager, Karen Nesbitt

Manager Nesbitt reported that she has developed a procedure with Website Liaison Laurie Strite for posting testing. However Evaluators are not getting the information to her early enough to

get it posted on the website or in the newsletter. Acting Evaluations Program Manager Fleming said she would send an e-mail to all Evaluators stressing the timeliness of supplying testing info to the Testing Manager.

Website Liaison, Laurie Strite
No contact; no report.

Unfinished Business

President Snelling contacted the NSDA webmaster regarding file storage off-site and he told her that very few, if any, Cloud storage sites were totally secure from document deletion. He suggested that staff continue to exchange thumb drives in order to save files. Jen Skeldon explained that, for her team, she uses a master folder which only she can access with other folders that team members could access. She also felt that three people should have hard copies of all the NSDA files. It was decided to continue with trading thumb drives and using Google Drive for a shared folder.

Sue Wolff reported that NNCDS had been added to the NSDA website as an approved certifying organization in Land HRD.

Resource Manager Sherry Scruggs reported that the map requirement had been removed from the Water HRD Field Test and Secretary Wolff said that the change had been posted on the NSDA website.

A new "Cheat Sheet" including where Evaluators are to send Risk Assessment paperwork, has been complete by Susan Fleming and Sherry Scruggs. It will be posted on the NSDA website in the Evaluator's Only section.

New Business

After a short discussion on the NSDA Yahoo Group, Secretary Wolff made a motion to drop the group as it is not being utilized. Vice-President Fleming seconded the motion. Motion carried.

It was moved by Treasurer Heather Proper-Van Valkenberg that the field testing fees for members be raised from \$30 to \$35 starting January 1, 2018. Secretary Wolff seconded the motion. Motion carried.

President Snelling stated that she had sent budget/expenditure information to the Program Managers for Membership, Evaluator Travel and Testing.

Secretary Wolff made a motion, seconded by Sherry Scruggs, to change the current policy regarding payment of Evaluator expenses by local teams with a \$500 limit to having NSDA reimburse the Evaluators directly without the stated limitations. Motion carried.

As there was no further business, Susan Fleming made the motion, seconded by Jen Skeldon, to adjourn. The meeting was adjourned at 8:15 EDT.

A handwritten signature in black ink, appearing to read "Sue Wolff", is positioned above the typed name.

August 3, 2017, Sue Wolff, Secretary

NATIONAL SEARCH DOG ALLIANCE

COMMITTEE REPORTS

July 6, 2017 Board of Director's Meeting

Report of the Executive Committee, Norma Snelling



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, July 20, 2017. It was called to order by Chair Norma Snelling at 4:30 p.m. EDT

The following members of the Executive Committee were present:

Susan Fleming Heather Proper-Van Valkenberg Norma Snelling Sue Wolff

Chair Snelling brought up the lack of protocols for making changes to the NSDA website. Sue Wolff stated that Website Liaison Laurie Strite was still looking over a proposed policy regarding website procedures.

During a discussion of the K-9 standards, Sue Wolff mentioned that the Disaster discipline had never been approved. Chair Snelling suggested that a motion to approve it be made by e-mail giving Board members five (5) days for discussion before calling for the vote. Sue Wolff said that she would take care of that and Heather Proper-Van Valkenberg said she would second the motion.

Susan Fleming inquired if the Backtracking standard was still in use. Chair Snelling said she would contact Robert Noziska as to its status.

Chair Snelling said that there was a problem with regional testing forms on the website and Sue Wolff said she would look into it.

Chair Snelling reported that she had talked to the State of Washington regarding their callout procedures and was told that, if a K-9 was requested for a search, the State would contact the nearest county which had that resource. Sue Wolff remarked that Roy Pescador's report on the Washington Seminar had mentioned counties also and that perhaps it should be added to NSDA's testing Registration Form and the website Resource List. Susan Fleming suggested that Chair Snelling contact Virginia as their callout procedures have been in place for a long time.

Chair Snelling stated that the NSDA Yahoo Group did not seem to be very active and asked if NSDA should continue with it. Heather Proper-Van Valkenberg said that Facebook has taken over and there were many SAR groups/discussions on there. It was decided to recommend to the Board that the NSDA Yahoo group be dropped.

A new budget configuration breaking monies out into programs was discussed and Sue Wolff sent the suggested plan to the Executive Committee Members.

Chair Snelling asked again if anyone had seen websites that they liked and Susan Fleming suggested that NSDA ask Susan Elshult for help as that is her profession. Sue Wolff said that one of the website that she had sent Chair Snelling was Susan's design. It was decided that website design and ease of use will require more inquiry and information.

Chair Snelling suggested raising NSDA field testing fees \$5.00 for members. The Committee decided to recommend this raise to the Board.

Sue Wolff mentioned that, even though the aMember program showed that membership dues reminders were going out, she felt that there was still a problem with renewals. Heather Proper-Van Valkenberg stated that her team's membership expires July 31, 2017, and they have not received a reminder to pay their dues. Chair Snelling said she will contact webmaster Gary Blocker.

A discussion followed relating to NSDA's use of social media. There is a definite need for the Alliance to advertise further on the Internet, utilize Facebook more for discussions and promoting field test/certifications, use U Tube for educational purposes and generally make NSDA known.

The meeting was adjourned at 5:23 p.m. EDT.

RECOMMENDATIONS TO THE BOARD:

- Drop the Yahoo Group as it is not being utilized.
- Raise field testing fees for members from \$30 to \$35.

Secretary's Report, Sue Wolff

On July 8, 2017, Sue Wolff made a motion, seconded by Susan Fleming, to approve the re-written GSR standards. Motion carried.

On July 18, 2017, Sue Wolff made a motion, seconded by Sherry Scruggs, to approve *K-9 Protocols* for the NSDA *Policies and Procedures* which outlines how to format the K-9 discipline's documents. Motion carried.

On July 20, 2017, Sue Wolff made a motion, seconded by Heather Proper-Van Valkenberg, to approve the Disaster Live and HRD. Motion carried.

On July 28, 2017, Susan Fleming made a motion, seconded by Sue Wolff, to approve Alpena County, Michigan, Area Search Level 3 as a comparable standard to NSDA Area Search. Motion carried.

On July 28, 2017, Susan Fleming made a motion, seconded by Sue Wolff, to disapprove Alpena County, Michigan HRD level 2 and Alpena Trailing Level 2 as comparable standards to NSDA Land HRD and NSDA Trailing. Motion carried.

**National Search Dog Alliance 2017
Statement of Financial Income and Expense
January thru July 31, 2017**

Ordinary Income/Expense	Unclassified	TOTAL
Income		
43300 · Direct Public Grants		
43360 · Amazon Smile	18.69	18.69
Total 43300 · Direct Public Grants	<u>18.69</u>	<u>18.69</u>
43400 · Direct Public Support		
43430 · Individual/Business Donations	400.00	400.00
Total 43400 · Direct Public Support	<u>400.00</u>	<u>400.00</u>
45000 · Investments		
45030 · Interest-Savings, Short-term CD	38.76	38.76
45040 · Interest - Checking	3.00	3.00
Total 45000 · Investments	<u>41.76</u>	<u>41.76</u>
46400 · Other Types of Income		
46420 · Inventory Sales (Merchandise)	316.92	316.92
46430 · Certification Field Test	1,460.61	1,460.61
46440 · On Line Certification Testing	315.22	315.22
Total 46400 · Other Types of Income	<u>2,092.75</u>	<u>2,092.75</u>
47200 · Programmed Income		
47210 · Membership Dues - Individual	3,964.77	3,964.77
47230 · Membership Dues - Team	1,440.00	1,440.00
Total 47200 · Programmed Income	<u>5,404.77</u>	<u>5,404.77</u>
49000 · Special Events Income		
49520 · Titusville Trailing Seminar	350.00	350.00
Total 49000 · Special Events Income	<u>350.00</u>	<u>350.00</u>
Total Income	<u>8,307.97</u>	<u>8,307.97</u>
Gross Profit	8,307.97	8,307.97
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	8.33	8.33
65021 · Alliance Depot Goods & Shipping	76.04	76.04
65040 · Office Supplies	51.92	51.92
65075 · Hosting Fees	246.95	246.95
65080 · PayPal Cost-Membership Dues	127.73	127.73
65090 · PayPal Cost-Inventory Sales	7.03	7.03
65100 · PayPal Cost-On Line Training	21.37	21.37
65102 · PayPal Costs - Field Test	32.51	32.51
65120 · Insurance - Liability and Bond	1,751.00	1,751.00
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	<u>2,938.95</u>	<u>2,938.95</u>
66000 · General Test/Training Cost		
66200 · Evaluator Admin Supplies	43.03	43.03
66500 · Evaluator Travel	600.00	600.00
Total 66000 · General Test/Training Cost	<u>643.03</u>	<u>643.03</u>
67000 · Regional Seminars		
67040 · Titusville Trailing Seminar	196.99	196.99
Total 67000 · Regional Seminars	<u>196.99</u>	<u>196.99</u>
69000 · Financial Review / Audit	1,000.00	1,000.00
Total Expense	<u>5,503.97</u>	<u>5,503.97</u>
Net Ordinary Income	<u>2,804.00</u>	<u>2,804.00</u>
Net Income	<u>2,804.00</u>	<u>2,804.00</u>