



**NATIONAL SEARCH DOG ALLIANCE**  
**Minutes of the Regular Monthly Meeting of the Board of Directors**  
May 3, 2018  
certified

The Regular Monthly Meeting of the Board of Directors of the National Search Dog Alliance was held by conference call on Thursday, May 3, 2018. Executive Vice President Susan Fleming called the meeting to order at 7:00 p.m. EDT.

The following Directors were present and constituted a quorum:

Susan Fleming, Roy Pescador, Heather Proper-Van Valkenberg, Norma Snelling, Sue Wolff

Absent were: Sherry Scruggs, Anne Shehab

Also present were Rena Ferguson and Leslie Kucinkas

Members of the Board were asked if there were any corrections to the minutes from the April 5, 2018, meeting that were posted in the Google Drive NSDA shared folder. As there were none, the minutes were approved as written.

### **Officer's Reports**

President & Chief Executive Officer's Report, Norma Snelling

President and CEO Snelling reported that new Program Managers have been appointed to fill vacancies. She said that Ann Moser is going to review the Area Standards. The President and CEO said that she is going to assess the Frequently Asked Questions and asked for suggestions for its location on the NSDA website. It was decided to put them on the front page, perhaps replacing the *Current News* space.

Executive Vice-President's Report, Susan Fleming

Nothing to report.

Corporate Secretary's Report, Sue Wolff

Corporate Secretary Wolff reported that three (3) motions had been made via e-mail. They were:

- 1) On April 22, 2018, Sue Wolff made the following motion, seconded by Susan Fleming:  
Article V Officers, Section 1, of the current NSDA Bylaws be changed to read:

**Section 1.** The principal officers of the Alliance shall be the President and Chief Executive Officer, Executive Vice-President, Corporate Secretary and Chief Financial Officer as selected by the Board from among the elected Directors. Any two or more offices may be held by the same person, with the following exception or unless otherwise provided.

A. The CEO, and/or President shall not be the Chief Financial Officer.

Motion carried.

- 2) On April 22, 2018, Sue Wolff made a motion, seconded by Susan Fleming, to remove the second V in Section 11.4 in the Reimbursement Policy and in 11.5 in the Reimbursement Policy for Instructors which reads: *Whenever possible, lodging shall include breakfast in the room rate.* Motion carried.
- 3) On April 29, 2018, Sue Wolff made a motion, seconded by Susan Fleming to pay expenses from Boise, Idaho, to Anchorage, Alaska, for Steve Paris, a current NSDA Principal Evaluator, so that Patty Howell, a Principal Evaluator Candidate in Anchorage, may set up one test per discipline under a current Principal Evaluator in order for her to become a Principal Evaluator.

Amended on May 1, 2018, by Norma Snelling and seconded by Susan Fleming, to read:

I make a motion to pay travel expenses from Boise, Idaho to Anchorage, Alaska, plus two days meals and two nights lodging for Steve Paris, a current NSDA Principal Evaluator, so that Patty Howell, a Principal Evaluator Candidate in Anchorage, may set up a test in Trailing under a current Principal Evaluator in order for her to satisfy NSDA requirements to become a Principal Evaluator in Trailing. Motion carried.

#### Chief Financial Officer's Report, Heather Proper-Van Valkenberg

Chief Financial Officer Proper-Van Valkenberg ascertained that everyone had received the current Income and Expense Report, Financial Position Report and the Detailed Expense Report. She had nothing to add to the paperwork.

### **Program Reports**

Communications Manager, Leslie Kucinkas  
Nothing specific to report.

#### Evaluator Program, Kathy Adamle

Program Manager Adamle was unable to attend due to a conference in Cincinnati but sent the following e-mail report:

I am trying to get an updated Evaluator list for the website.....still working on it....

I have talked to Norma about adding some things to the Evaluator applications....there seems to be misunderstanding, so we can work on that.

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

President & CEO Snelling reported for Administrator Scruggs who was attending a K-9 class. She said that sixty-nine (69) tests have been given through April 8 of this year.

#### Newsletter, Temporary Editor Norma Snelling

Temporary Editor Snelling reported that there are currently 1,521 subscribers, up 56 from last year at this time.

#### Marketing, Beverly Moody

No report; out of the country.

Corporate Secretary Wolff reported that Marketing Manager Moody had developed several new

release forms in order for NSDA to post handler/dog's pictures not only in our newsletter but also on our Facebook page and website as well as send an announcement of their certification to their home town newspaper.

Membership Program Administrator, Rena Ferguson

Administrator Ferguson stated that she is working on learning how to input Team memberships.

PODCASTS, Eva Briggs

No report, nothing sent.

SAR Shop, Norma Snelling

\$38.82 sales for April

Social Media Supervisor, Tracy Wessel

No report, nothing sent.

Testing Manager, Karen Nesbitt

No report, nothing sent

### **Unfinished Business**

Taxes, Heather Proper-Van Valkenberg

CFO Proper Van-Valkenberg reported that her assistant had e-mailed that the taxes were in the process and would be sent to the Board before being submitted to the IRS. Corporate Secretary Wolff stated that, if you think the taxes are going to be late, ask the CPA to file an extension so NSDA doesn't have to pay penalty. She also stated that the tax due date is May 15; extension date is November 15.

Separate Policies & Procedures, Norma Snelling

President and CEO Snelling stated that the Members Policies & Procedures posted on the website do not have all the information needed by Program Managers and their administrators, especially for Evaluations. After a brief discussion, it was decided to add another NSDA shared folder to Google Drive. This folder would contain the Policies and Procedures to which Program Managers and their Assistants/Supervisors would have access along with Board members

### **New Business**

Addition to Candidate Registration Form, Norma Snelling

To clarify an Evaluator issue, the following statement has been added to the Candidate Registration Form and will also be added to the Evaluator Guidelines. *NOTE: All Principal Evaluator transfers must apprentice under an NSDA Principal Evaluator for one (1) test in order to become familiar with NSDA testing procedures.*

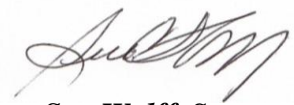
Reimbursement for Tests, Norma Snelling

President and CEO Snelling stated that she had received a reimbursement request in the amount of \$1,262.00 for Evaluator certification testing. This amount covers nineteen (19) tests for fifteen (15) handlers and three (3) Evaluators. She stated that payments in this amount must be approved by the Board of Directors. Corporate Secretary Wolff made a motion, seconded by Executive Vice President Fleming, to approve this payment. Motion carried. CFO Proper-Van Valkenberg said that she would notify her assistant to make payments to those involved.

President and CEO Snelling asked the Board to consider instituting a one (1) year certification along with the two (2) year one already in place. She stated that some law enforcement officers go to organizations such as NAPWDA and IPWDA for certifications because their department requires them to certify every year. Executive Vice President Fleming disagreed stating that NAPWDA's certifications were good for two (2) years. President and CEO Snelling said she would investigate this further.

During a discussion of payment for Evaluator travel, President and CEO Snelling stated that NSDA only has policies relating to paying the expenses of Apprentice/Transfer Evaluators to go to a Principal Evaluator. There is nothing relating to reimbursing a Principal Evaluator travelling to the Apprentice/Transfer. Executive Vice President Fleming stated that reimbursement was to be considered on a case-to-case basis. President and CEO Snelling said she would look into this more.

As there was no further business, Corporate Secretary Wolff made a motion to adjourn. The meeting was adjourned at 7:50 p.m. EDT.



*Sue Wolff*, Secretary

Attachments: Complete Officers and Program Managers Reports as submitted



**NATIONAL SEARCH DOG ALLIANCE**

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**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, April 19, 2018. It was called to order by Chair Norma Snelling at 7:00 p.m. EDT.

The following members of the Executive Committee were present:

Susan Fleming Heather Proper-Van Valkenberg Norma Snelling Sue Wolff

Two Principal Evaluators had requested the Committee to consider removing the requirement for a field test scoring sheet to be given to the handler at the end of the test. As neither has ever received one for a retest, they saw no need for the copy. A discussion followed and the Committee agreed to keep things the way they are.

The future of NSDA was discussed at length. Chair Snelling pointed out that NSDA now has the majority of its Program Manager positions filled and that the Membership Manager's position will be filled on May 1. Sue Wolff had provided the Committee with NSDA's current Executive Director job description along with a compilation of ones from other organizations. A lengthy discussion followed. As a result, Chair Snelling asked each Committee member to compile their own version of an Executive Director's job description and send it to her.

As there was no further business, the meeting was adjourned at 7:54 p.m. EDT.