



NATIONAL SEARCH DOG ALLIANCE

Minutes of the Monthly Meeting of the Board of Directors

December 5, 2019

Certified

The Monthly Meeting of the Board of Directors of the National Search Dog Alliance was held by conference call on Thursday, December 5, 2019. President and Chief Executive Officer Adam Kelly called the meeting to order at 7:09 p.m. EST.

The following Directors were present and constituted a quorum: Adam Kelly, Roy Pescador, Julie Grinnell, Norma Snelling, Sherry Scruggs.

Also present were: Kathy Adamle, Rena Ferguson, Rhonda Dyer, Sharon Ward, Kimberly Kelly

Members of the Board were asked if there were any corrections to the minutes from the November 7, 2019 Monthly Meeting which were posted in the NSDA folder on Google Drive. As there were none, the minutes were approved.

Officers' Reports

President & CEO's Report, Adam Kelly

President & CEO Kelly reported that he, along with Chief Financial Officer Snelling and Corporate Secretary Grinnell, has been creating a document for tracking document responsibilities, such as updating, uploading, etc.

President & CEO Kelly stated that he has started working on an electronic process for test paperwork for certifications, to streamline the process.

President & CEO Kelly introduced Rhonda Dyer as the new Testing Program Manager, and Kimberly Kelly as the new Testing Coordinator.

He also stated that he has looked into creating a listserv for members only. He has decided to use one that requires the NSDA website to be on WordPress, so the project is on hold until the switch has been made.

President & CEO Kelly reported that he had a meeting with Manager Berns to create the auto reply on Facebook. Supervisor Ward verified that the auto reply is working.

He also reported that Administrator Stanifer has been scanning and emailing evaluator files to him, to pass along to the incoming Evaluations Program Administrator.

President & CEO Kelly reported that he has set up Slack for the Board and Program Managers, to

ease communications and cut down on long email chains and the possibility of points getting buried.

Executive Vice-President's Report, Roy Pescador

Executive Vice-President Pescador reported that his email is finally working.

He also reported that he will be contacting Talkshoe to try to retrieve the 27 podcasts that are missing. Chief Financial Officer Snelling suggested contacting Sue Wolff to see if she has them. President & CEO Kelly suggested working with Supervisor Ward to post them through social media once they have been retrieved.

Corporate Secretary's Report, Julie Grinnell

Corporate Secretary Grinnell reported that she sent out 2 (two) letters on behalf of NSDA. One was regarding an Evaluator Apprenticeship application and the other was a thank you letter for a donation.

She also reported that she uploaded several files to Google Drive: the updated file for Testing Manager, Testing Coordinator, and Testing Administrator, and the Evaluator Process flow chart and Evaluator paperwork cheat sheet.

Chief Financial Officer's Report, Norma Snelling

Chief Financial Officer Snelling reported that she updated and posted the Organizational Chart online.

She also updated the Candidate Registration form to show a \$100.00 non-member testing fee, removed the "Financials" folder from the NSDA website, under "About Us" and "News", as well as "Programs" from under "About Us".

Chief Financial Officer Snelling reported that the reimbursement form for Evaluator Travel was revised, posted and sent to the Evaluator Manager, Testing Manager and Testing Coordinator.

She also updated the Timeline for Regional Testing form, online, with information for new testing personnel and contact links.

In addition, Chief Financial Officer Snelling paid the bill from Rodney Wisecarver, CPA, for the NSDA 2018 Review, and uploaded the 2018 Financial Review statement to Guidestar.

She also sent a request to Assistant Financial Officer Daggett to send a \$250.00 payment to Gary Blocker for website expenses.

Chief Financial Officer Snelling reported that she updated a CD for \$10,000 with Key Bank at 1.55% for 11 months.

Program Reports

Communications Program, Katie Allardyce

Absent. No report sent.

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Education Program, Annalisa Berns
Absent. No report sent.

Evaluation Program, Kathy Adamle
Manager Adamle reported that she sent out an email to Evaluators regarding the new Evaluator Process flow chart and Evaluator paperwork cheat sheet and has received positive feedback.

Testing Administrator/Resource Chair, Sherry Scruggs
Administrator Scruggs reported that there have been 131 tests administered to date this year, with more still planned before the end of the year.

Newsletter, Norma Snelling
Editor Snelling reported that there are now 1552 subscribers to the NSDA Newsletter.

Program Marketing, Beverly Moody
Absent. No report sent.

Program Membership, Rena Ferguson
Manager Ferguson reported that she sent out 14 (fourteen) thank-you emails to members for joining or renewing their memberships. She also sent 2 (two) thank-you emails to 2 (two) teams for renewing their team membership, and deleted 3 (three) teams who chose not to renew their NSDA team memberships.

She stated that we currently have 19 team memberships with 240 members, and 225 individual memberships for a total of 465 members.

PODCASTS, Eva Briggs
Absent. No report sent.

SAR Shop, Anne Goldsmith
Absent.

Chief Financial Officer Snelling stated that no sales or advertising were done in November. She stated that rocker arm patches for Land HRD are on the way.

Social Media Supervisor, Sharon Ward
Nothing to report.

Testing Program, Rhonda Dyer
Nothing to report.

Unfinished Business

President & CEO Kelly asked about sending the Agenda out sooner, and to the full membership. Director Scruggs suggested putting something under Business such as “to be determined” and sending out a month early.

New Business

President & CEO Kelly introduced Rhonda Dyer as the new Testing Program Manager, and Kimberly Kelly as the new Testing Coordinator, and clarified that Manager Dyer would cover regional testing events and general oversight of the whole department, while Coordinator Kelly would cover individual and small group testing.

President & CEO Kelly suggested creating a committee to advertise and solicit for upcoming Board vacancies. Chief Financial Officer Snelling suggested that the committee needs to represent different regions and actively seek out applicants. Director Scruggs stated that we need to find a way to make it more enticing to potential applicants. Coordinator Kelly and Executive Vice-President Pescador volunteered for the committee. President & CEO Kelly stated that he will create a Slack channel between himself and the committee to discuss further.

Chief Financial Officer Snelling asked about giving out decals. President & CEO Kelly suggested magnets. After discussion, it was agreed to send stickers to those who request them. Coordinator Kelly expressed concern about liability and risk to NSDA. Chief Financial Officer Snelling stated that there is a policy on misusing the NSDA logo. Coordinator Kelly pointed out that if there was an accident, and one of the cars had an NSDA sticker, NSDA could be targeted in a law suit. She suggested rewording the policy to avoid issues.

President & CEO Kelly made a motion to approve the 2020 Budget. Chief Financial Officer Snelling seconded. The motion carried, unanimously.

As there was no further business, the meeting was adjourned at 8:38 p.m. EST.



Julie Grinnell
Corporate Secretary