



## NATIONAL SEARCH DOG ALLIANCE

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Minutes of the Monthly Meeting of the Board of Directors

February 6, 2020

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The Monthly Meeting of the Board of Directors of the National Search Dog Alliance was held by conference call on Thursday, February 6, 2020. President & CEO Adam Kelly called the meeting to order at 7:07 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, Katelyn Allardyce, Annalisa Berns, Rhonda Dyer, Rena Ferguson.

Members of the Board were asked if there were any corrections to the minutes from the January 2, 2020 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 members have been reaching out to him, wanting to help. He said if any Program Directors are looking for assistance, to let him know.

He asked for suggestions for newsletter ideas.

President & CEO Kelly reported that it has come to his attention that we may have a couple different Google Drives. He said if that is the case, we need to condense.

He also suggested exploring the idea of a Roles & Responsibilities folder for each position to pass along to new Managers. Chief Financial Officer Snelling stated that both Membership and Evaluations have already started creating their folders.

#### Executive Vice-President's Report, Roy Pescador

Executive Vice-President Pescador reported that he has reached out to Talkshoe to try to get the missing Podcasts, and is waiting for a response.

He also reported that he has spoken to a few members who are interested in running for the Board of Directors and will pass their information along to President & CEO Kelly and Coordinator Kelly.

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Corporate Secretary's Report, Julie Grinnell  
Nothing to Report.

Chief Financial Officer's Report, Norma Snelling

Chief Financial Officer Snelling asked the Board for input on opening a fifth CD for 11 months at 1.5%. President & CEO Kelly suggested that the Board look at money market options before getting another CD. Chief Financial Officer Snelling said she will check. The BOD agreed to a fifth CD if there isn't a better money market option.

## Program Reports

Communications Program, Katie Allardyce

Manager Allardyce reported that traffic has slowed down, but she is getting more spam.

Education Program, Annalisa Berns

Manager Berns reported that she has been in communication with Editor Snelling and President & CEO Kelly. She suggested having more guidelines for a visual format, such as font, color and design elements for branding, for consistency. President & CEO Kelly reported that he passed her suggestion along to Manager Moody, to pass along to MelRiks Design, to see if we can get his style data to work from. Editor Snelling stated that there are guidelines in the P&P for a style guide for font, spacing, etc. for the Newsletter.

Evaluation Program, Kathy Adamle

Manager Adamle reported that she has a few more people in the pipeline for Evaluator Apprenticeships, and hopes to get more.

Testing Administrator/Resource Chair, Sherry Scruggs

Nothing to report.

Newsletter, Norma Snelling

Editor Snelling reported that there are now 1576 subscribers to the NSDA Newsletter, up from 1539 last month. She thanked Coordinator Kelly for her help in bringing in more subscriptions.

Program Marketing, Beverly Moody

Absent. No report sent.

Program Membership, Rena Ferguson

Manager Ferguson reported that she sent out 21 (twenty-one) 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.

She reported that she sent out 75 membership cards.

She stated that we currently have 19 (nineteen) team memberships with 234 members, and 228 individual memberships for a total of 462 members.

PODCASTS, Eva Briggs

Absent. No report sent.

SAR Shop, Norma Snelling

Chief Financial Officer Snelling reported that the net income for January was \$129.97.

She also reported that she has discovered that we are not able to ship items to British Columbia using our present system.

Chief Financial Officer Snelling reported that the Area Rocker Arms have arrived and are on their way to Administrator Scruggs.

Social Media Supervisor, Sharon Ward

Absent. No report sent.

Testing Program, Rhonda Dyer

Manager Dyer reported that she has 4 (four) tests scheduled, and possibly a fifth, but it may be cancelled. Chief Financial Officer Snelling stated that the fifth person has contacted her about being tested, so it looks like she is still interested.

### **Unfinished Business**

President & CEO Kelly asked the Board and Program Managers to look at the website and see if they have suggestions for changes, and if so to let him know. Chief Financial Officer Snelling suggested having someone specific put in charge of that.

President & CEO Kelly reported that a letter to the membership regarding Board Elections has been sent to the membership, and has also been posted in the Newsletter.

### **New Business**

Chief Financial Officer Snelling reported that she has sent suggested deletions from the Executive Director Duties to the Board. She asked for comments, then she will start to actively look for an Executive Director. President & CEO Kelly said to go ahead and post the changes.

Chief Financial Officer Snelling stated that once the final numbers came in for 2019, the numbers for the budget changed drastically. She reported that there were more tests and more income. She reported that she altered the 2020 budget to account for the new numbers.

Chief Financial Officer Snelling reported that she sent out the changes for the Area Standards to the Board, and if there are no corrections she will post the revised Standards online.

As there was no further business, the meeting was adjourned at 8:05 p.m. EST.



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**Julie Grinnell**  
Corporate Secretary