



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

May 4, 2017

certified

A regular meeting of the Board of Directors of the National Search Dog Alliance was held by conference call on Thursday, May 4, 2017. President Susan Fleming called the meeting to order at 7:01 p.m. EDT.

The following Directors were present and constituted a quorum:

Terry Crooks, Susan Fleming, Heather Proper-Van Valkenberg, Kathleen Kelsey, Norma Snelling, Sue Wolff

Absent were:

Julie Gibson (family emergency), Bridget Jackson, Jen Skeldon (working)

Also attending was:

Roy Pescador

Members of the Board were asked if there were any corrections to the minutes from the April 6, 2017 meeting that they received via e-mail prior to the meeting. Susan Fleming called attention to spelling and punctuation errors. The corrections were made and the minutes were approved as corrected.

OFFICER'S REPORTS

President's Report, Susan Fleming

President Susan Fleming reported on items discussed at the April 20, 2017, Executive Committee Meeting and the recommendations suggested by the Committee.

Vice-President's Report, Terry Crooks

Vice-President Crooks reported that he had received the normal amount of information calls.

Secretary's Report, Sue Wolff

Secretary Sue Wolff stated that three motions had been submitted to the Board by e-mail and were approved.

Treasurer's Report, Julie Gibson

Treasurer Julie Gibson had e-mailed both the Income and Expense Report and the Statement of Financial Position to all Board Members. In response to the President's inquiry as to anyone having gone over the reports, Secretary Sue Wolff stated that she had and that all the requested corrections regarding entries had been made.

COMMITTEE REPORTS

Education Committee, Roy Pescador

Chair Roy Pescador said that he was working on notes and critiques for videos.

Evaluator Committee, K. T. Irwin

E-mailed report.

Testing Administrator/Resource Chair, Sherry Scruggs

No contact, no report.

Newsletter, Norma Snelling

Editor Norma Snelling thanked Sue Wolff for stepping in to do the May/June issue of SAR Dog News. The Editor also stated that there are 1,381 subscribers.

Membership, Julie Davis

No contact, no report.

President Fleming led a discussion of types of cards i.e. laminated vs. paper vs. electronic. The decision as to type was put on hold until more information could be collected.

PODCASTS, Eva Briggs

No contact, no report.

SAR Shop, Norma Snelling

Norma Snelling reported that she had received the stock from SAR Shop. She said that there were discrepancies in both the number of stock shipped vs. those received as well as in the accounting information. She will be coordinating these figures.

Social Media Chair, Suzanne Elshult

Report submitted by e-mail.

Testing Chair, Karen Nesbitt

No contact, no report

President Fleming stated that Rene Ferguson is still working with Karen Nesbitt on the transfer of information.

Website Liaison, Laurie Strite

15 changes completed

2 problems reports with website - corrected by webmaster in the code

UNFINISHED BUSINESS

President Fleming reiterated what she had said in the Executive Committee Report that she had looked in several cloud storage sites and that NSDA's current webmaster Gary Blocker stated that he could set up an online webpage for NSDA to use to store documents. NSDA would also have special access permissions for Board and committee members and he would back up NSDA data with his company. The other options investigated would be costly. When NSDA has an estimate of how much space is needed, President Fleming will contact Gary to set up the cloud storage.

It is the recommendation of the Executive Committee that NSDA do the following:

- Invest \$10,000 in a nine (9) month CD at 0.60%
- Invest \$10,000 in a twelve (12) month CD at 1.30%
- Invest \$10,000 in an eighteen (18) month CD at 1.45%

Vice President Crooks made a motion, seconded by Norma Snelling, NSDA take the money currently in the Capital One account and invest it as suggested. The motion was approved unanimously.

NEW BUSINESS

Changes to the Finances section of the NSDA Policies and Procedures were presented and explained. A motion was made by Sue Wolff, seconded by Heather Proper-Van Valkenberg, to approve the changes. The motion was approved unanimously.

Next on the Agenda was changes of the Canine and Human Behavior sections of the NSDA Policies and Procedures. Additional verbiage was added to clarify certain statements in the Policy. Terry Crooks made a motion, seconded by Sue Wolff, to accept these changes. The motion was approved unanimously.

Changes to the use of the NSDA logo in the NSDA Policy and Procedures were presented and a lengthy discussion followed. As a result, the Board decided to further consider these changes.

As the changes to the Policies and Procedures Protocols were lengthy, the modifications were tabled for further assessment.

Moved by Terry Crooks that the meeting adjourn. Motion carried.

The meeting adjourned at 8:10 p.m. EDT.



Secretary

NATIONAL SEARCH DOG ALLIANCE

COMMITTEE REPORTS

May 4, 2017 Board of Director's Meeting

Executive Committee Report, Susan Fleming

The Executive Committee met on April 20, 2017. Present: Susan Fleming, Sue Wolff. Absent: Terry Crooks, Julie Gibson

NSDA Office Storage. After investigating various data storage ideas for NSDA, Susan Fleming spoke with Gary Blocker for some length about our needs. Gary Blocker stated that he could set up an online webpage for NSDA to use to store our documents; have access permissions for board and committee members; and back up our data with his company. The other options investigated would be costly. Norma Snelling, Sue Wolff, Sherry Scruggs and Susan Fleming are working on an estimate of how much storage we will actually need. Gary Blocker's suggestion would store 200-500 MB. When we have an estimate of how much space we need, Susan will contact Gary to set it up.

Financial Planning. Norma Snelling had suggested that we get some higher interest rates from our Capital One account with investing in CD's. It is the recommendation of the Executive Committee that we do the following:

- Invest \$10,000 in a 9 month CD at 0.60%
- Invest \$10,000 in a 12 month CD at 1.30%
- Invest \$10,000 in an 18 month CD at 1.45%

Financial Review. The figures for income and expense on the financial review do not match. Norma Snelling and Sue Wolff are working together to develop a list of questions to ask the financial accountant who did the review about how he categorized the items on our budget. Since Guidestar uses this information, it is critical that the figures are categorized properly and accurately.

Secretary's Report, Sue Wolff

On April 10, 2017, Sue Wolff made a motion, seconded by Heather Proper-van-Valkenberg, to approve changes to three (3) documents: Treasurer's Duties in the Policies and Procedures, Membership in the Policies and Procedures and Evaluator Discipline in the Evaluator Guidelines. Motion approved.

On April 10, 2017, Sue Wolff made a motion, seconded by Heather Proper-van-Valkenberg, to allow Apprentice Evaluators in all disciplines to perform one (1) mock test under one of two Principal Evaluators in order to complete their upgrade to Principal Evaluator. Motion approved.

On April 17, 2017, Norma Snelling made a motion, seconded by Sue Wolff, to approve the updated job description of the Secretary's responsibilities and Protocols for the Evaluator Guidelines. Motion approved.

Treasurer's Report, Julie Gibson

**National Search Dog Alliance 2017
Statement of Financial Income and Expense**

January 1 through May 1, 2017

05/01/2017
Cash
Basis

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
43430 - Individual/Business Donations	350.00
45030 - Interest-Savings, Short-term CD	15.14
45040 - Interest - Checking	1.23
46420 - Inventory Sales (Merchandise)	121.74
46430 - Certification Field Test	694.95
46440 - On Line Certification Testing	175.22
47210 - Membership Dues - Individual	2,444.77
47230 - Membership Dues - Team	900.00
	<u>4,703.05</u>
Total Income	<u>4,703.05</u>
Gross Profit	4,703.05
Expense	
63000 - Education and Research	500.00
65020 - Postage, Mailing Service	8.33
65040 - Office Supplies	51.92
65075 - Hosting Fees	206.24
65080 - PayPal Cost-Membership Dues	77.17
65090 - PayPal Cost-Inventory Sales	2.85
65100 - PayPal Cost-On Line Training	12.25
65102 - PayPal Costs - Field Test	16.08
65131 - Field Test Refunds	225.00
65132 - Online Testing Refunds	10.00
66500 - Evaluator Travel	300.00
69000 - Financial Review / Audit	1,000.00
	<u>2,409.84</u>
Total Expense	<u>2,409.84</u>
Net Ordinary Income	<u>2,293.21</u>
Net Income	<u><u>2,293.21</u></u>

**National Search Dog Alliance 2017
Statement of Financial Position**

05/01/2017
Cash
Basis

As of May 1, 2017

	<u>May 1, 17</u>	<u>May 1, 16</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Bank of America	53,101.88	48,784.43	4,317.45	8.85%
2 - Capital One Bank	31,226.87	31,149.11	77.76	0.25%
3 - membership@n-sda.org	<u>1,412.68</u>	<u>4,415.00</u>	<u>-3,002.32</u>	<u>-68.0%</u>
Total Checking/Savings	<u>85,741.43</u>	<u>84,348.54</u>	<u>1,392.89</u>	<u>1.65%</u>
Total Current Assets	<u>85,741.43</u>	<u>84,348.54</u>	<u>1,392.89</u>	<u>1.65%</u>
TOTAL ASSETS	<u>85,741.43</u>	<u>84,348.54</u>	<u>1,392.89</u>	<u>1.65%</u>
LIABILITIES & EQUITY				
Equity				
30000 - Equity	36,521.18	36,521.18	0.00	0.0%
32000 - Unrestricted Net Assets	46,927.04	42,801.94	4,125.10	9.64%
Net Income	<u>2,293.21</u>	<u>5,025.42</u>	<u>-2,732.21</u>	<u>-54.37%</u>
Total Equity	<u>85,741.43</u>	<u>84,348.54</u>	<u>1,392.89</u>	<u>1.65%</u>
TOTAL LIABILITIES & EQUITY	<u>85,741.43</u>	<u>84,348.54</u>	<u>1,392.89</u>	<u>1.65%</u>

Evaluator Committee, K. T. Irwin

Report to the NSDA Board, Evaluator Committee Chair, K.T. Irwin, Board Meeting May 4, 2017

Report Written May 3, 2017

- Requested Laurie Strite remove Jan Frazee as Evaluator in Land HRD, Trailing, Airscent and Area/Large Source per Norma Snelling. Emails exchanged with Jan to confirm. No issues with NSDA. Illness with a family member.
- Awaiting further paperwork on Sally Olsen for application for Apprentice in Airscent before proceeding.

Social Media Chair, Suzanne Elshult

NSDA Social Media Metrics 2017

Facebook

Date	Metric
	Likes
November 2014	434
January 6, 2016	895
January 1, 2017	1201
January 29, 2017	1224
March 1, 2017	1239
April 1, 2017	1252
May 1, 2017	1268

Twitter

Date	Metric
	Followers
January 1, 2015	5
January 6, 2016	11
January 1, 2017	32
January 29, 2017	32
March 1, 2017	36
April 1, 2017	36
May 1, 2017	36

Instagram

Date	Metrics
	Followers
January 1, 2015	8
January 6, 2016	22
	23
January 1, 2017	50
January 29, 2017	50
March 1, 2017	52
April 1, 2017	55
May 1, 2017	56