



## NATIONAL SEARCH DOG ALLIANCE

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Minutes of the Monthly Meeting of the Board of Directors

May 7, 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, May 7, 2020. President & CEO Adam Kelly called the meeting to order at 7:17 p.m. EST.

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

Also present were: Kathy Adamle, Annalisa Berns, Rhonda Dyer, Rena Ferguson, Brendan Fike.

Members of the Board will have until Monday, May 11, 2020 to submit any corrections to the April 2020 Minutes.

### **Officers' Reports**

#### President & CEO's Report, Adam Kelly

President & CEO Kelly noted that the Stay-at-Home orders around the country have given Board members and Program Directors more time to work on NSDA projects. He reported that a lot of new things are in the works.

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

Executive Vice President Pescador reported that he is just waiting for a few more votes on the Urban Trailing Standards.

#### Corporate Secretary's Report, Julie Grinnell

Corporate Secretary Grinnell reported that now that the agenda is being sent to the full membership, she is getting emails with questions and suggestions regarding agenda items.

She reported that she has updated the Motions by Topic file through the first quarter of 2020 and uploaded it to Google Drive.

She also uploaded the revised Executive Director File to Google Drive.

Corporate Secretary Grinnell stated that she updated the vaccination portion of each of the discipline test prerequisites and uploaded them to the NSDA website and to Google Drive.

She also reported that she has been working on the Secretary's Notebook.

Corporate Secretary Grinnell reported that she has been working with Manager Adamle to get Evaluator files converted and uploaded.

On April 7, 2020, Corporate Secretary Grinnell made a motion to amend Policies & Procedures 3.1.4 Meetings. The policy currently reads:

- Notice shall be given to the membership and the Board of Directors at least thirty (30) days prior to the Quarterly Board Meeting's date and the Annual Membership Meeting date.
- An Agenda for all the meetings shall be provided to the membership in advance of the meeting.
- Any member wishing to add an item to the agenda that would require a vote must submit the topic or motion to the Corporate Secretary thirty (30) days in advance of the meeting.
- Meetings shall operate in accordance with Sturgis Standard Code of Parliamentary Procedure.

The motion will change the third item to read:

- Any member wishing to add an item to the agenda that would require a vote must submit the topic or motion to the Corporate Secretary fourteen (14) days in advance of the meeting.”

The motion was seconded by Chief Financial Officer Snelling and was carried unanimously.

On April 9, 2020, Executive Vice President Pescador made a Motion by email to accept the content of the Wilderness Cadaver documents. The motion was seconded by Chief Financial Officer Snelling and was carried unanimously.

On April 19, 2020 Chief Financial Officer Snelling made a motion by email to amend Policies & Procedures 6.1 Protocols for K-9 Standards, section 6.1.1 Document Format. The policy currently reads:

“Below are section headings that are **generally** utilized in all disciplines.”

The motion will change the policy to read:

“All section headings are not appropriate for all disciplines and may be removed accordingly. Below are section headings that are **generally** utilized in all disciplines.”

The motion was seconded by Corporate Secretary Grinnell and was carried, unanimously.

On April 27, 202 Chief Financial Officer Snelling made a motion by email that the restrictions on the Wilderness Cadaver Standard be removed and the Standard be free for circulation outside of the Board of Directors.

The motion was seconded by Executive Vice President Pescador and was carried unanimously.

On April 30, 2020 Chief Financial Officer Snelling made the following motion by email:

“For the purpose of elections to the Board of Directors, three Regions shall be created for voting. Region 1 is West, Region 2 is Midwest and Region 3 is East. These may be determined and adjusted in size and number of states as needed by the Board of Directors as membership fluctuates.”

The motion was seconded by President & CEO Kelly and was carried, unanimously.

Chief Financial Officer's Report, Norma Snelling

Chief Financial Officer Snelling asked for an okay from the Board for Assistant Financial Officer Daggett to pay the insurance bill. The Board gave their approval.

She reported that there has been a hang-up with the mail in Houston. The NSDA was being charged for mail service, but was not receiving mail. Chief Financial Officer Snelling stated that she called and got it straightened out.

She also reported that PayPal has made several changes to their website. She has changed the Treasurer's Notebook to reflect the changes with input from Assistant Financial Officer Daggett.

Chief Financial Officer Snelling stated that April financial statements have been received from Assistant Financial Officer Daggett and forwarded to the Board.

**Program Reports**

Communications Program, Katie Allardyce

Absent. No report sent.

Education Program, Annalisa Berns

Nothing to report.

Evaluation Program, Kathy Adamle

Manager Adamle stated that Evaluators understand that they have the option of saying Yes or No to testing during the pandemic.

She reported that an Evaluator asked if Evaluator Status has the same extension that is offered to Handlers. Manager Adamle stated that she told her Yes, but wants to put it before the Board. The Board supported the decision to extend Evaluator Status through the pandemic.

Testing Administrator/Resource Chair, Sherry Scruggs

Administrator Scruggs reported that 3 tests were given during April.

Newsletter, Norma Snelling

Editor Snelling reported that there are now 1588 subscribers to the NSDA Newsletter.

She stated that she and Co-Editor Wolff have been talking about new ideas for the Newsletter.

Program Marketing, Beverly Moody

Absent. No report sent.

Program Membership, Rena Ferguson

Manager Ferguson reported that she sent out 18 (eighteen) 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 57 membership cards.

She stated that we currently have 18 (eighteen) team memberships with 233 members, and 230 individual memberships for a total of 463 members.

Manager Ferguson also reported that she has been getting questions about the Wilderness Cadaver Test.

She asked about rockers for Wilderness Cadaver. She stated that there is only room for 14 characters, so “Wilderness Cadaver” will not fit. She asked for suggestions.

PODCASTS, Eva Briggs

Absent.

Executive Vice President Pescador reported that Manager Briggs is retired now so she will have more time to put towards Podcasts. She is asking the Board for ideas to be sent to her.

SAR Shop, Norma Snelling

Chief Financial Officer Snelling reported that there was no advertising in the Newsletter for the SAR Shop in April, and that there were no sales.

Social Media Supervisor, Sharon Ward

Absent. No report sent.

Testing Program, Rhonda Dyer

Manager Dyer reported that she is starting to get requests for the Wilderness Cadaver Beta Test.

She also reported that Kimberly Kelly is willing to write articles for the NSDA Newsletter, and would also like to hold an Alzheimer’s/Dementia workshop for the NSDA.

### **Old Business**

Chief Financial Officer Snelling asked for a Board vote on the Election Procedures Revision.

President & CEO Kelly stated that he feels the NSDA response to the Covid-19 pandemic is adequate and does not need revision at this time.

Manager Adamle stated that Evaluators are taking precautions if they choose to evaluate.

Chief Financial Officer Snelling reported that the Wilderness Area Cadaver Beta Test has been turned over to Manager Dyer, and that she will send feedback to Manager Ferguson.

President & CEO Kelly expressed his approval of regional input for the Test Standards.

Manager Adamle wanted to reiterate that the process for policing the administration of tests is completely random, and she feels it is unnecessary to establish a new Monitoring Program and will create additional, unneeded expenses.

President & CEO Kelly agreed to stick with the current program, and if it needs to be changed later a motion can be written up.

**New Business**

Chief Financial Officer Snelling posed a question to the Board regarding evaluation of the Wilderness Cadaver test. She asked if two Evaluators can be used for one test: one Evaluator for Land HRD and one Evaluator for Area Search.

After extensive discussion, Chief Financial Officer Snelling made a motion that a Wilderness Cadaver Evaluator must be a principal Evaluator in both Land HRD and Area Search. Corporate Secretary Grinnell seconded the motion. The motion carried with 4 votes for. Director Scruggs was not present for the vote.

Chief Financial Officer Snelling reported that she had received a question about an Evaluator testing their own teammates during Beta testing, and not certify those who pass. The Board stated that they can do it on their own, similar to a “practice test”, and it would not be considered an official NSDA test.

The Board was satisfied with the use of Zoom hosting for the May Board Meeting. President & CEO Kelly asked for Corporate Secretary Grinnell to be reimbursed \$14.99 for the fee that she paid to use Zoom Pro for the May Board meeting. The Board agreed.

Corporate Secretary Grinnell asked to open a Pro account for NSDA. President & CEO Kelly made a motion to approve payment of \$149.90 for one year of service for Zoom Pro. Corporate Secretary Grinnell seconded the motion. The motion carried with 4 votes. Director Scruggs was not present for the vote.

President & CEO Kelly tabled the discussion on Document Control.

As there was no further business, the meeting was adjourned at 8:53 p.m. EST.



**Julie Grinnell**  
Corporate Secretary