



NATIONAL SEARCH DOG ALLIANCE

Minutes of a Closed Meeting of the Board of Directors

September 6th, 2022

certified

A closed meeting of the Board of Directors of the National Search Dog Alliance was held via zoom on Tuesday, September 6th, 2022. The meeting was called to order at 7:00 pm EST.

The following Board members were present and constituted a quorum:

President/Chief Executive Officer Terry Crooks	Corporate Secretary Gail Collins
Executive Vice President Susan Fleming	Board Member Walter Snelling
Chief Financial Officer Jan Meyer	

Others present were:

Amity Larsen

Old Business

Program Leads and Reorganization. The Board discussed opportunities for reorganization and the applications received to date to fill vacant positions. President Crooks appointed the following individuals to positions within NSDA:

- Johanna Soils to Resource Division Administrator
- Wade Boyd to Education Program Manager
- Julie Gibson to Testing Program Manager

Corporate Secretary Collins will work to update the organizational chart and have it posted to the website.

Website and other program access.

- Norma Snelling has reported that she is continuing to work with the webmaster to complete updates to the NSDA website. The Board has requested that those changes be made as soon as possible.
- Corporate Secretary Collins reported that she is continuing to work to organize legacy documents from the previous Corporate Secretaries and Program Managers. So far she has received files from several individuals and has built a shared google drive site for storage. Documents can be forwarded to Corporate Secretary Collins (gcollins@n-sda.org).

ZO Contract. President Crooks updated the Board that they have reached a consensus with Zo Agency and that NSDA has one year to use a \$7,000 credit for services.

National Search Dog Alliance Members Annual Meeting. A reminder that the Members Annual Meeting will be held in conjunction with the quarterly Board meeting, set for Tuesday, September 27th, 2022 at 7:00 pm (EST). Board Member Snelling and President Crooks are working on a letter to the membership with more information about the meeting.

New Business

SAR Shop. President Crooks proposed that NSDA partner with an established vendor for selling products instead of maintaining our own store. Vice-President Flemming made a motion that President Crooks bring forward an agreement for review, Chief Financial Officer Meyer seconded, passed unanimously.

Website redesign. Chief Financial Officer Meyer reported that she had been exploring opportunities for an update and redesign of the NSDA website. She will develop a bid for solicitation and ask for bids to be submitted by September 20th, 2022.

Accounting software. Chief Financial Officer reported that the accounting software currently in use is an old version and there is a need to upgrade. Vice-President Flemming made a motion that NSDA spend \$250 to acquire the new software, Corporate Secretary Collins seconded, passed unanimously.

Board of Directors. President Crooks appointed Amity Larsen to fill the Board Member At-Large position currently held by Board Member Snelling. Board Member Snelling made a motion that the appointment be accepted, Vice-President Flemming seconded, passed unanimously. Board Member Snelling then submitted his resignation from the Board.

As there was no further business, a motion was made by Chief Financial Officer Meyer to adjourn and seconded by Vice President Fleming. Meeting adjourned at 8:30 pm EST.

The Board will hold a closed meeting on Tuesday, September 20th, 2022. As there was no further business, a motion was made by Vice-President Flemming to adjourn and seconded by Corporate Secretary Collins. Meeting adjourned at 8:38 pm EST.