



## **NATIONAL SEARCH DOG ALLIANCE**

### **Minutes of a Closed Meeting of the Board of Directors**

October 11<sup>th</sup>, 2022

*certified*

A closed meeting of the Board of Directors of the National Search Dog Alliance was held via zoom on Tuesday, October 11<sup>th</sup>, 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 Amity Larsen
Chief Financial Officer Jan Meyer	

#### Old Business

**Meeting Minutes.** Executive Vice President Fleming made a motion to accept the minutes from the Members Annual Meeting and quarterly Board meeting held on 27-Sept-22, Chief Financial Officer Meyer seconded, passed unanimously.

**Treasurer's Report.** Chief Financial Officer Meyer summarized the financial reports she had emailed to the Board. As of 30-Sept-22, NSDA has roughly \$118,000 which is comparable to last years available budget. In comparing income received, NSDA received roughly \$15,000 in membership fees in 2022 vs. ~\$16,000 in 2021. Corporate Secretary Collins made a motion to accept the Treasurer's report, Executive Vice President Fleming seconded, passed unanimously.

**Program Leads and Reorganization.** The Board discussed the job description provided by Manager Lesperance for the Training and Evaluator Manager position. Executive Vice President Fleming made a motion to accept the position description as written, Board Member Larsen seconded, passed unanimously.

**Website and other program access.** Chief Financial Officer Meyer and Corporate Secretary Collins reported that they have been continuing to work with the webmasters to develop a plan of action for the new website design. Corporate Secretary Collins also reported that she had worked with Supervisor Gibson to upload the new fillable forms and make other updates to the current website in the meantime.

**SAR Shop.** Board Member Larsen reported that she is continuing to make contact with potential vendors to provide NSDA merchandise and has several good possibilities.

**Bylaws Review.** Board Member Larsen reported on the continuing work of the Bylaws Committee and the Board discussed forwarded proposals.

**Liability Insurance.** Chief Financial Officer Meyer reported on continuing discussions with the Insurance Agency regarding policy coverage for NSDA. The Agency is providing conflicting information, and she will continue the discussion with the possibility of reaching out to another agency to better provide for our membership.

#### New Business

**Standards and Online Testing Review.** The Board discussed the status of several standards that were in development, including the flanker program and urban trailing as well as the opportunity to review and update the online testing questions. Manager Lesperance will be tasked with reviewing the status of these standards and to work with Manager Boyd to review the online test questions. Corporate Secretary Collins will forward the relevant materials.

**Board Ethics.** President Crooks discussed a draft of a Board Ethics proposal that he had provided to the Board via email. Executive Vice President Fleming made a motion to pass the draft to the Bylaws Committee for final edits and review, Chief Financial Officer Meyer seconded, passed unanimously.

**Volunteers for leadership positions.** The Board discussed how to best fill open volunteer positions and evaluate individuals with interest in assisting NSDA. President Crooks will discuss with Manager Ferguson on how to capture that information.

The Board will hold a closed meeting on Tuesday, October 18<sup>th</sup>, 2022. As there was no further business, a motion was made by Chief Financial Officer Meyer, seconded by Corporate Secretary Collins to adjourn the meeting. Meeting adjourned at 8:49 pm EST.