



NATIONAL SEARCH DOG ALLIANCE

Minutes of a Closed Meeting of the Board of Directors

October 18th, 2022

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A closed meeting of the Board of Directors of the National Search Dog Alliance was held via zoom on Tuesday, October 18th, 2022. The meeting was called to order at 7:15 pm EST.

The following Board members were present and constituted a quorum:

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| 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. Corporate Secretary Collins made a motion to accept the minutes from the Closed Board meeting held on 11-Oct-22, Chief Financial Officer Meyer seconded, passed unanimously.

Treasurer's Report. Chief Financial Officer Meyer reported that there had been no changes since the last meeting.

Standards and Online Testing Review. President Crooks reported that Manager Lesperance has been working with the Testing and Evaluation Program Supervisors and progress is being made. Corporate Secretary Collins reported that she is continuing to work on formatting the online test questions for review and should have that task completed in the next couple of weeks.

Website and other program access. Chief Financial Officer Meyer and Corporate Secretary Collins reported on a working meeting they had with the webmaster to demonstrate the new website's draft design and new features. The webmaster requested \$400 to purchase web design software and applications. Chief Financial Officer Meyer made a motion that the funding be approved, Executive Vice President Fleming seconded, approved unanimously.

SAR Shop. Board Member Larsen reported that she has received proposals from three vendors to provide NSDA merchandise and all are good possibilities. She anticipates being able to make recommendations for the final selection in the next week or so.

Bylaws Review and Board Ethics. Board Member Larsen reported on the continuing work of the Bylaws Committee. She also reported that the Bylaws Committee had reviewed the Policy

and Procedures Manual, and found that much of what was presented in the draft Board Ethics document is already outlined in the Manual, although not in one easily accessible place. It was also discussed that there is currently no procedure in place to respond to ethics violations. The Board tasked the Bylaws Committee to combine the relevant portions of the Manual into one document and to propose potential disciplinary actions to be included.

There was also a discussion that there appears to be two different Policy and Procedures Manuals, one for members and one for the Board of Directors. The two will be reviewed to see if they can be combined into one document then made accessible on the new website.

Liability Insurance. Chief Financial Officer Meyer reported that she had received a bid from a new insurance agency for liability coverage. The new bid included covering the Board of Directors and members participating in Board sanctioned activities such as seminars and testing events; extending coverage for activities occurring in both the US and Canada; and for a price slightly lower (\$1,621/year) than the existing policy (\$1,773/year) with a comparable deductible. Corporate Secretary Collins made a motion to accept the new bid, Chief Financial Officer Meyer seconded, passed unanimously.

Volunteers for leadership positions. President Crooks reported on a discussion with Manager Ferguson on the best way to keep a list of individuals interested in volunteering for leadership positions with NSDA. Manager Ferguson will collect the relevant information and forward onto the Board for review and interviews. President Crooks also reported on progress towards naming a Membership Benefits Coordinator and collecting a list of businesses that offer pro-deals and discounts to NSDA members.

New Business

None.

The Board will hold a closed meeting on Tuesday, November 15th, 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 8:43 pm EST.