



## **NATIONAL SEARCH DOG ALLIANCE**

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

November 15<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, November 15<sup>th</sup>, 2022. The meeting was called to order at 6:00 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 Closed Board meeting held on 18-Oct-22, Board Member Larsen seconded, passed unanimously.

**Treasurer's Report.** Chief Financial Officer Meyer reported that currently the Alliance has approximately \$119,388, which is slightly down from November 2021 (approximately \$123,681).

**Standards and Testing Review.** President Crooks reported that Manager Lesperance has been working with the Testing and Evaluation Program Supervisors and are developing recommendations to provide to the Board. Corporate Secretary Collins reported that she has finished formatting the online test questions for review and has provided access to Manager Lesperance.

**Website and other program access.** Chief Financial Officer Meyer and Corporate Secretary Collins reported on a second working meeting they had with the webmaster. The webmaster has completed his background research on new applications needed for the online testing and fillable forms, and is ready to start building the website. Corporate Secretary Collins reported that she has finished formatting the forms and will forward both those and the test questions to the webmaster. He anticipates completion of the website in 6-7 weeks and an approximate budget of \$11,400. Chief Financial Officer Meyer made a motion to approve the proposed budget and Executive Vice President Fleming seconded, approved unanimously.

The Board also discussed current rates that are being charged for the testing programs and membership dues, as well as reimbursements available to evaluators. Executive Vice President Fleming will review the rates and provide recommendations.

**SAR Shop.** Board Member Larsen reported that she is continuing to communicate with two potential vendors, but there are no contacts available yet for review. It was discussed that it would be preferable to split the merchandise between the two vendors, which is planned to include clothing and other items such as cups. Corporate Secretary Collins also reported on a discussion with the webmaster about including an online store with the new website, and that it should be easy to incorporate.

**Bylaws Review and Board Ethics.** Board Member Larsen reported on the continuing work of the Bylaws Committee, but that things are currently on hold while one of the Committee members recovers from a medical issue. The task of combining the relevant portions of the Policy and Procedures Manual will be tabled for now. The Board also revisited the issue of revising the Bylaws in regards to non-US citizen members, evaluators, and testing. Board Member Larsen will work to draft language for review.

**Liability Insurance.** Chief Financial Officer Meyer reported on NSDA's new insurance policy with Sportsman Insurance Agency (Cape Vincent, NY). Liability coverage will include members participating in official NSDA events in the U.S. and Canada. Chief Financial Officer Meyer will develop guidance on exactly what constitutes a "official NSDA event" and how notifications will need to be made.

**Volunteers for leadership positions.** President Crooks reported that Manager Ferguson is working towards the development of a questionnaire to provide to members interested in future volunteer positions. Corporate Secretary Collins proposed developing the questionnaire online using google forms and she will work with Manager Ferguson.

President Crooks also reported the he has named Johnna Solis as the Membership Benefits Coordinator for NSDA.

#### New Business

**Testing Program Report.** Testing Supervisor Gibson provided a written report to the Board, and it is summarized as follows. Between October 1<sup>st</sup> and November 22<sup>nd</sup>, there were six testing event notifications. Between September 1<sup>st</sup> and November 10<sup>th</sup>, there were 27 tests proctored, for a total of 107 tests for 2022 to date. She reported that most evaluators seem to be doing well with the new fillable forms and that the most current Resource List has been uploaded to the website. Testing Supervisor Gibson also reported a potential concern with failed tests not being appropriately reported.

**Personnel Issues.** President Crooks reported on discussions regarding potential processes for reapplication or remediation of dismissed evaluators. The Board discussed what guidance the Bylaws and Policy and Procedures Manual provide on the topic; the discussion was tabled to another meeting.

President Crooks also reported on a personnel matter that was brought forward to him. The Board discussed the matter and President Crooks will follow up with Manager Lesperance to address the issue.

The Board will hold an open business meeting on Tuesday, December 6<sup>th</sup>, 2022 at 7:00 pm (EST), followed by a closed Executive Session. Members interested in joining should send an email to [gcollins@n-sda.org](mailto:gcollins@n-sda.org) no later than December 4<sup>th</sup> to get the call in information. As there was no further business, a motion was made by Board Member Larsen, seconded by Corporate Secretary Collins to adjourn the meeting. Meeting adjourned at 7:40 pm EST.