



## **NATIONAL SEARCH DOG ALLIANCE**

### **Minutes of an Open Meeting of the Board of Directors**

December 6<sup>th</sup>, 2022

*certified*

An open meeting of the Board of Directors of the National Search Dog Alliance was held via zoom on Tuesday, December 6<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
Chief Financial Officer Jan Meyer	Board Member Amity Larsen

Others present were:

Testing Supervisor Julie Gibson  
Sherry Scruggs

#### Old Business

**Meeting Minutes.** Corporate Secretary Collins made a motion to accept the minutes from the Closed Board meeting held on 15-Nov-22, Chief Financial Officer Meyer seconded, passed unanimously.

**Treasurer's Report.** Chief Financial Officer Meyer reported that as of 30-Nov-22, the Alliance had a balance of \$121,073.05, down approximately \$4,100 from the same time last year. Chief Financial Officer Meyer also reported that she has solicited 2023 budget proposals from each of the Program Leads. The deadline for submittal is 20-Dec-22 and for Board approval is 31-Dec-22.

#### **Program Reports.**

- Testing and Evaluators Programs. Testing and Evaluator Manager Lesperance reported via email that the Urban Trailing standard review is ongoing, and that the first two tests administered will be considered beta tests; she will be soliciting feedback from the testers before submission for final Board approval. The Programs are also working on streamlining the evaluator application process as well as discussions regarding potential reapplication / remediation process for dismissed evaluators.
- Testing Program. Testing Supervisor Gibson reported that there have been good discussions with Manager Lesperance, and that currently NSDA's standards fit well with available national standards (with the exception of HRD, which is moving

towards an annual assessment). In November, there were 13 tests proctored, for a total of 113 tests to date for 2022. Testing Supervisor Gibson also reported that Cassandra Bates has been appointed as the Testing Administrator to assist with notifications of expiring tests and follow up, plus resource list management.

- **Membership Program.** President Crooks reported for Membership Manager Ferguson that there are currently 506 members, including 18 teams. President Crooks also reported for Membership Benefits Coordinator Solis that she is making inquiries about partnering with a company to offer discounted dog insurance.
- **Education Program.** Manager Lesperance reported that she is partnering with Education Manager Boyd review the online tests and relevant material updates.
- **Communication Program.** President Crooks reported that Communications Manager Proper-Van Valkenburg has requested that evaluators notify her of upcoming testing opportunities so she can post the information to the NSDA facebook page.

**Website.** Corporate Secretary Collins reported on ongoing work with the webmaster, and provided an online demonstration of a draft version of the new website for Board review. The estimated timeline is that a beta version should be available for testing by the end of January 2023. The Board discussed different contract options for the new website, and will further explore an available option that includes the one-time custom development fee with a monthly maintenance / licensing subscription.

**SAR Shop.** Board Member Larsen reported that she is continuing to communicate with two potential vendors, and has requested contract templates. The plan is for one company to host the clothing/hat items and the other to host the mugs/keychains items. President Crooks reported that he has received additional NSDA merchandise from the previous coordinator and will store until the new distribution system is in place.

**Bylaws Review and Board Ethics.** Board Member Larsen reported that there has been no progress since the last meeting. President Crooks requested that the Committee be asked to move forward with drafting the changes. The Board discussed language in the Bylaws with respect to non-U.S. citizens, and Board Member Larsen will pass the following recommendations to the Committee: 1) maintain the 25% cap on the number of non-U.S. citizen members; 2) continue to allow non-U.S. citizen members to have full voting rights; 3) limit appointments to the Board of Directors to U.S. citizens only; 4) restrict testing events to geographically within the U.S. if there are international laws which cause a conflict with NSDA standards.

**Volunteers for leadership positions.** Corporate Secretary Collins reported that she worked with Membership Manager Ferguson to develop an online survey for those interested in volunteering for NSDA when vacancies/needs arise. The survey was reviewed by the Board and will be sent via email to all NSDA members within the week.

### New Business

**Appointments.** President Crooks reported that Evaluator Administrator Lamson has been appointed to the position of Evaluator Supervisor. He also reported that he is appointing Board Member Larsen to the position of Executive Vice President following the resignation of Susan Fleming from the Board of Directors. President Crooks is in the process of exploring potential candidates to fill the vacant Board position, and will continue to work with the Board to make a selection.

**Suggestion box.** The Board discussed a request that there be a “suggestion box” created where members can provide input on relevant items. Corporate Secretary Collins will work on developing another online survey to send to the membership.

**Member questions/comments.** Member Scruggs offered suggestions on how to improve the evaluator recruitment / vetting process. President Crooks will pass the suggestions onto Manager Lesperance.

The Board will hold an open business meeting on Tuesday, December 27<sup>th</sup>, 2022 at 7:00 pm (EST), followed by a closed Executive Session if required. Members interested in joining should send an email to [gcollins@n-sda.org](mailto:gcollins@n-sda.org) no later than December 25<sup>th</sup> to get the call in information. As there was no further business, a motion was made by Corporate Secretary Collins, seconded by Chief Financial Officer Meyer to adjourn the meeting. Meeting adjourned at 8:39 pm EST.