



NATIONAL SEARCH DOG ALLIANCE

Minutes of an Open Meeting of the Board of Directors

December 27th, 2022

certified

An open meeting of the Board of Directors of the National Search Dog Alliance was held via zoom on Tuesday, December 27th, 2022. The meeting was called to order at 7:10 pm EST.

The following Board members were present and constituted a quorum:

President/Chief Executive Officer Terry Crooks

Chief Financial Officer Jan Meyer

Vice President Amity Larsen

Corporate Secretary Gail Collins

Others present were:

No members attended the meeting.

Old Business

Meeting Minutes. Chief Financial Officer Meyer made a motion to accept the minutes from the Open Board meeting held on 06-Dec-22, Vice President Larsen seconded, passed unanimously.

Treasurer's Report and FY 2023 Proposed Budget. Chief Financial Officer Meyer reported no financial changes since the last meeting. She then outlined the proposed budget that was developed for FY2023 (see attached). Gross income is estimated to be approximately \$40,200.00 and total expenses are estimated to be approximately \$46,700.00. One main change from the FY2022 budget was the proposal to develop and offer three NSDA seminars during 2023 calendar year (one each in Arkansas, Montana, and Texas); the estimated income and expenses are included in the attached budget. Corporate Secretary Collins made a motion to accept the proposed budget, Vice President Larsen seconded, passed unanimously.

Program Reports. President Crooks reported no new updates.

Website. Corporate Secretary Collins reported no new web design updates. The Board discussed a question from Education Program Manager Boyd in regards to the online test question revisions. Chief Financial Officer Meyer will follow up with Testing and Evaluator Manager Lesperance and Manager Boyd.

SAR Shop. Vice President Larsen reported no new updates.

Bylaws Review and Board Ethics. Vice President Larsen reported on concerns forwarded by the Bylaws committee regarding combining parts of the Bylaws and Policy and Procedures documents. It was agreed that it was better the documents stand alone, and that the relevant portions of the ethics statement could be added where appropriate. There was no update on the Board recommended changes to the Bylaws in regards to non-U.S. citizens.

Volunteer Survey and Suggestion Box. Corporate Secretary Collins reported that the volunteer survey has garnered several responses and appeared to be working well. The submissions are being forwarded to the relevant program leads and/or the Board. She also reported that she had developed an online “Suggestion Box” and forwarded a draft to the rest of the Board for review. There were no suggested changes, so the final version will be sent to all members via email shortly.

New Business

Appointments. President Crooks reported that he had completed interviewing three possible candidates for the vacant Board position, and following up on their references. The Board discussed the three candidates. President Crooks then appointed Mr. Zephrin Allen to the vacant Board Member At-Large position. Corporate Secretary Collins will make the updates to the Organizational Chart and post the information to the website.

The Board also discussed the possible need for a Seminar Coordinator position. Corporate Secretary Collins will review the Volunteer Survey and forward on individuals who have expressed interest.

Member questions/comments. No members attended the meeting.

The Board will hold an open business meeting on Tuesday, January 24th, 2023 at 7:00 pm (EST), followed by a closed Executive Session if required. Members interested in joining should send an email to Secretary@n-sda.org no later than January 22nd to get the call in information. 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 8:20 pm EST.

Attachment 1. Actual FY2022 Budget and Proposed FY2023 Budget.

		FY 2022		FY 2023	
		Actual As of 11.30.22		Proposed	
Income					
43000	Financial Income	\$406.46		\$600.00	
46400	Store Income	\$172.84		\$600.00	
46800	Testing Income	\$4,836.40		\$6,000.00	
47200	Membership Income	\$13,264.89		\$15,000.00	
11000	Seminar Income	-		\$18,000.00	
	Total Income	\$18,680.59		\$40,200.00	
	Gross Profit	\$18,680.59		\$40,200.00	
	Expenses				
	62000 Administration	\$570.56		\$650.00	
	63000 Education	\$292.58		\$350.00	
	64000 Website	\$1,057.02		\$15,000.00	
	65000 Financial	\$1,715.41		\$200.00	
	66000 Testing	\$2,978.62		\$4,000.00	
	70000 Membership	\$2,928.14		\$2,500.00	
	71000 Store	\$191.33		\$400.00	
	72000 Other Misc	\$3,910.11		\$3,200.00	
	73000 Marketing	\$8,187.85		-	
	74000 Communication	\$387.79		\$400.00	
	11000 Seminar	-		\$20,000.00	
	Total Expenses	\$22,219.41		\$46,700.00	
	Net Ordinary Income	(\$3,538.82)		(\$6,500.00)	
	Net Income	(\$3,538.82)		(\$6,500.00)	