

NASAR
May 18, 2005 Conference Call
Meeting Minutes

1. Meeting called to order with verification of quorum at 1310 hours EST
2. Present
 - a. Randy Servis
 - b. Art Wolfe
 - c. Kathy Miller
 - d. Jim Stumpf
 - e. Cole Brown
 - f. Jay
3. Absent
 - a. Dion Petros
 - b. Dave Meek
 - c. Norm Rooker
4. President's Report
 - a. Draft of by law-change regarding appointment of Committee chairs
 - i. Randy had hoped to have this done pending the completion of the strategic planning process.
 - b. Appointment of committee chairs Current Chairs will remain in place. September is target for re-organization, By-law changes, etc.
 - c. Executive Director selection process-
 - i. Randy-provided update as to the rationale surrounding the decision to terminate NASAR's relationship with Jackie. Discussion regarding the contract with Don Cooper for the FUNSAR book.
 1. Megan to bring contracts to conference
 - a. Gala
 - b. Jones and Barlett
 - c. Don Cooper
 - ii. All contracts will be reviewed by Randy, Dion and staff after conference
 1. Kathy suggested that the contract regarding computers/software etc be reviewed as well.
 - iii. Would like to set up an executive director search and selection committee
 1. Would like to seat a new director by Sept. meeting if possible, but certainly by January
 2. Volunteers for selection committee
 - a. Kathy Miller
 - b. Jim Stumpf
 - c. Dion ?
5. Treasurer's Report- Randy
 - a. First quarter financials Not available
 - i. Gala expenses
 1. Status of legal actions- Megan/Dion

- a. none is in progress at this point
 - b. All email correspondence between Jackie and vendors requested
 - i. Total of 16 emails with attachments
 - ii. Contracts still have not been reviewed
 - iii. Ross and Megan will begin reconstruction of the relationships between NASAR and Gala vendors
 - ii. SAR Dog account –Randy
 - 1. Ross has requested an extension on NASAR tax filing and audit report.
 - 2. Ross has spoken to Kelly regarding the methodology used to determine some financial decisions:
 - a. Percentage of SAR Dog members compared to the whole is closer to 10.3% rather than 33% as reflected by Jackie
 - b. To correct this, a restatement of the 2003 financial status of the organization is required.
 - i. The difference in SAR dog fund assessment (22.7%) must be restored into the funds restricted for SAR Dog activities.
 - iii. Ketchum
 - 1. Status of refund-Dion
 - b. Current financial status of organization
 - i. End of month report
 - c. Status of Reimbursement from FEMA reference NASAR response to Hurricanes-tabled
 - d. Status on the development of Internal Control Guidelines according to GAAP – tabled Dion/Ross/ Randy (not sure who should report)
 - e. Status of budget request/development templates tabled
6. Executive Director report - Megan
 - a. How is virtual office working?
 - i. Bookstore looks great, Ellen has done a good job setting it up (Randy)
 - ii. Storage unit is climate controlled (Randy)
 - 1. Jackie did not have access to this storage unit
 - 2. Historical documents recovered from Jackie will be placed into storage unit at same facility
 - a. Over time, the two will be consolidated into one unit
 - iii. Megan updated the BOD on staff’s perspective of the virtual office success
 - 1. 515s continue to be generated
 - 2. Monthly summaries will be forwarded to the BOD soon
 - 3. Weekly staff phone conference are held
 - a. Production seems to have increased

- b. Efficiency has increased due to better flow of information up and down the chain
 - b. Paul Burke/Janet Adere job description changes
 - i. Megan not completely familiar with this item
 - ii. Many of the positions did not have job description
 - iii. Licensing program now has been turned over to Janet
 - 1. Mary Ann Boyd and Mike Guzo now train the trainers
 - c. WMA/NASAR board liaison
 - i. Randy's thoughts are that we need to continue to have a relationship with WMA but not formalize the relationship by extending a liaison seat on the board.
 - ii. Extend an invitation to WMA to attend board meetings but not as an official NASAR board position
 - iii. The rest of the BOD seems to feel the same way.

7. Committee Reports

- a. SAR 2005
 - i. Megan update board on status of SAR 2005
 - 1. numbers for pre-registrations are about the same as last year
 - 2. sense from staff is that there may be a large number of on site registration
 - 3. we are 67 rooms short of making block numbers
 - a. This may expose NASAR to an additional \$7,000 in financial risk
 - b. Could also begin taking away perks
 - i. President's reception
 - ii. Conference space reduced
 - iii. 32 Exhibition booths sold, 80 was goal,
 - 1. Cost is \$595
- b. SAR Dog
 - i. Status of bracelet fundraiser-Art, Jackie has reported to Janet that Pedigree was not interested. Decision was made to wait on further exploration until a strategy could be developed at conference
 - ii. Status of K9 Water HRD Sar tech- Evaluations are available to candidates now.
 - iii. Disaster K9 –Looking a field Beta testing sites distributed throughout the US

8. Education committee

- a. Policy for dealing with proficient/non-proficient educators-Table until Dion can discuss
- b. Background check issue (Art see Attachments I and II) Art, reviewed the attachments. Discussed how the Boy Scouts handle the situation. Boy Scouts screen over 150,000 people per year. Nasar as of last month has 329 instructor, evaluator or coordinated with 125 applying each year. Attorney recommends that a release from the candidate be obtained.

