

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

July 13, 2020

Page 1 of 3

I. CALL TO ORDER

A. President, Linda Luchsinger, called the meeting to order at 6:37 PM.

B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Marion Sigel.

II. TREASURER'S REPORT—Stefanie Meinhardt

A. As of June 30:

1. Checking: \$22,338.45

2. Savings: \$22,161.97

B. Paypal: \$2,125.26

C. Net Loss: -\$22,324.43

D. Outside Services is defined as PSI.

III. SECRETARY'S REPORT—Sue Osborn

MSC to approve March 9, 2020 Meeting Minutes as published.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

1. Service Award:

Linda Luchsinger presented the Gerry Glantz Memorial Club Service Award to Marilane Bergfelt. Big congratulations to Marilane!

2. Response from Property Manager:

Sue Osborn and Stefanie Meinhardt joined Linda Luchsinger during a teleconference with Sawyer Properties on Friday, July 10, 2020 in Linda's office. Sawyer Properties agreed to NVDC paying 50% of their rent for the month of July and will get back to the club about a plan for future rent payments.

3. Phone Bill: Linda Luchsinger will be contacting Comcast to see about relocating service provider.

4. Response from Napa County:

Linda Luchsinger spoke with Napa County on the phone today and was told NVDC does not fall under any of the recently categorized businesses to close down thus session 4 classes will open as planned.

5. 7/6/20 Board Meeting Report:

a. Automatic payment of rent has been stopped.

b. Storage unit rental stopped.

c. DogBizPro Roster #1 will be distributed to trainers.

d. Changes to classes: 4 weeks of classes per session, each class 45 minutes long, no discounts, maximum of \$40 in vouchers.

e. AB5: Decision for now is to stay with keeping trainers as independent contractors

f. Ways to reduce expenses covered i.e, give up toys, review phone bill and stop rental of storage unit.

g. Sandy, Sue, Marilane, and Donna held a meeting on July 1st about making payments.

Sandy will be the only one to log in payments. See item IV-D for more details.

h. Mary Ash rally students given refunds.

i. Kim Leslie will be teaching a small dog manners class.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

July 13, 2020

Page 2 of 3

B. VICE-PRESIDENT—Sandy Bonifield

No report.

C. MEMBERSHIP/VOUCHERS—Carol Coawette

1. New Members:

No new members.

2. Status of Membership Packets:

Linda Luchsinger will work on updating as soon as she is able.

D. OFFICE—Sandy Bonifield

1. New Payment Procedures per July 1st meeting: There is now a green binder in the office for all the class information showing who has paid, etc.
2. New stamp for use on invoices has been ordered.
3. Logging in of Payments: Donna and Sandy will work out exact details for new payment procedures.
4. Sandy is looking at moving NVDTC from Mechanics Bank (previously Raba Bank) to a new bank.

E. TRAINING—Linda Luchsinger

1. Training Committee Meeting:

Meeting has been rescheduled to Wednesday, July 29th at 6PM at the clubhouse.

2. Orientation Videos and Associated Written Materials:

a. Thank you to the video production team for putting videos and written materials together: Marilane Bergfelt who spearheaded this project, Sue Osborn, the videographer, and presenters Linda Luchsinger, Sandy Bonifield, Cheryl Meyer, Donna Golemon, Lea Ronald, and De Brilz.

b. Videos and written materials are to be viewed by students taking beginning classes and are linked from yellow button on lower left of home page.

3. Sue Osborn has been approved for an assistant for puppy class.

4. Session 4 is all set up and ready to go.

5. Class Flyers/PR:

Sue asked trainers to let her know if they need flyers to PR their classes.

6. Ross Mini Class Voucher: MSC to award Ross Mini one free class voucher for per session as long as NVDTC remains in current building.

F. PUBLICITY—Marion Sigel

1. 50th Anniversary Shirts:

Display and information for shirts are displayed on training floor. Contact Marion Sigel if interested in ordering one.

2. Business Cards:

Located in the office. Trainers are encouraged to hand out to their students. Members were invited to take some to hand out in the community.

G. BUILDING—Debbie Hilton

1. Joy Wood Display/Slat Wall Displays (Photos & Clipboards) & Improvements:

a. A big round of applause was given Debbie Hilton for all the work she has done in the building: organizing the slat walls, painting and cleaning up items. She recently painted the front door and the A-Frame!

b. Roxann Gracia was thanked again for the slat wall donation; they have worked out so well!

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

July 13, 2020

Page 3 of 3

- c. Debbie is working with Ross Mini on fire extinguisher service.
 - d. Storage Unit Report: Items from unit have been brought to clubhouse. Debbie has taken care of everything like keeping the small lattice wings for use in agility class, storing canopies in the restroom, and finding homes for everything.
 - e. Stefanie reminded members there is \$300 that has been donated for use for Joy Wood.
3. PSI Cleaning Schedule: Cleaning will be done on Fridays starting at 9:30 am.
 4. Donna has a clock she will donate to hang on the wall near the entrance.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. A dedicated email has been set up for students to email their dog's vaccination records: dogshots@nvdte.org. Donna will add vaccination records to students' DogBizPro accounts.
2. COVID-19 related changes made to website:
 - a. Discounts and Vouchers updated to match COVID-19 situation
 - b. What You'll Need for Class updated to match COVID-19 situation
 - c. DogBizPro Waiver to match COVID-19 situation
 - d. Orientation videos are now posted on the website. See item IV-E-2.
3. Prizes awarded for best summer fun photo (Marilane Bergfelt) and best stay at home story (Sandy Bonifeild). Contests were published in the May/June newsletter. Winners received a beautiful bouquet of fresh flowers.

I. AOCNC—Sue Osborn, Mary Ash

The summer workshop has been cancelled, 2nd and 3rd quarterly meetings were cancelled, and the 2020 seminar likely will be cancelled. AOCNC is looking for an alternate location for their 2021 winter workshop since renting Cow Palace has become too expensive.

J. HOSPITALITY

No hospitality for tonight's meeting.

K. SUNSHINE

A card is being sent to Christy Rose for her recent knee replacement surgery.

V. OLD BUSINESS

- A. AB5: NVDTC is under the category of being an animal service which is exempt.
- B. Surveillance Camera now in the office.
- C. Open House to held on April 24, 2021,.

VI. NEW BUSINESS

- A. COVID-19 Documents: Waiver, Cleaning Procedures, Reopening Guidelines: All completed by Sue, Marilane, and Linda Luchsinger. Marlane will be writing out the instructions for each instructor to go with cleaning supplies.
- B. 2020 Virtual Walk for Animals Event—Marion Sigel is our contact person to touch base with Napa Humane about this event. In the past NVDTC has donated items for their raffle.

VII. BRAGS

Stefanie Meinhardt, Mary Ash, Carol Coawette, Neanna Gracia, Sue Osborn, and Linda Luchsinger all had brags.

VIII. MEETING ADJOURNED at 7:40 PM

Respectively submitted by Sue Osborn,
NVDTC Secretary