

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 12, 2020

Page 1 of 3

I. CALL TO ORDER

A. President, Linda Luchsinger, called the meeting to order at 7:35 PM.

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

II. TREASURER'S REPORT—Stefanie Meinhardt

A. As of October 2nd:

1. Savings: \$22,341.27
2. Checking: \$37,751.76
3. Paypal: \$849.79

B. One month's past arrears rent has been paid with full October rent.

III. SECRETARY'S REPORT—Sue Osborn

MSC to approve September 14, 2020 General Meeting Minutes as published.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. **PRESIDENT**—Linda Luchsinger

Property Manager's Written Agreement

1. Commencing June 2021, NVDTTC's lease with Sawyer Properties will be a triple net lease, which means as a tenant, NVDTTC will be paying for related property taxes, insurance premiums and maintenance costs.
2. Linda has communicated with other businesses in the complex and as of now, none have triple net leases with Sawyer Properties (however may happen when their leases renew).
3. Linda's proposal for NVDTTC to pay someone to review our lease to see what can be done about the triple net cost and to negotiate with Sawyer Properties on our behalf was acceptable by those in attendance. Linda will contact a property manager for assistance.

B. **VICE-PRESIDENT**—Sandy Bonifield

No Report.

C. **MEMBERSHIP/VOUCHERS**—Carol Coawette

1. Membership applications for 2021 are available at the clubhouse. Current members can download a 2021 membership application from the NVDTTC website.
2. Debbie and Sue are meeting after tonight's meeting regarding update of membership packets

D. **OFFICE**—Sandy Bonifield

1. Sandy, Marilane and Mary are taking care of office duties and all is running well.
2. Robin Miller is interested in helping in office. Mary will contact her with details.

E. **TRAINING**—Linda Luchsinger

1. Sessions 1 to 3 worked on at recent October 4th training meeting, all three sessions will continue on 4 week schedule with hopes of going back to six weeks in April.
2. Next training meeting is set for Saturday, December 5th at 11 AM at clubhouse.
3. Information about reimbursement form for trainers/assistant dog related classes/seminars has been emailed to instructors and assistants and is available online on the "Resources" page.
4. **Board Approvals from October 5, 2020 Meeting**
(See attached information sent to all instructors.)
 - a. New registration procedure recommendation from training meeting was approved as follows: "Before the official registration closing date, if a class is not filling to the minimum number of students required for a class to commence, instructors are responsible for contacting Donna to let her know they can find enough students to run the class. If trainer does not contact Donna by official registration closing date, the class will be closed, no ex-

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 12, 2020

Page 2 of 3

ceptions. If contacted by instructor in time, Donna will keep such classes open until start date of class." See attachment for additional information..

- b. Deadline set for class registration as follows: "Student class payment must be received by the 26th of the month or student's place will be given to someone on the waiting list." See attachment for additional information..
5. Marilane touched base with Reactive Rovers about training in the NVDTTC building when building is not in use.
6. Mary Ash is checking with Pat White about renewing her contract, which expires in December. If not, other classes can be opened on times/days previously filled with Pat's classes.

F. PUBLICITY—Marion Sigel

No Report.

G. BUILDING—Debbie Hilton

1. **Pest Spraying** has been scheduled during Thanksgiving week between 8 and 12 on November 24th.
2. **Rollup Door:** Ross Mini had someone look at our rollup door, a new one to be installed.
3. **Phone/Internet Installation** took place Friday, October 9th.
 - a. There are two Comcast units in the office. One is for phone lines. The other is for the Internet.
 - b. Current login and password for the internet is on the bottom of the larger unit.
 - c. There are two modes for internet connection, a slower one for use with cell phones and a faster one for use with laptops or iPads.
 - d. Debbie has placed an instruction sheet under the Plexi glass on the office desk.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. **Submissions for News Items:** October 20th for newsletter & November 20th for meeting announcement.
2. **Forms for Year end Awards and Service Award:**
 - a. Both need to be included in the upcoming newsletter.
 - b. Sue will send last year's Service Award form to Marilane for her to update.
 - c. Need a chairperson for coordinating year end awards before updating form; Linda Luchsinger will check with Linda Wargo.
3. **Class Payment Deadline** as outlined above (Item IV-E-4-b) has been added to registration page on website (as well as to DogBizPro registration responses to students).
4. Sue will begin posting agendas along with item submission deadlines on the NVDTTC website at agendas@nvdttc.org/.

I. AOCNC—Sue Osborn, Mary Ash

The 2021 Winter Workshop likely will not happen—waiting on confirmation from reps.

J. HOSPITALITY

Thank you to Debbie Hilton for the Halloween decorations and goodies for tonight's meeting!

K. SUNSHINE

On behalf of the club, Sandy sent a card to Debbie Crain for her loss of Mayo.

V. OLD BUSINESS

A. Scent Work Trial—April 17 & 18, 2021

1. Committee for scent work trial: Mary Ash, De Brilz, Donna Golemon, Roxann Gracia, and Sue Osborn.
2. One judge has been confirmed. Because of limited availability, a second judge may need to

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 12, 2020

Page 3 of 3

be come from out of the area resulting in hotel expenses.

3. Volunteers from the club needed, exact number to be determined when closer to trial dates. Suggestion is for a club member to be contact person for signing up volunteers; there will also be an outside person to manage and organize volunteers.
4. Parking will be set up for social distancing.

B. Nominations for 2021 Board

Following nominations were presented by the nominating committee: President, Sue Osborn, Vice President: Sandy Bonifield, Secretary: Roxann Gracia, Treasurer: Stefanie Meinhardt, Members at Large: Mary Ash, Carol Coawette, Debbie Hilton, Marion Sigel, Past President: Linda Luchsinger. No nominations from the floor. Election will be held at the November general meeting.

C. Joy Wood Memorial Ideas

1. Canopy over Rollup Door—Tabled until next meeting.
2. Mary Ash is still checking on planting of tree in Joy's memory.

VI. NEW BUSINESS

A. Rental of NVDTC Building

Mariah Kelin, Cal Fire Academy, interested in using the NVDTC building for one day for an in-person workshop. Linda will contact them for more details and to find out if they are non-profit.

B. Year End Banquet

MSC to plan a year-end banquet keeping in mind COVID-19 implications. .

VII. BRAGS

Carol Coawette, Robin Miller, and Sue Osborn.

VIII. MEETING ADJOURNED at 7:50 PM.

Respectively submitted by Sue Osborn,
NVDTC Secretary

Attachment:
New Registration Procedures

From Email sent October 8, 2020
New NVDTC Registration Procedures

~~~~~

*Instructors,*

*Please read the two new procedures shown below now in place regarding class registrations.*

*After reading, PLEASE reply and acknowledge receipt of this email.*

*Thank you!*  
*Linda Luchsinger*  
[\*lindyckrs@aol.com\*](mailto:lindyckrs@aol.com)

**1) Class Closing Date Exception:**

Instructors are to keep an eye on the counts button (located on the home page of the website) for number of enrollees in classes they are instructing.

BEFORE the official registration closing date, if a class is not filling to the minimum number of students required for a class to commence, instructors are responsible for contacting Donna to let her know they can find enough students to run the class.

If trainer does not contact Donna by official registration closing date, the class will be closed, no exceptions.

If contacted by instructor in time, Donna will keep such classes open until start date of class.

Approved by Board 10/5/20

**2) Payment Deadline:**

Student class payment must be received by the 26th of the month or student's place will be given to someone on the waiting list.\*

Approved by Board 10/5//20

Notes:

Followup to contact students whose payments did not make it in time will NOT be done by Donna. It will be the instructor's responsibility to see that such students in their classes are contacted to let them know they are NOT enrolled.

Who has paid and who has not paid is shown on class rosters (with student contact information), which Donna provides to instructors once registration for classes closes on the 21st.

*\*Class payment deadline information has been added to emails that students receive both upon registering for a class and upon confirming they are officially enrolled in a class. This information is also noted on the website's registration page.*