

NVDTC Training Committee Meeting

January 3, 2014

Meeting called to order by chairperson, Marilane Bergfelt, at 6:35pm.

Attending: Jim Spiva, Lynda Rhyno, Linda Luchsinger, Vange Leonis, Mary Ash, Sandy Bonifield, Lea Ronald, Deb Payton and Marilane Bergfelt. Sue Osborn came in a little late and listened, but did not want to come close due to her illness. (Thank you Sue for being so considerate.)

Light dinner provided by Marilane. Marilane shared her goals for the upcoming year in writing (see attached). She hopes instructors and assistants will review her goals and let her know if they can help with any projects.

ANNUAL BUSINESS:

All 2013 class registration forms, attendance sheets and advanced sign-up pages should be turned in by now. Instructors with any pages from 2013, are to put them the Training Committee Mailbox by the end of the club general meeting 1-13-14.

2014 Contracts -

Trainer's Contracts and W-9 were completed and signed by those in attendance. This is the first and only time current instructors will be asked to complete W-9's. All personal information will be kept confidential files.

Signed contracts will be kept with the Training Chair. Marilane will communicate with remaining instructors to get materials signed and submitted.

Approved Instructor List was passed around for review contact information. Marilane will be updating this after the club general meeting 1-13-14. Instructors who did not attend the committee meeting are asked to check the listing as well. Please initial your name so we know you are verifying the information.

Instructor's Time Off. (Page passed around for instructor's input.) Those not attending this meeting have been asked previously via email and will be asked again at the club general meeting 1-13-14. The goal is to ensure everyone gets a break while keeping classes covered.

★ All instructors should plan for a session or two break each year. Doing so helps ensure our clients get quality instruction. Instructors who want to continue helping during the times of the year they are traveling, should 'team teach' or assist rather than be the lead instructor.

OLD BUSINESS:

Building / Equipment Needs / Requests:

- a) Repair / clean all training equipment (including agility & obedience), repair to plastic floor ladders & possible repair to agility A-Frame
- b) New materials: target sticks, rally signs (for obedience classes), break away tire, kiddy gate feet and voice enhancement / sound system for instructors.

Committee discussed that materials used, like rally signs, need to be put back in correct location / order. Marilane will check with Board on any guidelines for use of existing equipment; plus check with instructors on where items are stored & hear any concerns they may have about the use of materials. Marilane will also be asking instructors, who made specific material requests, to research those items for board consideration.

Update since meeting:

- Vange got a cost estimate for sound system and forwarded it to Marilane. ML will present to the board in February and see how it compares to other quotes.
- ML purchased 3 inexpensive paper towel holders for club use. 2 are for 'clean up' stations and one for small, numbered cones. The goal is to reduce the clutter & help keep the cones in numerical order while stored for class use.

Good Manners 1 Updates:

Discussion was held to the end of the meeting. The proposed draft was created by Marilane, Lea and Linda over the past several months and using many resources. Instructors teaching GM1 in 2013 were previously sent a computer file and asked to review the weekly outlines in preparation for the meeting.

Teresa and Marlene gave their input prior to the meeting and Marilane brought those notes for the committee's consideration. The group reviewed each week's outline and Marilane noted potential changes, including those recommended by Teresa and Marlene.

Marilane will work on the #3 draft over the next week and send to Lea, Linda and Lynda for their final review. The goal is to have changes in place, along with new handouts, by Session 2. These changes will be in place for all 2014 GM1 classes. The GM1 instructors and committee will review GM1 weekly lesson plans at the end of the calendar year and create a permanent lesson plans moving into 2015.

NOTE: This is a similar process as Puppy and Adolescent Dog classes have gone through. Those classes need final input from current instructors so that permanent weekly outlines / lesson plans can be created.

Update since meeting:

Due to other club issues, Marilane has not proceeded with this project as planned. Instead, she will work toward making changes and updates for Session 3 in 2014. After a board discussion, it was agreed that ML would create a multi-page packet for clients that will include all skills and problem solving, similar to Puppy & AdoDog classes currently use. This will help reduce her time.

NEW BUSINESS:

General Updates:

- 1) The Training Floor has been re-taped. Nathan Bergfelt has removed the old tape, re-taped the mats and attempted to address buckles in the mats. We used Gorilla Tape this time with the hope that its weight and water resistance will hold up better to wear-in-tear and cleaning.
- 2) Mailboxes have been changed.
 - a) Board and committee mailboxes are on the 1st shelf behind the main desk.
 - b) Instructors now individual mailboxes on the 2nd shelf behind the main desk.
 - ★ Instructors, please check your individual mailbox to see if materials need to be transferred to another member. Outdated / unused materials should be tossed.
- 3) Loose materials, photos, etc. left on the counter &/or desks will be placed in the "Loose Stuff" mailbox (top shelf). After a set time (to be determined) the items in that mailbox will be thrown away.
- 4) Reproductions / Xeroxing for the club office and classes will now be handled by a single board member, not Office Support or Training Chair. This is a new process and for the current time:
 - a) When you see there are only 10 copies an office form remaining or 20 copies of training handout remaining: Complete a 'Reproduction Request' (¼ sheet form) and clip a sample of the materials needed. Place them in the RED mailbox (top shelf).
 - b) Allow a minimum of 2-weeks turn around.

Please note:

- All instructors and office support volunteers are responsible for helping keep the club stocked with needed written materials.
- Do not leave materials needing reproduction on the desks or counters. Please put requests in the RED mailbox.
- Office Support and Training Chair will not be counting materials weekly, nor will we be running out to make reproductions on short notice.

Update since meeting:

It was noted at the Board meeting (1-20-14) that during the summer months the training facility is too warm for many people and pets. Steps should be taken to prepare for this or adjust the class schedules if needed.

Using instructors as assistants who are not approved for that level of class.

After a quick discussion it was agreed that all NVDTC approved instructors could assist in Puppy, AdoDog, GM1 regardless of the classes in which they are approved to teach. This option will be moved onto the Board for their consideration at their January meeting.

Update per Board Meeting (1-20-14):

Board approved committee suggestion, but with the caveat that specialty trainers (like tracking, treibball, and freestyle) would be excluded from this consideration. ML will update the Instructors Master List to help defer confusion.

Internship Request:

The club received a request from Jessica Carney 'to intern' in our training classes with the goal of becoming a professional dog trainer. Linda sent her a nice response via email and looked into her credentials. After a quick report, the committee agreed that Linda should offer her to come to a club meeting and see how it progresses from there.

Update: Linda Luchsinger has emailed Jessica again but continues to get confusing responses.

Private Trainers for Club Recommendations:

Lea agreed to act on behalf of the club and locate / meet private trainers in our area. The goal would be to establish a list of trainers who could help past and current clients with special needs (outside our standard classes), and in turn promote our membership / advanced classes with their clients.

Marilane has already started a list of potential trainers and behaviorists. Anyone having names and contact information should forward that to Marilane and Lea.

Set Session 2 & 3, 2014.

Sessions were set and sent to instructors via a separate email.

Other things that were considered for 2014 class schedules -

- Teresa would like to offer Competition Obedience &/or Novice 1 classes in Spring. They have been scheduled in Sessions 2 & 3.
- Due to the growing number of owners with young dogs requesting daytime classes, the club will offer an Adolescent Dog class during the weekday starting Session 2. If there are enough puppies to warrant a Puppy class during the weekday, that will be added. Owners with pups younger than the 5 month age, who cannot attend evening classes, may be accepted into the daytime AdoDog class at the instructor's discretion. (This is not the case in evening classes where there are more slots available for clients. Office Support will need to be made aware of the differences.)
- Canine Good Citizen test to be offered 2 – 4 times each year. The goal is to offer a daytime class 2x each year and an evening class 2x each year. These classes would be scheduled for the complete calendar year, listed on the website, have a waiting / interest list ready in the office, and be PR'd. All approved instructors are invited to help with these classes.
- Marilane spoke to Marlene previously about a daytime 'Senior Handler' or specialty class. Marlene brought this idea up a few years ago and will consider options for those taking Wednesday classes to expand their training.
- Other instructors are invited to contact Marilane or the Board with their ideas for new / expanding classes.

Update since meeting:

The Board approved Lorrie Morris as a CGC Assistant for Session 1, 2014 only (1-21-14). This request was made by Marilane on behalf of Jim, to help with his hand and future surgery / healing. Thank you to Lorrie for making the extra time to help with the class.

Thanks to everyone who could make it to the meeting and help get a jump start on the year.

The meeting was adjourned at 8:45pm.

Submitted by,

Marilane Bergfelt (Meeting Recorder to the Stars)