

NVDTC Training Committee Meeting

February 20, 2013

Meeting called to order by chairperson, Lea Ronald, at 6:35pm.

Attending: Jim Spiva, Maria Giaccio, Teresa Russell, Laurie Morris, Cheryl Meyer, Lynda Rhyno, Kelly Finn, Sue Osborn, Linda Luchsinger, Vange Leonis, Laura Ecklin and Marilane Bergfelt.

Meeting Yummies were provided by Lea. The cake was amazing. Thank you!

Opening Remarks –

Lea asked instructors and assistants to try to work together for the betterment of the club; keep our students' best interests in mind; and represent our club in a professional manner.

OLD BUSINESS

2013 Contracts -

Trainer's Contracts are still needed from a few instructors. Those in attendance completed and signed their contracts, passing them onto Lea directly. She will communicate with the last few instructors.

Master Instructor and Assistant Lists –

Lea passed around the current lists for review. Efforts have been made to update and verify information before presenting to the committee. Based on conversations:

- Vange Leonis is shown as approved for GM2. She asked the Board to verify.
- Cheryl Meyer would also be willing to assist in Good Manners 2. Board would need to approve.
- Debbie Crain is not shown on assistant's list but helps Kay with Tracking Class. Lea will add her name and contact information and verify with the Board.
- Marcie Neller is noted on the assistant's list for Agility and Tracking. A few committee members remember her helping with other classes but not specifics. Lea to clarify with Marcie and send onto the Board.
- Conformation and Tracking instructors to remain on our Master List even during times they are not actively teaching at our club.
- Laura noted she is willing to sub for beginning classes.
- Joy is not able to instruct on an ongoing basis but is willing to sub.
- Questions about how assistants are 'okayed' for Ado Dog, GM1 and GM2 were voiced. Currently the Board has stated that assistants who are approved with Ado Dog or GM1 are automatically approved for both. Is this also true for Good Manners 2?

Lea will bring these issues to the next Board meeting.

Instructor's Time Off –

Instructors were asked to block out time they are not available on a master page for scheduling use. Those who could provide that information did during the meeting.

Session 2 Updates –

- Lea gave a summary of the current sign-ups for Session 2.
- All instructors were encouraged to call students to verify their attendance for the upcoming session.
- A second instructor was needed for Thursday night classes and Teresa offered to help. Thursday night will now show: Lea teaching 5:30pm GM1 and 6:30pm Puppy, with Teresa teaching 7:30pm Adolescent Dog. Assistants have already been lined up.

Class Transitions and Backups –

Ongoing concerns with a) students arriving early and entering the building prior to the start of their class continues; and b) instructors keeping class within the time frame so following classes can begin on time.

- Instructors were reminded to include this information during Orientation (for advanced classes it would be the first day of class).
- Ideas on how to help end classes on time included: more instructors using email and/or using a pad of paper to have students write their pet concerns so that instructors can deal with them outside of class time; moving students into non-training / low traffic areas so that the following class can begin.

- Assistants are expected to help get students and dogs in-and-out of the building safely.
- Students wanting sign-ups before and after training class can be difficult. If the counter area is busy, students should be asked to put their pet in the car and return to the counter.

Class Reviews for Session 1 –

Lea has looked at the reviews and most seem positive. A few included suggestions like extending the length of the class session to 7 weeks. There was a discussion on how to utilize assistants to help with struggling students so that the pace of the class can remain consistent. (See ‘Complaints’ under New Business.)

Assistant’s Job Description –

Most recent handout describing skills and responsibilities was provided. Any questions or clarifications should be sent to Lea asap for finalization.

Additional Discussions

Promoting advanced classes continues to be a concern. Historically we lose students after participating in a few classes. Current instructors for beginning classes have encouraged students to continue by sharing online videos, invitations to club meetings for demos and more - however those efforts have not been very successful.

Previous suggestions include: demos in beginning classes by NVDTTC instructors, posting videos of rally, agility and advanced obedience classes on our website, and demos at general meetings. If anyone has additional ideas please forward them to Lea and Linda L.

Sign-ups for Continuing Classes are confusing for office volunteers. Lynda R. will look into how to best help office support understand the differences. In addition she and Lea will work on ways to clarify ‘class sign-up sheets’ vs ‘interest lists’. Sue was asked to review the current class sign-up sheet format and see if it can be easily adapted to help with clarification. Laura made suggestions for wording to add to those continuing class boards.

NEW BUSINESS

Board Updates –

Lea reviewed the recent clarifications on class vouchers and ‘policies and procedures’. (See February general meeting notes for details.) In addition:

- Instructors who need a sub, will communicate with the Training Chair prior to the date(s) they will be missing. Also, all subs must come from the club’s Approved Instructors list and be pre-approved to teach that class.
- Reproductions for class handouts will be handled by Lea.
- Reproductions for office support will be handled by Sandy.
- All level of classes will be expected to have students complete a review / survey. After a discussion it was agreed that Laura will modify our current class review for agility. She will send that to Mary and Teresa – who will adapt for their classes and all will submit to Lea and the Board asap.
- The Student Information Sheet needs to be updated to include date, session number and class title. Sue has the computer file and will make those additions before sending to Lea and the Board.

Complaints –

Lea described two cases this last session, both were granted refunds. Based on her communications with all parties, she recommends that instructors and assistants be aware and supportive of owners with difficult / reactive dogs. Taking action to help them during quiet / slow times in class is imperative for that handler and pet as well as others in class.

Several committee members noted the need for instructors and assistants to understand and use ‘dug-outs’, positive interruption techniques (which may require the dog to be ‘worked’ during slow times when the

instructor is talking) plus have an awareness of what sets dogs off, like jingly tags on collars. (See 'Class Transitions and Back-up' under Old Business for more reminders.)

New Assistants / Instructors –

The Board has approached Debbie Payton to determine her interest in being an assistant for Puppy, Adolescent Dog and Good Manners 1. She would like to assist. A recommendation was sent to the training committee. Committee approved unanimously and recommendation will be taken back to the Board for approval. Marilane offered to have Debbie assist in Ado Dog and Puppy starting Session 2 on Wednesdays.

Joy Sedlock was also suggested. She has been a club member in the past and recently rejoined. Joy currently trains her dog in agility but has completed all types of training classes with her previous pet. Lea will communicate with her to see if there is an interest and at what level she might want to help.

Seminar Expenses –

Reminder that instructors are allotted \$200 and assistants \$100 annually to attend dog related seminars / workshops. The purpose is to encourage continued education and new techniques that might be helpful to the club and our classes. A discussion regarding an upcoming seminar followed.

Those wanting reimbursement need to pay for the seminar / workshop directly and then fill out a Reimbursement form that is submitted to the Board. Proof of payment and copies of information about the seminar / workshop is required for submittal.

Special Classes –

- Judy Gamet's Beginning Freestyle is going well and all students are returning for the next session. This class is slightly more expensive at \$125 per team and no vouchers accepted.
- Treibball instructor, Marcia Barkley, made a proposal to our club. Classes are taught with a clicker and space is limited to 6 teams. Marcia provided open dates and her fees with the proposal. Treibball was penciled in for Session 3 on Fridays and the training chair (Lea) will communicate with Marcia.
- Musical Rally Challenge workshop is scheduled for March 16th. Cost is \$10 per team. Judy is splitting the cost with the club. Already it looks like sign-ups will surpass one workshop, so she might offer 2, adding a second session in the afternoon. If there is an interest in this new activity, Judy would like to offer a class at the NVDTTC. A slot was given to Rally Challenge in Session 4 on Tuesday nights at 6:30pm. It was recommended that Judy report to the Board in May to ensure the class is filling.

Sessions 4 and 5, 2013 –

Class sessions were set and Lea will move forward to the Board, website, etc.

Extensive discussions on how to blend the needs of new students, continuing students, assistants and instructors. Linda shared that classes are tracked for profit / loss, including how many vouchers are used. Prime time slots for classes continue to be Tuesday, Wednesday and Thursday 6-7pm. Club is open to new types of canine activities and working with outside instructors.

Additional Discussions

Office Support –

Mary suggested we post a list with office volunteer's names and work times in the office. The committee agreed that this was a good idea.

Rally in Session 2 –

Rally will return to Thursdays in the daytime during Session 2. Evening Rally class will remain on Monday nights for the upcoming session. Mary noted that for the following sessions she can only teach on Thursdays due to other schedule conflicts. If scheduling requires rally be moved to days she is unavailable, another instructor will need to be selected.

Additional Specialty Classes -

- Kelly recently attended a clicker seminar where information was shared about working with dog-reactive-dogs via the clicker. She is interested in offering a Reactive Dog Class. After some discussion it was agreed to wait for this type of class for a few sessions so that Deassa can be contacted, and the class can be scheduled as a 'continuing class' which would run more than one 6-week session. In the meantime, Kelly will provide Lea with an outline of the proposed class.
- Kelly is also interested in teaching a Click to Retrieve class. A time slot for Kelly was held for Session 3 on Friday evenings. She will provide Lea with an outline of the proposed classes.

Name Tags –

Marilane offered to make new name tags for instructors and assistants as needed. Committee agreed she can pull name tags of individuals who no longer help with classes.

Meeting adjourned at 9:00 pm