

NVDTTC Training Committee Meeting

April 9, 2014

Meeting called to order by chairperson, Marilane Bergfelt, at 6:30pm.

Attending: Jim Spiva, Vange Leonis, Sandy Bonifield, Lea Ronald, Teresa Russell, Marlene Soldavini, Mary Ash, Laura Ecklin, Cheryl Meyer, Maria Giaccio, Sue Osborn and Marilane Bergfelt.

Light dinner provided by Marilane, Mary & Sandy.

OLD BUSINESS:

Building & Equipment:

- 1 - Efforts continue on cleaning / reorganizing / fixing equipment & building. Instructors & assistants are expected to maintain building, training equipment and office in good working order. If something breaks, they need to notify Deb & ML.
- 2 - Vange got a cost estimate for sound system and forwarded it to Marilane. ML has yet to share that information with the Board but hopes to find someone who will compare it to other quotes.
- 3 - Special equipment, like target sticks, have not been purchased. After a discussion, committee agreed to use dowels and wooden spoons in classes. If possible, showing how items are used at Orientation might be helpful. Instructors should let students know that different types of target sticks are available online.

Update since meeting (6-7-14):

- ML purchased 2 storage bins for Rally signs; old container now stores Orientation materials.
- Deb fixed both PVC ladders, used in beginning classes.
- Board agreed with committee regarding target sticks. ML cleaned existing wooden dowels and purchased wooden spoons to be used. These are now stored in the office, adjacent to the class clipboards. (Thank you Sandy for donating the container for club use.)
- Board agreed that kiddie gates should be accessed and new feet purchased if needed. ML & Deb to follow-up.
- Summer heat discussed at the April & May board meetings. Fans have been checked and additional fans placed along storage wall (adjacent to crates). Switch #8 powers that back wall. TY Deassa for donating another standing fan.
- First Aide Kits: Deassa will check the pet kit, and Marilane will check the human kit. They will let Sandy know what is needed.
- The equipment drawers in office have been fixed; file cabinets moved to make room for expanded clipboard wall; posters mounted, etc. TY to Karl (Linda's son); Linda L., Sandy, Deb, ML & her hubby Ben.

Private Trainers for Club Recommendations:

Instructors and assistants continue to be encouraged to send names & contact information to Lea and cc' Marilane. The club would like to build relationships with other professionals in the area.

Good Manners 1 Updates:

Committee agreed to use new GM1 Weekly Lesson Plans as discussed and agreed upon in January 2014. Vange will follow the outlines in Session 3 and give feedback to Marilane. GM1 weekly handouts have not been adapted to match the new lesson plans yet. Board has directed ML to create a handout package similar to Puppy and Adolescent Dog. It is in-progress.

Update since meeting (6-7-14):

Vange used new GM1 weekly outlines in Session 3, and Marlene and Linda L. are using it in Session 4. All are asked to take notes and give insights to ML by end of current session.

General Updates:

- a) 'Instructor Responsibilities' – Marilane will continue to work on solo. She will forward to all instructors for review. If someone would like to help with this, please contact ML.
- b) 'New Class Outline' – Teresa will take ML's draft and polish.
- c) 'Mentor Support' – Sandy and Mary offered to help create a written outline. Committee agreed that mentoring should include: 3-weeks of new assistant or instructor shadowing on the floor, followed by 3-weeks of hands-on experience with Mentor shadowing.

Update since meeting (6-7-14):

Marilane gave Teresa outline in April. Vange used the draft outline for upcoming Tricks and Games Class planned for Session 5.

NEW BUSINESS:

Office Updates:

A new form - "Post Orientation Sign Up" sheet has been created for Pup, AdoDog & GM1. Goal is to cut down on phone calls between office support and instructors. This change will start in Session 3.

Reactive Dog Issues:

Continued concerns with reactive / fearful dogs in classes. Importance of providing a safe environment for all dogs and handlers was stressed. Committee agreed that:

- 1) Looking into some type of pre-screening prior to attending class.
- 2) Providing dog owners with the contact information for professionals that work with troubled dogs.
- 3) Providing partial refund to owners who have dogs that can't participate in group classes.
- 4) Offering a special class, like a Reactive Rover, again at our club. Committee agrees that a class of this nature might not be a typical 6-week class and supports other options.
- 4) Providing assistants and instructors with 'conversation points' and in-house training to review redirection skills, etc would be helpful. Lea offered to create the conversation points; session will be given by Cheryl Meyer, Deassa Binstock and Marilane Bergfelt.

Update since meeting (6-7-14):

- *Board agreed to review and possibly create a 'partial refund' process.*
- *All assistants and instructors were invited to participate in an in-house training session planned for May 16th. ML created an information package and shared with 17 members who attended. Additions were made per information shared at the meeting and sent to all instructors, assistants and board members via email. Refreshments were provided by Marilane. TY to all those who attended.*
- *Attending May 16th meeting: Marilane Bergfelt, Deassa Binstock, Robert Blair, Sandy Bonifield, Maria Giaccio, Linda Luchsinger, Risha Martin, Chris Mayer, Stefanie Meinhardt, Cheryl Meyer, Midori Morgan, Anne Moya, Marcie Neller, Deb Payton, Marlene Soldavini, Katherine Rhyno, & Lynda Rhyno.*

Assistants:

- a) Continued problems with class support and skill level of assistants. The master list is outdated and it is difficult to get responses to email and phone requests. Marilane will follow up with the goal of having an updated list by June.
- b) Debbie Taylor, Midori Morgan and Robert Blair submitted information to become assistants. It was agreed that all three should be offered the opportunity to become assistants with the condition they are all club members and attend an in-house training session.

Update since meeting (6-7-14):

- *ML communicated via standard mail or email with all assistants to see if they are still interested in helping. All were invited to in-house training on 5-16-14. Those receiving a letter by mail have been given till May 15th to respond.*
- *Board agreed with committee regarding 3 potential new assistants. Robert & Midori attended the training session on 6-16-14 and will be starting provisional in Session 4 or 5.*
- *Marilane and Carole Coawette created a 'Consideration Form for Instructors / Assistant Instructors' and presented to the board at the May meeting. ML will review her notes and define the process for potential instructors / assistants. This will be kept in office.*
- *ML has updated the Approved Assistants list and forwarded to current instructors. This continues to be a work in progress.*

Yellow Dog Project:

Marilane has researched the Yellow Dog Project and DINOS (Dogs In Need of Space) per requests. She learned that Napa Humane is supporting these efforts but will not be actively educating the public due to safety concerns.

After a discussion, the committee agreed to follow Napa Humane's lead. Club will create 1 or 2 posters with key information, instructors will include it in Orientation, and students should be encouraged (and reminded) to give space between dogs in and out of training class.

Update since meeting:

- *ML has put together a page and included it in the Orientation box.*
- *Sue Osborn has created a poster; ML has printed and will mount.*

Sessions 4 – 7 Set:

- a) New and returning classes scheduled in for remainder of year. Sue, Deassa and Marilane will work on ways to promote. All instructors and assistants will be asked to help / share PR year-round.
- b) All Specialty Class sign up sheets will be posted in the office (binder on desk). Interested parties can sign up months in advance. Instructors should encourage students to keep training.
- c) Board will continue to consider bringing in more canine sports, like NoseWorks. ML will contact known instructors and see if there is an interest in Napa or other places already accessible?

Update since meeting (6-7-14):

- *Board discussed sharing info on AOCNC website; post fliers at Vallejo DTC and Alston Park; send info to BadRap and private trainers; plus create a materials for veterinarian offices.*
- *Teresa Russell was approved as an instructor for "pre-agility" / Sampler Class.*

Make Up Classes:

Students continue to make this request in the beginning classes. No discussion by committee.

Using Building in Off Hours:

Instructors agreed that they would like the option of using the building with handlers during off hours. Marilane will ask the board to review; and create some type of waiver, minimal fee to participants, etc.

Thanks to everyone who attended. Special thanks to Sandy and Mary for helping with dinner.

The meeting was adjourned at 8:30pm.

Submitted by,

Marilane Bergfelt (Meeting Recorder to the Stars)

Sent to instructors, assistants & board 6-9-14.