

NAPA VALLEY DO TRAINING CLUB COMMITTEE MEETING
Wednesday, July 29, 2020 at Clubhouse

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I. CALL TO ORDER

- A. Training Committee Chair Linda Luchsinger, called the meeting to order 6:10 PM.
- B. Members in attendance: Mary Ash, Marilane Bergfelt, Sandy Bonifield, Donna Golemon, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt and Lea Ronald.

II. SPECIAL REQUEST

Request from Linda Luchsinger: Please do NOT use her business email for club items unless it is for an emergency. She will check her personal email more often.

III. SESSION 4 PROGRESS

- A. Online sign-ups are closed and entry classes are full.
- B. Good Manners 2 classes are small. Linda offered to contact the daytime and evening students to see if all could move to Friday night. Donna will send Linda their contact information..

IV. REVIEW OF COVID-19 GUIDELINES

- A. Thank you to Debbie and Marilane for obtaining and posting signage.
- B. Upon entry into the building, all owners will be offered hand sanitizer. This can be done by assistants once people and pets are in the room.
- C. Marilane passed out steps for cleaning and disinfecting the room. The outline is posted at the office main desk, inside the office door and on the filing cabinet by the counter.
- D. It was agreed a copy of the NVDTTC COVID-19 reopening policy would be available at the counter, possibly in a plastic sleeve that would be wiped down afterwards. No one volunteered to handle.
- E. COVID-19 Waiver
 - 1. Online DogBizPro version has been updated.
 - 2. Latest version of on-site waiver has places for printing name, etc. This version of the COVID-19 waiver is on a clipboard at the building entry.
 - 3. The on-site waiver is to be signed by people who are not registered through DogBizPro. This includes: staff, members, PSI, property management, etc.
 - 4. Additional waiver forms are in office.
 - 5. Signed waivers to be filed in a binder kept in the office. File by: Staff /Visitor/Workers.

V. PUBLICITY/PROMOTION BY STAFF:

- A. Suggestion was made to have instructor's name on class flyers. Debbie thought this might be helpful for students. There was a short discussion but no decision made.
- B. It was agreed to offer students business cards, tote bags and rack cards during classes. Current limitations due to COVID-19 make it difficult to promote NVDTTC at vet offices.

VI. SET UP SESSIONS 5, 6, & 7 FOR 2020

- A. It was agreed to try standard open and close dates for remainder of the year. Each session will open on the 7th of the month and close on the 21st of the month. Staff will give currently enrolled students this information and let them know space will be limited.
- B. Sessions were set with Marilane taking notes. She will send to instructors to verify before moving information onto Donna and Sue.

VII. STANDARD PUPPY CLASS ADAPTATIONS

- A. The Virtual Greeting will be offered.
- B. There will be no Playtime.
- C. There will be no Pass the Puppy.

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VIII. VACCINATION RECORDS FOR CONTINUING STUDENTS

Mary will check with Sue to see if there is a way for intermediate and advanced students to sign off on DogBizPro stating they are current on vaccinations.

IX. 'PLAN B' REOPENING PROPOSAL

- A. Due to COVID-19 cases on the rise, suggestion was made to put a canopy (pop-up) in courtyard to allow for more space between people.
- B. Ross Mini has already given okay to Marilane for canopy to be used in courtyard.
- C. With four attendees against the use of a canopy, the proposal was dropped.

VII. MEETING ADJOURNED at 8:15 pm

Minutes formatted from Marilane Bergfelt's
notes and respectively submitted by
Sue Osborn, NVDTTC Secretary