

Napa Valley Dog Training Club
Training Committee Meeting Minutes
6:00 PM– Wednesday, September 2, 2020 at Clubhouse
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I. CALL TO ORDER

- A. Meeting called to order by Training Chair, Linda Luchsinger at: 6:00 PM.
- B. Attendees: Mary Ash, Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Donna Golemon, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Lea Ronald.

II. by Training Chair, Linda Luchsinger at 6:00 PM.

III. SESSION 5 & 6

- A. Most of the classes for Session 5 are full with just a few openings here and there.
- B. Distribution of Session 5 student info has been sent to instructors
 - 1. Donna has sent student info to instructors. This information is also in the office.
 - 2. Donna brought rosters with her tonight for instructors. All outstanding payments and dog-shot records are circled in hot pink. .
 - 3. There are 25 students who have not yet provided shot records and 16 who have not yet paid.
 - i. Donna implored instructors to make a strong effort to contact students right away to pay and send shot records to help save her time also reminding everyone classes start next week.
 - ii. Shot records can be emailed to dogshots@nvdtc.org/.
 - iii. instructor/assistant can take a pic of shot records, if necessary, and email to Donna via dogshots@nvdtc.org/.
- C. Mailing address for shot records and payments **both** go to Napa Valley Dog Training Club, 68 Coombs Street, Box 7, Napa CA 94559.
- D. Break between session 6 and Session 7:
MSC for no break between sessions 6 and 7. Session 7 will start the week of November 2nd instead of the week of November 9th. There will be no classes the week of Thanksgiving.

IV. COVID-19 IMPACT

Following COVID-19 procedures by students/instructors/staff is going fine. Cleaning supplies are being kept up.

V. PROMOTION OF CLASSES & NVDTC BY INSTRUCTORS

- A. Flyers:
Instructors and assistants reminded to promote classes using flyers created for special classes. Current flyers can be downloaded from the website by going to nvdtc.org/flyers
- B. Business Cards:
Instructors reminded to hand out business cards to their students to encourage promotion of NVDTC.
- C. 50th Anniversary Tote Bags: Tote bags have been given out to advanced classes and can now be handed out to beginning classes.

VI. REFUNDS/VOUCHERS/INSTRUCTOR PAY

- A. Refunds/Class Credits:

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1. MSC by Board (six Board members present at tonight's meeting) for Donna to give student credit on their DogBizPro account for up to two weeks and if more than two weeks then requests for credit are to go to Board.
 2. Donna will get the green sheets for the first two weeks, give credits in DogBizPro as requested, and mark as processed. She will then file the green sheets in the cabinet. Anything beyond two weeks goes to board for Stefanie to refund if approved. Stefanie will then file in cabinet.
 3. Stefanie will mail a check to refund the woman who had extenuating circumstances.
 4. MSC by Board (six Board members present at tonight's meeting) to give credit or refund due to fire situation to students in session 4 for up to four missed classes.
 5. Marilane gave Donna the green sheets for Session 4 credits requested due to fires, so she can record the credit for future classes.
- B. Classes with Two Students:
Giving instructors half pay for two students and running such class for 30 minutes was okay with instructors. This policy will go to next board meeting for approval.
- C. Cancelling Classes Due to Heat:
No policy created as this is a call for each instructor while keeping in mind health and safety issues and making a decision to cancel in a timely manner.
- VII. SET UP OF 2021 SESSIONS 1 THRU 3
- A. Four-week sessions will continue into the first three sessions of 2021 with option to review later this year or early 2021.
 - B. Online registration opening date for the 7th and closing date for the 21st of sessions 1 through 3 to remain the same as current sessions.
 - C. Registering after online registration closes can only be done through DogBizPro via Donna and must be paid through Paypal.
- VIII. SET UP OF 2021 YEAR ROUND SESSION CALENDAR
Not addressed at this time.
- IX. RECYCLING VS. TRASH
Lots of trash is being mixed in with recycling. Suggestions for alleviating this issue:
- A. Locating specific cans side by side.
 - B. Adding signage stating "Bottles and Cans Only" on recycling can(s).
- X. NEXT TRAINING MEETING:
Scheduled for Sunday, October 4th at 5:00 PM at the clubhouse. Mary will pick up a couple of pizzas.
- XI. MEETING ADJOURNED at 7:54 PM

Respectively Submitted by Sue Osborn