

Napa Valley Dog Training Club
Training Committee Meeting Minutes
1:00 PM– Saturday, December 5, 2020 at Clubhouse
Page 1 of 1

I. CALL TO ORDER

- A. Meeting was called to order by Sue Osborn for Linda Luchsinger at 1:05 PM.
- B. Attendees: Mary Ash, Marilane Bergfett, Sandy Bonfield, Donna Bergfelt, Debbie Hilton, Vange Leonis, Stefanie Meinhardt, and Sue Osborn. Via Zoom: Linda Luchsinger, De Brilz, and Lea Ronald.

II. DogBizPro Relief

- A. Members Chelsea Murdock and Anne Stanley have stepped up to help with DogBizPro.
- B. Chelsea will make phone calls to students who have not paid or who have not sent in shot records on time.
- C. Anne will be recording shot records and payments into DogBizPro.

III. Registration Guidelines for Instructors

- A. Guidelines were sent with agenda for review by all instructors before today's meeting (attached).
- B. With no input, questions or changes, the guidelines are now approved for use.
- C. Donna will work with Mary to decide what works best for displaying guidelines in office area.

IV New Class Registration

- A. Students who sign up on wait lists for advanced classes will be contacted and given registration priority before class is opened to public—MSC.
- B. Wait list for these advanced classes is not the same wait list as being set up for classes as outlined in the "Registration Guidelines for Instructors." This wait list includes classes such as tracking, agility, CGC, rally, and nose work which will be scheduled when there is enough interest.
- C. De Brilz volunteered to manage an online wait list for such advanced classes wherein she will keep instructors informed and updated.

V. Session 1 through 3, 2021

- A. Session 1 is set.
- B. Vange Leonis, De Brilz, and Lea Ronald all stepped up to teach in Sessions 2 & 3. All proposed classes plus new ones are now covered. Marilane will update schedules.

VI. Calendar showing 2021 Sessions for Website

Marilane will create the 2021 calendar to show the first three sessions.

VII. Office

- A, Debbie touched base with instructors in attendance to ask if they need a mailbox.
- B. All changes related to office are to be coordinated with incoming office manager Mary.

VIII. Training Handouts

Marilane will update printing of handouts after which a volunteer will be needed to take over this job. Members will be queried at next general meeting.

IX. Cleaning and Fixing projects during Holiday Closure

- A. Debbie will consider organizing members and jobs to be done—follow up at board meeting.
- B. Marilane willing to help with setting up a list of things that can be done.

X. Miscellaneous

- A. For easier access, Stefanie requested the agility teeter not be barricaded with equipment/items.
- B. Due to difficulty hearing Zoom attendees, Stefanie will bring a microphone to the next meeting with Zoom access.
- C. If shutdown of classes happens, payments can be forwarded to next upcoming session or refunds made if requested.

XI. MEETING ADJOURNED at 2:13 PM

NVDTC Class Registration Guidelines for Instructors

December 5, 2020

Page 1 of 2

1. Opening of Classes:

- a. All classes open on the 7th of each month (while we are monthly).
- b. Instructors to remind ongoing classes about registration dates.

2. Closing of Classes:

- a. Classes close on the 21st of each month (while we are monthly).
- b. Just prior to close, entry-level students are emailed reminders about payments and shot records.
- c. Once classes are closed, rosters are emailed to the instructors of the classes.
- d. Rosters are sent to appointed phone person to call anyone who has not paid or submitted shot records as a reminder.
- e. Rosters are printed out along with dog information and delivered to the club within 3 days after close (given to office staff and **are not** to be removed from the club).
- f. Instructor opts to keep class open:
 - i. If instructors want the class to remain open, they are to send an email to nvdtcdonna@gmail.com/.
 - ii. Class will close when session starts (per board).
 - iii. As new people register, the information will be sent to the instructor.
 - iv. Roster will be emailed just before classes start.

3. Cancellation of Classes:

If a class is cancelled, the instructor is responsible to inform people who register for a class that it is cancelled, also inform Donna. Let both Donna and Stephanie know if the student is to get a refund or class credit.

- a. In case of a refund, Stephanie will handle.
- b. In case of a credit, Donna will handle if paid by check and Stephanie will handle if paid by PayPal.

4. Payments/Invoices:

- a. Invoices are printed out for people who do not pay with PayPal. The invoices are placed in a binder in the office.
- b. Invoices that are paid are stamped by office staff and placed in a designated location for pick up and recording into Bizpro.
- c. Office staff's updated payment document is located on the wall by the instructor clipboards so instructors know who has paid. Instructors are responsible for checking the board.
- d. Bizpro is updated with payment information and payment confirmations are emailed to people who have made payments.

5. Shot Records:

- a. Students (as well as instructors) can email shot records to dogshots@nvcddtc.org (**DO NOT** text or email to any other account) or records can be mailed by students along with their checks to 68 Coombs #7, Napa CA 94558.
- b. Students can enter their dog's shot information in DogBizPro, but they still need to be verified.
- c. The student's vet can also email directly to us (at above email address).
- d. Shot records are recorded in DogBizPro and are indicated on the rosters. Updated rosters will be printed just prior to start of classes and delivered to clubhouse.
- e. Instructors need to manually update their roster when emails are received.

NVDTC Class Registration Guidelines for Instructors

December 5, 2020

Page 2 of 2

6. Wait List:

- a. If a person is interested in a class that has filled, they can be added to a wait list and will be informed (by anyone who receives such request) to go to the website to create an account.
- b. Once student creates their account, they email registration@nvdtc.org with the time and class they are interested in taking.
 1. Once an email is received with the above information, the person will be added to the class and will state, "wait list" on the class roster sent to instructor.
 2. Each class wait list will be limited to 3 people.
 3. If someone from the wait list gets into a class. The instructor will let them know and will then send a follow-up email to nvdtdonna@gmail.com with the following information:
 - a. Name of class he/she was added to
 - b. Name of student being added to the class
 - i. Donna will email an invoice to the person being added.
 - c. Name of student whose spot they replaced
 - i. If replaced student is moved to a different class/time, include such time and title of class.
 - ii. If paid, how the payment is to be dealt with for the replaced student (if not moved to another class).
- c. A new roster will be sent to the instructor of a class each time someone is added.

7. Late Payments:

- a. On the 26th of the month, instructors will inform anyone in their classes who has not paid that they are removed from the class.
- b. Instructor will contact the wait list for people for resulting vacant spots in their classes and inform them to go to the website to create an account. **Refer to item #6-b for next steps once their account is created.**

8. First Night of Classes:

- a. If a person was added to a class from the wait list, they are to pay as soon as notified.
- b. If payment by all students is not received on or before the first class, they are to pay as soon as possible. Both instructor and assistant are to assure this is done.
- c. Once signed up, according to club policy, shot records need to be received by all students or they cannot attend class. Both instructor and assistant are to assure this is done.

9. Advanced Classes:

In the case of advanced classes, if class is not paid by the 26th, instructor is to remind their students to pay however they will not be removed from the class unless there is a wait list.