

**UNAPPROVED**

NAPA VALLEY DOG TRAINING CLUB  
SPECIAL BOARD MEETING MINUTES  
01/14/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called special board meeting to order at 6:05 p.m.
  - B. Board Members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Gerry Glantz, Sue Osborn, Lynda Rhyno, Gary Walker. Absent: Joy Wood.
  
- II. PURPOSE OF MEETING: To discuss whether or not to make a change in number of 2008 training sessions to improve club's negative cash flow and to discuss overall financial health of the club.
  
- III. DISCUSSION:
  - A. The club lost \$2,841.00 in 2007.
  - B. Other than increasing the number of sessions from 6 to 7, additional options can be explored to improve cash flow, such as increasing fees or changing class discounts.
  - C. Workshops and seminars should not be considered a viable means for income, they should be considered only as *frosting on the cake* type of income to the club.
  - D. Going to seven sessions runs the risk of burning out trainers.
  - E. Due to financial impact, general membership will need to vote on a final resolution for a solution or solutions to improve club's negative cash flow.
  - F. Linda Luchsinger-Adamich reported the books for 2007 need to be updated to determine final numbers. This process to be completed by next week. Print outs for review will be provided to all board members.
  - G. Gerry Glantz volunteered to contact AOCNC member clubs for data on their training classes, facilities, and fees for comparison.
  
- IV. FINAL RESOLUTION:
  - A. For the short term, session two will be accelerated to start one week sooner. There will be no week off between sessions 1 and 2. This will allow for an easy adjustment in the calendar should the decision be made to go to seven sessions.
  - B. At tonight's general meeting, Laura will announce the decision for session 2, and that a special board meeting will be held on January 28th, the regular board meeting date, to come up with two or more proposals on what to do to improve club's bottom line. These proposals will be presented to membership at the February 11th meeting.
  
- V. MEETING ADJOURNED 6:25 p.m.

Respectively submitted,  
Sue Osborn, Secretary

## UNAPPROVED

### NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES 01/28/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called joint board meeting to order at 6:30 p.m.
  - B. Board members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Gerry Glantz, Sue Osborn, Lynda Rhyno, Gary Walker. Joy Wood.
  
- II. MAIN AGENDA
  - The main purpose for tonight's board meeting: Discussion of club finances.
  
- III. NEW BUSINESS
  - A. Club Match
    - 1. Organized by Sandy Bonifield scheduled for March 16th
    - 2. Flyer has been drafted.
    - 3. Contact information for AOCNC to be provided by Gerry Glantz
  - B. Veteran's Home Tracking Test
    - 1. Debbie Crain drafted a letter to request use of the Vet's Home facility for a Variable Surface Training (VST) test at no cost.
    - 2. Scheduled for October 18 and 19, 2008
  
- IV. OLD BUSINESS – Club Finances
  - A. Goal is to generate more revenue, and have fewer expenses
  - B. Money came out of CD or savings to cover expenses for 2007 and 2006:
    - 1. Loss of \$2,800.41 for 2006
    - 2. Loss of \$6,817.00 for 2007
  - C. Club in the black previous two years:
    - 1. Profit of \$9,725.36 for 2005
    - 2. Profit of \$4,142.79 for 2004
  - D. Vouchers
    - 1. Non cash item
    - 2. All vouchers have been tracked for treasurer
    - 3. Excluding first three months of 2007, vouchers totaled \$8,083.00 and discounts totaled \$5,754.00
  - E. Rent
    - 1. There is a 5% increase in rent on an ongoing basis.
    - 2. Joy is working with landlord to possibly change terms of lease i.e., lease directly to NVDTC
    - 3. Because of river plan, lease is year to year
  - F. Ways to increase income
    - 1. Increase class fees—Gerry researched other AOCNC clubs to discover many have rates higher than NVDTC, this on top of other clubs having smaller buildings.
    - 2. Increase sessions
    - 3. Give seminars and matches although this income should be considered gravy.
    - 4. Email newsletter instead of mailing; 2007 copying costs: \$1,077.00
    - 5. Weekend Classes
      - i. Could pull students from weekday classes
      - ii. Would require additional pay for extra instructors
    - 6. Add Specialty Classes
      - i. Rescue, Dancing, Clicker
      - ii. Could be four weeks long

- iii. Hold in-between puppy classes since many puppies are ready and *need* the class before one is available.
- 7. Shorten session to six weeks to give trainers a week off as needed for meetings and organization
- 8. Do six 7-week sessions, 3 at beginning, 3 at end of year with one intersession between for specialty classes.
- 9. Change discounts back to \$15
- G. FINAL RECOMMENDATIONS to be presented at next general meeting
  - 1. Class fee to be increased to \$115
  - 2. Discounts to go back to \$15.
  - 3. Changes will start with session 3
  - 4. Strong encouragement of seminars and trainings, 4 week classes or any
- V. ADDITIONAL NEW BUSINESS
  - A. City of Napa Business license received by Lynda forwarded to Linda
  - B. Special recognition for Kelly Macdonal
    - 1. M/S/A to give him a \$20 gift certificate for providing special banquet accommodations
    - 2. Joy Wood to make a certificate
  - C. Office
    - 1. Mary to put a blurb on clipboards on how to handle money coming into office.
    - 2. Cash drawer increase to \$100 approved by board
  - D. Kiwanis Club Donation
    - 1. Request turned down by board
    - 2. This request was cause to review club's ability to provide certificates—Mary Ash to purchase some generic certificates
  - E. Web Site—Sue presented a new design and invited members to comment by leaving them in her box.
- VI. ADDITIONAL OLD BUSINESS
  - A. Awards Banquet
    - 1. Map & directions to be forwarded for posting on the web
    - 2. Gary volunteered to direct traffic
    - 3. Four tables are needed for awards
  - B. Policy & Procedures
    - 1. Gerry has started a list
    - 2. A meeting to be set
    - 3. Minutes to be reviewed
    - 4. Laura to pass on Gerry's list to members & organize a binder of all minutes
- VII. MEETING ADJOURNED 8:15 p.m.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**  
NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
February 11, 2008

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called meeting to order at 6:30 p.m.
  - B. Board Members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Gerry Glantz, Sue Osborn, Lynda Rhyno. Absent: Joy Wood.
  
- II. MINUTES—M/S/C to approve minutes from the January 14, 2008 general meeting as published in the February newsletter with the following corrections from Gerry Glantz:
  - A. Add Sue Osborn to list of volunteers for the February 3, 2008 AOCNC workshop.
  - B. First aid kits will be available at the next AOCNC meeting in April not at the next NVDTC meeting.
  
- III. TREASURER'S REPORT, Lynda Rhyno
  - A. As of January: \$13,387.23
  - B. As of today: \$8,552.23
  - C. Money Market: \$8,902.30
  - D. CD: \$11,059.47
  - E. All bills paid
  - F. M/S/C to accept treasurer's report.
  
- IV. COMMITTEE REPORTS
  - A. BUILDING, Gary Walker
    - 1. Heat and lights all working.
    - 2. Laura Ecklin suggested getting a team together when weather is warmer in the spring or summer to clean.
    - 3. Rent: Currently building is sublet from Joy Wood. The landlord is in process of writing contract directly to NVDTC. The landlord considers NVDTC a good tenant and has no interest in raising rent (as much as is possible). End of lease is March 31st. Currently, rent is set to increase 5%.
  - B. TRAINING, Kelly Finn—Meeting is scheduled for 6:30, February 27th at Laura Ecklin's
  - C. AGILITY TRIAL-2007, Joy Wood
    - 1. August 16th and August 17th
    - 2. Paperwork has been submitted to Laura Abbot.
    - 3. Letter from AKC stated application not yet received. Laura Ecklin to check on.
    - 4. Possible opening for April 2009 coming up for future agility trial. This will be discussed at next agility trial committee meeting.
  - D. TRACKING TEST 2008, Deborah Crain
    - 1. Five entries are in.
    - 2. Stefani has posted flyer for food donation sign-ups; cash is also welcome!
    - 3. A couple more people could be used for Sunday, March 9th, between 7:30 and noon, no skills needed.
    - 4. Letter to Veteran's Home to use their grounds for a Variable Surface Tracking (VST) test to be sent once board approves the letter.
  - E. OBEDIENCE TRIAL-2008, Mary Ash, Linda Luchsinger-Adamich
    - 1. June 21, 2008
    - 2. Core committee meeting scheduled for February 26th at 6:00 at Mary Ash's.
    - 3. Sign up sheets will go up early March.
    - 4. Lots and lots of workers needed!
  - F. CASHIERS, Mary Ash
    - 1. Positions filled for this session
    - 2. Anyone interested in being a cashier, please see Mary. She will train. This is a voucher position,
    - 3. Being a cashier is a good way to learn about the club.
  - G. AOCNC, Gerry Glantz
    - 1. Next meeting in April
    - 2. Interclub competition coming up June 8th at Cal-State. Premium list to be available shortly.
      - a. Gerry to supply entries to club for passing out to classes.
      - b. At next AOCNC meeting, Gerry to forward questions from members about making the competition AKC recognized and about awarding ribbons and trophies for both obedience and rally.

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3. February 3rd Workshop at Cow Palace
    - a. There were a total of 470 entries!
    - b. Gerry thanked everyone who came to help: Sue Ingalls, Lynda Rhyno, Teresa Russell, Frances Harvey and Sue Osborn and her husband, Robert.
    - c. Sue Ingalls and Lynda Rhyno were able to help out with the San Lorenzo and San Francisco clubs, both of which were short on help.
- H. HOSPITALITY
1. Thank you to Teresa Russell and Frances Harvey for the special Valentine's Day goodies for tonight's meeting!
  2. Marlene Soldavini and Anita Boyce volunteered for March hospitality.
- I. SUNSHINE, Mary Joy Davis—No report due to Mary's absence.
- J. WEBMASTER, Sue Osborn—A new design for the website was presented to members.
- K. NEWSLETTER, Sue Osborn—Deadline for articles is the 20th of each month.
- L. SPEAKERS/SUBJECTS FOR MEETINGS, Joy Wood—Laura Ecklin asked for ideas from members. Suggestions:
1. A rally demonstration when weather is warmer, this would also work well for steward training
  2. Clicker demonstration
  3. Vaccination protocol presentation by a vet. Amanda Vance is willing to do such a presentation.
  4. Behavior and health issues for dogs; Amanda to talk to fellow vet, who is knowledgeable on the subject, about putting on such a presentation.
  5. Canine workouts, similar to those done by therapists Teri Taylor and Sara Johnson
  6. Presentation by a dog food expert, as was done by Sue Tasa in October 2007. Could ask Sue to put on a repeat of this or to do a part 2
  7. Dog acupuncture, dog message, or a talk on holistic approaches for dogs, Dr. Olm in Benicia is a good candidate.
- V. OLD BUSINESS—Rally and Obedience Indoor Fun Match, Sunday March 16th
- A. Committee has met, all is in good order, entries are coming in
  - B. Muffins and coffee will be served in the morning, cookies in the p.m.
  - C. Match is in good shape with volunteers, however, depending on entries, may need more closer to date
  - D. Everyone welcome to come watch.
- VI. NEW BUSINESS
- A. New Fee Structure Proposal
1. Board Discussion/Assessment:
    - a. At the January 28th board meeting, board reviewed the last four years of financial statements; while money was lost in 2006 and 2007, there were profits in 2004 and 2005; so net gain over the last four years was approximately \$4,200.
    - b. Board discussed ways to increase revenue and decrease expenditures, including adding sessions, increasing session fees, as well as other activities to generate income.
    - c. Despite increase in rent over past four years, moving to smaller location would more than likely not have a significant impact on rental costs, but could actually require that class sizes be decreased, which would result in a loss of income fees, as well as other activities to generate income.
    - d. Review of dog training fees in bay area indicates that NVDTTC fees are lower than those in surrounding areas.
  2. Board Recommendation:
    - a. Increase class fees to \$115.00 per seven-week session effective Session 3 of 2008
    - b. Decrease discounts for rescue, senior, junior and second dog to \$15.00 effective Session 3 of 2008.

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- c. Keep six sessions per year for two reasons: a) gives trainers a break; b) allows for meeting times for committees.
      - d. Make efforts to offer at least one seminar per year and one match per year to augment income.
      - e. Develop short-term classes that could be offered in the event of class cancellations (e.g.: Puppy Play Time, Clicker Class, Fun-n-Games, Rescue, etc.) Curriculum for such courses would be approved by training committee and advertised accordingly.
      - f. Board to continue to examine other ways to generate income and control expenses.
    3. Discussion points from tonight's meeting:
      - a. Rent has increased from \$36,000 in 2004 to \$52,000 in 2007.
      - b. Holding more matches was suggested, especially if the March one proves to be successful. Matches are easier than seminars. It is important to have people willing to step up and organize matches; to bring their concept or proposal to the board
      - c. Rent building space on weekends
      - d. Concern over class attendance dropping off with fee increase is not an issue considering most people signing up in December were not concerned about the cost of a class.
      - e. Fees haven't been raised since club was located at Jackson Street.
      - f. In a survey by Gerry Glantz, overall, fees charged by other clubs, with smaller buildings, are higher than NVDTC's,
      - g. Reducing vouchers is a burden to members not to the public, which is where the burden rightly should be.
    4. M/S/C to increase class fees to \$115 effective session 3 and to reduce discounts from \$20 to \$15 effective session 3.
  - B. AKC Responsible Dog Ownership Day
    1. Clubs interested in being a part of this event can sign up with AKC. There are only 500 packets available on a first come, first serve basis.
    2. AKC encourages clubs to hold their own event in coordination with the AKC event held September 20th and 27th
    3. Marcie Neller to look into having the event during the St. Helena pet parade in October.
    4. Further discussion about the event to be discussed at March meeting. Everyone encouraged come up with ideas on how, where, when to put on a Responsible Dog Ownership Day.
  - C. UC Davis Picnic Day, April 19th—Kelly Finn invited people to attend, she will be in charge of the Jack Russell Terrier races.
- VII. AWARDS BANQUET—A great deal of applause and accolades for a very successful banquet to:
- A. Kelly Finn for organizing the banquet
  - B. Mary Ash for organizing all the awards
  - C. Lynda and Kathryn Rhyno for making all the tug toys
  - D. Gary Walker for his parking attendant duties
  - E. Mary Joy and Teresa Russell for their service awards
  - F. Gerry Glantz for her photography
  - G. Joy Wood for her donation of gifts
  - H. Marcie Neller for her donation of a case of wine.
- VIII. WELCOME TO NEW MEMBERS!
- A. Wendi Piscia with her 4-year-old Rottweiler mix named Mimi
  - B. Jeanne Andrews who owns Lily, a border collie
  - C. M/S/C to accept Wendi and Jeanne as new members.
- IX. BRAGS: Jim Spiva and Ellen Gariaeff
- X. MEETING ADJOURNED at 7:40 p.m.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**

NAPA VALLEY DOG TRAINING CLUB

GENERAL MEETING MINUTES

01/14/08

- I. CALL TO ORDER
  - A. Linda Luchsinger-Adamich, immediate past president, turned the gavel over to and welcomed Laura Ecklin as the new president. Laura acknowledged outgoing board members and thanked them for all their work.
  - B. Laura Ecklin, President, called meeting to order at 6:30 p.m.
  - C. Board members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Gerry Glantz, Sue Osborn, Lynda Rhyno, Gary Walker. Joy Wood.
  
- II. MINUTES—M/S/C to accept minutes from the December 10, 2007 general meeting as published in the January newsletter.
  
- III. TREASURER'S REPORT, Lynda Rhyno
  - A. Sandy Bonifield reported the balance, as of December 31, 2007 as \$6,179.29 and that \$2,000 was moved to checking to cover rent & a couple of bills.
  - B. Lynda reported balance as of today is \$7,613.64. This includes income from session one.
  - C. M/S/C to accept treasurer's report.
  
- IV. COMMITTEE REPORTS
  - A. BUILDING, Gary Walker
    - 1. Heater is working.
    - 2. Trainers are asked to be careful about running the heater too much and to advise class attendees to dress warmly while in class.
  - B. TRAINING, Kelly Finn
    - 1. Session two classes will start one week earlier than originally scheduled. There will be no break between session one and two. Laura to expound further on this under new business (VI-F).
    - 2. There will be a training meeting scheduled in March.
  - C. TRACKING TEST-2008, Debbie Crain
    - 1. Gerry Glantz is working on premium list.
    - 2. Test is scheduled for March 9th, track to be laid March 8th, all tracklayers are lined up.
    - 3. There will be a meeting at the end of the month.
    - 4. Food donations are welcome for workers' lunch. Cash is okay too.
    - 5. People are welcome to come watch.
    - 6. A proposal for a Variable Surface Training (VST) test using the Vets Home has been written and will be presented to the board.
  - D. AGILITY TRIAL-2008, Joy Wood
    - 1. A meeting to be held, Joy will contact everyone about date.
    - 2. Core agility trial committee: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Linda Wargo, and Joy Wood,
    - 3. Site and judges are secured.
  - E. OBEDIENCE TRIAL-2008, Mary Ash, Linda Luchsinger-Adamich
    - 1. All paperwork completed, all judges confirmed.
    - 2. A meeting to be held, Mary will contact everyone about date.
    - 3. Core obedience trial committee: Linda Luchsinger-Adamich, Mary Ash, Mary Joy Davis, Kelly Finn, Gerry Glantz, and Sandy Bonifield.
  - F. CASHIERS, Mary Ash
    - 1. Hectic over holidays. Sandy Bonifield helped out.
    - 2. There is a cashier assigned for each night.
    - 3. If anyone is interested in cashiering, call Mary and she will work you in. Cashiering is a good way to learn about the club.
  - G. AOCNC, Gerry Glantz
    - 1. AOCNC Annual Workshop
      - a. Scheduled for Sunday, February 3rd at Cow Palace.
      - b. There are around 500 entries
      - c. Teresa Russell will judge and Gerry Glantz will steward
      - d. Sue Ingalls, Lynda Rhyno, and Frances Harvey will help at workshop.

2. AOCNC Interclub Competition
  - a. Scheduled for Sunday, June 8th at Cal State Hayward
  - b. AOCNC sponsoring a practice ring.
  - c. Gerry to provide a blurb on this event for the newsletter.
- H. HOSPITALITY
  1. No goodies tonight, overlooked in all the fun at the Christmas party.
  2. Teresa Russell and Frances Harvey volunteered for February's hospitality.
- I. SUNSHINE, Mary Joy Davis
  1. A very nice thank you letter received from Marilane, LAPS, for use of club.
  2. Bug and Buggy donated a dog bed to the club. Mary sent a thank you.
  3. Reny Mallan, who had serious surgery a couple of months ago, is doing well.
- J. SPEAKERS FOR MEETINGS, Joy Wood
  1. Speakers to be scheduled at least quarterly.
  2. Ideas from members:
    - a. Invite veterinarians to give a presentation. Amanda Vance volunteered to do one on vaccinations and/or health concerns based on questions from members.
    - b. Presentation on canine police dogs
    - c. Talks on NVDTTC classes presented by trainers
  3. More ideas are welcome and can be presented to Joy Wood, joy@lixit.com
- K. NEWSLETTER, Sue Osborn
  1. Articles and information due the 20th of the month.
  2. Emails of board members to be included in newsletter.
- L. WEBMASTER, Sue Osborn
  1. Due to family and work commitments, Tom Dowd has transferred Webmaster role to Sue.
  2. Ideas for website organization to be presented by board members at next board meeting.
- V. OLD BUSINESS—Awards Banquet, Kelly Finn
  - A. To be held February 9th at the Napa Valley Culinary Arts Center located behind Jimmy Vasser Dealership. Laura and Joy to put up directional signage and balloons. Kelly will get directions to Sue to post on website.
  - B. Deadline to sign up for banquet is January 15th.
  - C. Email was sent out to notify everyone chicken dish was originally incorrectly described. Correct description is now on website.
  - D. Marcie Neller is donating a case of wine for the banquet!
- VI. NEW BUSINESS
  - A. Use of building for LAPS
    1. Marilane requested use of building for LAPS on Sunday, February 17th for testing and March 2nd for training.
    2. There is no charge to LAPS
    3. M/S/C to approve use of building by LAPS as requested.
  - B. Membership, Linda Luchsinger-Adamich
    1. In order for members to receive awards, 3 meetings must be attended along with helping in 2 events.
    2. Only members receive vouchers
    3. There will be new membership packets for everyone.
    4. A master list of members to be maintained by Linda showing attendance and participation in meetings and events.
  - C. Emergency Kit for Dogs
    1. Gerry Glantz presented information on emergency kits AOCNC is planning to sell; they are available at cost for \$50 each (+ tax) to club members.
    2. Each club to receive one sample kit from AOCNC. Kit should be available for February meeting at which time members can check it out and decide if they are interested in purchasing.
  - D. Rally and Obedience Match, Sandy Bonifield
    1. Sandy is considering putting on a rally and obedience match at the club on March 16th.
    2. Flyers can be sent out to all clubs to announce the match.

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3. Mary Ash willing to judge rally and Teresa willing to judge obedience.
  4. Sandy will take the lead on organizing this match and is looking for volunteers.
  - E. AB 1634 has been pulled.
  - F. Special Board Meeting
    1. A special board meeting was held right before tonight's general meeting.
    2. Purpose: To discuss club deficit & class schedule change.
      - a. Proposals to offset negative cash flow will be formulated at next board meeting on January 28th and presented to members at the February general meeting.
      - b. In case the solution is to increase number of training sessions to help offset negative cash flow, session 2 will start one week earlier than originally scheduled. There will be no week off between session 1 & 2.
      - c. One idea from the floor to offset negative cash flow is to hold inter-sessions such as clicker or attention training.
- VII. NEW MEMBERS
- A. Linda Kennard who owns Sara, a 21-month-old Newfoundland
  - B. Nancy Murphy—Her dogs are Bella, a 9-year-old Doberman, and Dozer, a 7-month-old Bull Mastiff.
  - C. Zane MacIntosh—Zane owns a Chihuahua and Doxie mix named Darby.
  - D. Welcome to Linda, Nancy, and Zane!
- VIII. BRAGS: Steve Ward, Sandy Bonifield, Linda Wargo, Jim Spiva and Diane Parness
- IX. MEETING ADJOURNED at 7:22 p.m.

Respectively submitted,  
Sue Osborn, Secretary

## UNAPPROVED

### NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES 02/25/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called board meeting to order at 6:30 p.m.
  - B. Board members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Gerry Glantz, Sue Osborn, Lynda Rhyno, and Gary Walker. Absent: Joy Wood.
- II. MINUTES

M/S/C to approve both the January 14, 2008 special board meeting minutes and the January 28, 2008 board meeting minutes.
- III. TREASURER'S REPORT
  - A. As of today, balance is \$8,639.60 excluding paying trainer's fee and upcoming rent
  - B. Linda Luchsinger-Adamich passed out profit and loss statements for January. There was a \$7,000 profit for the month.
    1. \$1,465 in discounts in January
    2. \$1,992.50 in vouchers in January
- IV. AWARDS BANQUET
  - A. Miscellaneous dinner expenses of about \$150 reported by Lynda and Kelly—both need to do a request for money.
  - B. Next year a budget should be set up in advance for the banquet.
- V. BUILDING, Gary Walker
  - A. Some lights are flashing. Joy was informed. Rick Wood could look at. Laura to ask Wolfe Electric to look at. Most likely a ballast problem.
  - B. Kelly reported doors are not always locked on Fridays. Trainers to be reminded to double check.
  - C. Marilane Bergfelt offered to clean the building since Joy is not able. Laura would like to get a cleaning crew together this spring or summer. Puppy tunnel needs to be cleaned.
  - D. Rent
    1. Joy needs letterhead so agreement can be written up with landlord. Gerry will email a file to Joy.
    2. March rent check to go to Joy.
    3. April 1st lease goes up 5%. Lynda will need to be notified.
  - E. Recycling/drinks
    1. Mary Joy has concerns about losing money. Trainers do need to pay for drinks. Students see assistants taking drinks not realizing assistants are putting money in from time to time.
    2. Information about paying for drinks can go into orientation packet.
    3. In the past there was enough money from recycling to pay for drinks.
    4. Laura to let Mary Joy know she can bill club when she is running low.
    5. Trainers to be reminded to tell their students about drinks during orientation.
    6. Mary Joy can put a blurb in the newsletter to ask for recycling donations.
- VI. SCHNAUZER CLUB REQUEST

Sandy Bonifield requested use of the building for the Schnauzer club on March 31st. Board Okayed her request. Cost to be determined later.
- VII. NORTHWOOD SCHOOL FUNDRAISER

Board Okayed a voucher for a class (\$115) for school fundraiser.

- VIII. MULTIPLE DOG/CLASS DISCOUNTS  
Several members have inquired about enhanced discounts on 3rd or 4th classes or 3rd or 4th dog.
- A. Recommendation by board is for second dog to be \$100, 3rd or more, etc. would be \$90, *Said recommendation to go to general.*
  - B. Mary Ash to write up procedure and send to Gerry to write policy.
- IX. BOARD MEMBER RESPONSIBILITIES  
Board members to review their write up and bring to next board meeting with copies for everyone; Linda volunteered to make copies for anyone who needs them.
- X. CERTIFICATE & HANDOUT REPRODUCTION
- A. Certificates
    1. Bobbie takes care of making sure there are plenty of certificates.
    2. A decision needs to be made on how certificates are handed out. The recommendation is to only give certificates to those who attend last class.
  - B. Handouts
    1. Not all trainers use.
    2. Kelly interested in going through all by putting together a subcommittee. She will solicit volunteers. In the meantime Mary Ash will get week one to seven reproduced.
    3. Supplementary handouts will be each trainer's responsibility until subcommittee comes back with plan of action.
    4. Responsibility as to who makes copies needs to be established
    5. Other ideas and discussion:
      - a. Research and create new handouts.
      - b. Acquire wall sleeves & keep filled with different handouts
      - c. Publish a hand outs section (and even a recommended reading section) on website
- XI. POLICY REVIEW
- A. Focus on developing the policy & procedures manual important. Linda to go through the last five years & copy out reference pages.
  - B. Some suggested policies and procedure highlights to be included are 1) Discounts, 2) Voucher Values, 3) Number of dogs to make a class go, 4) Ratio of assistants needed, 5) How to qualify for an award, 6) Information on safety/emergency and incident reporting, 7) Type of training collars allowed, 8) Alcohol or drug use, 9) Proper footwear, 10) Requirement of trainers & assistants being members, 11) Duties of a principal, 12) Election policy, and 13) Service awards.
- XII. SPEAKERS AT MEETINGS
- A. Behavior and Health, Dr. Enna from Silverado
  - B. Dr. Ohm on holistic medicine
  - C. Laura to talk to Amanda Vance about March meeting. Sue to put blurb in newsletter to check the website for speaker for March.
  - D. Gerry will contact Sue Tasa to do a presentation in April or May, she will ask her if questions can be presented to her in advance of presentation.
- XIII. CLIP-ON BOARDS—Gerry to look into clip-on boards for displaying information over shelves.
- XIV. ANIMAL ACTS is interested in doing a documentary on rally with club students and club rally equipment. Liability coverage will need to be provided. Board Okayed. Mary Ash to follow up.
- XV. MISSION STATEMENT—Needs to be developed. Laura to write up a blurb for the newsletter asking membership what they would like to see as the mission or vision and ask members to bring to next meeting.

- XVI. VOUCHERS—Currently Mary Ash keeps track of how many are given out and for what. Laura assigned Linda to track on her membership list, Kelly to be responsible for training vouchers and Mary Ash for committee vouchers.
- XVII. CLASS SPOT RESERVATION—Board in agreement to not hold spots. People are to be told at week three if they are thinking of continuing they need to get on list because classes fill up.
- XVIII. BOOKMARKS—Lynda would like to see the 1/4 page schedule of classes bookmarks used again.
- XIX. MEETING ADJOURNED 8:40 p.m.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**  
NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
03/10/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called meeting to order at 6:30 p.m.
  - B. Board members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, Gary Walker. Absent: Gerry Glantz, Joy Wood.
  
- II. MINUTES—M/S/C to accept minutes from the February 11, 2008 general meeting as published in the March newsletter.
  
- III. PRESIDENT’S REPORT
  - A. Class certificate for \$115 approved by board for Northwood’s “Twilight in the Vineyards.”
  - B. There is now better lighting in the building thanks to one of the students and her spouse who is not billing for labor; only for materials used!
  - C. Recommendation was made by board to give a \$15 discount for 2nd class, 2nd dog and \$25 discount for 3rd and 4th dog or class. Membership voted to accept this recommendation: M/S/C.
  - D. Board is working on a policy & procedures manual.
  
- IV. TREASURER’S REPORT, Lynda Rhyno
  - A. As of today, current balance: \$7,910.74. There are 4 deposits to add which will bring total to over \$12,000.
  - B. NVDTC is still waiting to see if landlord will raise rent, will stay at old rent until a contract is signed.
  - C. M/S/C to accept treasurer’s report.
  
- V. COMMITTEE REPORTS
  - A. BUILDING, Gary Walker
    - 1. Gary to clean out old ballasts and lights by Saturday in time for LAPS class.
    - 2. Vange Leonis requested use of building from 1 to 2 to practice dog dancing in order to give a demo to the LAPS class.
  - B. TRAINING, Kelly Finn
    - 1. Kelly announced two new classes have been scheduled for Monday nights: Introduction to Clicker and Click to Retrieve, both of these are half hour classes. Price will be pro-rated; schedule is irregular.
    - 2. There is a break between session 2 & 3.
  - C. TRACKING TEST-2008, Debbie Crain
    - 1. All went well. There were five tracks, four regular and one alternate. Since all the regular tracks ran just fine, another dog was allowed to run the alternate track making a five track run. There were two passes and three fails. Although trackers prefer to have it cooler for dogs to track better, the weather was fantastic, especially for spectators.
    - 2. Marilane thanked everyone for his or her help.
  - D. **AGILITY TRIAL—August 16 and 17, 2008**, Joy Wood
    - 1. Workers and donations will be requested when date gets closer.
    - 2. There will be a workers’ raffle.
    - 3. Paperwork submitted a month ago, should be on website now.
  - E. **OBEDIENCE TRIAL—June 21, 2008**, Mary Ash, Linda Luchsinger-Adamich
    - 1. A meeting was held; sign up sheets to be posted after upcoming weekend.
    - 2. There will be a raffle; items, which do not need to be dog related, are now being collected.
    - 3. The idea of having special incentives was brought up; this will need to go back to committee as an idea for future obedience trials.
  - F. CASHIERS, Mary Ash
    - There is someone working every night. Mary still has Wednesday available, which she is working.
  - G. AOCNC, Gerry Glantz—No report due to Gerry’s absence.
  - H. HOSPITALITY
    - 1. Thank you to Marlene Soldavini and Anita Boyce for tonight’s goodies!
    - 2. Dee Mc Neil and Marcie Neller volunteered for April’s hospitality.

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3. Vange Leonis and Marilane Bergfelt volunteered for May's hospitality.
- I. SUNSHINE, Mary Joy Davis
  1. Condolences to Donna Goleman and Debi Chadbourne Dennis.
  2. A cheer-up card was sent to Joy Wood and a visit made to Penny Mallen.
  3. Mary Joy requested members, who are so inclined, to bring their aluminum beverage cans to the club for recycling. They can be left by the refrigerator for her to pick up.
- J. SPEAKERS FOR MEETINGS, Joy Wood
  1. Sue Tasa will be presenting at the May 12th meeting.
  2. Linda Wargo to talk to Dr. Ohm, holistic person, for April.
- K. NEWSLETTER/WEBMASTER, Sue Osborn
  1. Articles and information due the 20th of the month.
  2. Due to Sue's illness, the new design of website has been delayed.
- VI. OLD BUSINESS
  - A. Rally and Obedience Fun Match, Sandy Bonifield
    1. To be held Sunday, March 16th at the club.
    2. So far, \$640 has been turned in.
    3. As of tonight, there appears to be plenty of workers.
  - B. Responsible Dog Ownership Day
    1. Director for October 18th Pet Parade, a venue for the AKC responsible dog ownership day event, will send information to the club for their participation.
    2. Marcie Neller organized a committee to work on this. Teresa Russell, Dee Mc Neil, and Laura Ecklin volunteered to help Marcie with the Responsible Dog Ownership event.
- VII. NEW BUSINESS
  - A. Jackets and shirts
    1. Anita's Trophies is still a good source, the NVDTC logo is on file there.
    2. Chris' Stitches is another source. Mary Ash will bring catalog to next couple of meetings. Link to Chris' Stitches on website to be discussed at next board meeting.
  - B. Picnic Day at UC Davis is April 19th, 2008
- VIII. WELCOME TO NEW MEMBERS!
  - A. Karen Walrath—Karen owns two Cavalier King Charles Spaniels: "Flirt" age 11 and "Bisou" age 10 mos.
  - B. Deb Chardbourne Dennis—Deb has three Greyhounds: "Frosty" age 7, "Duncan" age 10 and "Buster" age 3.
- IX. BRAGS: Lynda Rhyno, Katherine Rhyno, Teresa Russell, Frances Harvey, Vange Leonis, Stefanie Meinhardt, and Marcie Neller.
- X. MEETING ADJOURNED at 7:33 p.m.

Respectively submitted,  
Sue Osborn, Secretary

## UNAPPROVED

### NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES 03/24/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called board meeting to order at the clubhouse at 6:35 p.m.
  - B. Board members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, Gary Walker, and Joy Wood. Absent: Gerry Glantz.
- II. MINUTES

M/S/C to approve the February 25, 2008 board meeting minutes.
- III. TREASURER'S REPORT

As of today, balance in checking is \$14,936.81; one pending deposit and one \$336 bill to pay.
- IV. RENT/BUILDING
  - A. Rent
    1. Joy has recently met with landlord, who is now out of town for the week,
    2. Joy is moving One and Only Creations out of building. Concern is all the empty space that will result.
    3. If One and Only Creations space is rented out an entryway hall with wall may need to be added.
    4. Landlord will really work with the club and try to stay within the numbers the club has budgeted.
    5. Club is now paying for half the bathroom. Joy told landlord club shouldn't have to pay for electrical room.
    6. Could be an additional 300 square feet the club may have to take on.
    7. The landlord really likes the dog club, likes the parking set up and likes having only one renter instead of having to deal with the likelihood of breaking the space into lots of offices for lots of renters.
    8. The rent issue has been going on since last October.
    9. Joy's lease goes through June.
    10. Current rent is \$4,334.22. This is for rent only. There is also \$150 for cleaning and \$125 for utilities.
      - a. Utility cost could go up because once One and Only Creations moves out, it would be read off meter for charges, meter is currently shared with One and Only Creations.
      - b. Gas, for the heater only, is separate from P.G. & E. and is on its own meter.
    11. Joy will talk to landlord on Monday, she expects to have a lease from him that same day.
    12. If needed, a special board meeting to discuss lease will be held right before next general meeting.
  - B. Door knob
    1. Latch/bolt broke.
    2. Joy to talk to landlord about doorknob.
    3. The solution is to install a temporary doorknob that does not have a lock and use deadbolt for locking up building.
    4. Gary to submit a request for monies for doorknob, which he will then install.
- V. SPEAKERS AT MEETINGS
  - A. Pet nutrition by Sue Tasa is scheduled for May 12th
  - B. Dr. Ohm is a possibility for summer months.
  - C. Amanda Vance will talk to Dr. Kenna as a possible speaker for the April 14th meeting. If Dr. Kenna is not available, backup plan is to have a demonstration on agility.
- VI. CURRENT CLASS SESSION UPDATE
  - A. Classes are full. CGC is off and on.
  - B. Sign ups for next session are going okay.

- VII. APPROVAL OF ASSISTANT TRAINERS
- A. The following approvals were requested:
1. Kelly Finn as an assistant
  2. Trudy Brutsche as an assistant (contingent on paying dues by Friday, March 28th. Kelly to double check with Mar on status.)
  3. Stefanie Meinhardt as an assistant for puppy and agility
  4. Sherri Fournier as a provisional assistant for puppy, GM1 and GM2 (when she is available)
  5. Wendi Piscia as a provisional assistant for puppy, GM1 and GM2
  6. Jim Spiva as an assistant for puppy
  7. Stephen Ward as an assistant for GM2 and CGC.
  8. Teresa as an assistant in agility
- B. M/S/C to approve all of the above with the exception of Stephen Ward for CGC; such approval to be considered after senior trainers make observation.
- VIII. BOARD MEMBER RESPONSIBILITIES
- A. Members brought individual write ups for different duties for review.
- B. After brief review of several, it was decided each member to revamp his or her own write up based on what they actually do; broken down into procedure and a concise list of responsibilities.
- C. Before next board meeting, ask other board members to review write-ups (via email.)
- D. Board members to email Sue all typed up responsibilities for consolidation after next board meeting.
- IX. REVIEW OF POLICIES/PROCEDURES
- A. Linda to look at what was actually published in the membership packet in the past.
- B. Laura to write up about discounts for seniors, junior, rescue, etc.
- C. Mary to write up information on vouchers, providing pages from minutes for documentation if possible.
- D. Linda has information on trainer and assistant trainer policies, which she will give to Kelly to rewrite after next training meeting.
- E. Joy has information on how to qualify to move up as a trainer and will send to Laura. Master copy loaned to Laura by Lynda.
- F. Laura to ask Gerry to write about safety issues.
- G. Linda to bring information from minutes on how to qualify to become an assistant.
- H. Laura will write up about alcohol.
- I. Policy on family membership as related to awards dinner to be written up by Linda.
- J. Other subjects/areas to be included:
1. Incident forms, which are hanging up in office
  2. Drop out sheets, which are in office
  3. Types of training collars
- X. OTHER BUSINESS
- A. Cleaning of building
1. Joy and Rick can't clean the building thus board approved Marilane Bergfelt and her son to take over effective today. M/S/C.
  2. Marilane reported mats and bedding in bad shape. She would like trainers to suggest to people to bring their own mats/bedding and also that sheets are not to be used in the crates.
  3. Laura interested in getting a cleaning crew together for a thorough cleaning, will wait to see what happens with space (refer to IV-A).
    - a. In June, all agility equipment comes down for cleaning.
    - b. If can, get donations of crates
- XI. MEETING ADJOURNED 8:420 p.m.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**  
NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
04/14/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called meeting to order at 6:36 p.m.
  - B. Board Members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Gerry Glantz, Sue Osborn, Lynda Rhyno, Gary Walker and Joy Wood.
  
- II. CHANCE RECOGNITION
  - A. Ellen Gariaeff received special recognition for her dog, Bodhi, who is now a CPE Agility Trial Champion (CHANCE)!
  - B. Ellen shared her story of the journey she and Bodhi traveled to reach this very distinguished achievement.
  
- III. MINUTES—M/S/C to accept minutes from the March 10, 2008 general meeting as published in the April newsletter.
  
- IV. TREASURER'S REPORT, Lynda Rhyno
  - A. As of today, current balance in the checking account is \$11,641.00.
  - B. Money Market: \$8,910.00
  - C. April rent and all bills paid
  - D. Treasurer's report accepted. M/S/C
  
- V. PRESIDENT'S REPORT
  - A. Board is updating policy and procedures
  - B. By-law changes are with AKC.
  - C. There have been a number of requests for use of building, including one for 2011.
  - D. Gerry Glantz had to resign from the board. Board will discuss at next board meeting how to replace the position.
  
- VI. COMMITTEE REPORTS
  - A. BUILDING, Gary Walker
    - 1. Lock on front door fixed.
    - 2. Landlord to mail building lease.
    - 3. Joy is vacating some of the space in the back area: Once space arrangements are known there will be a major cleaning party hopefully in May or June. Lots of help needed. Marilane and her son have been taking care of the regular maintenance cleaning.
  - B. TRAINING, Kelly Finn
    - 1. A subcommittee is going over class handouts.
    - 2. Price on half hour classes will be \$58, discount to be \$7.50.
    - 3. The Click & Click to Retrieve and Beginner Clicker classes are on Mondays, and are likely to be every other week.
  - C. **AGILITY TRIAL-August 16 & 17, 2008**  
Joy Wood, chair
    - 1. Will need lots of workers
    - 2. Premium should be on AKC website by now
  - D. **OBEDIENCE & RALLY TRIAL-June 21, 2008**  
Mary Ash, Linda Luchsinger-Adamich, chairpersons
    - 1. There are two trials, one in the a.m. and one in the p.m.
    - 2. Mary Joy Davis will have a letter out in the next few days regarding trophy donations.
    - 3. Awards have been cut back.
    - 4. Anita Boyce has posted sign up sheets for hospitality.
    - 5. A raffle box is set up at club for donations, they do not have to be dog related. Gift certificates from businesses are welcome.

6. A raffle chairperson is needed. Responsibilities: Wrap donated items, put numbers on items and sell tickets, set up raffle table at trial.
  7. Anyone volunteering who runs their dog, it is strongly recommended to run them opposite the time spent volunteering.
  - E. CASHIERS, Mary Ash—All is working very well this session. If anyone is interested in cashiering tell Mary tonight since training will need to occur before first night of next session.
  - F. AOCNC, Gerry Glantz
    1. Gerry presented a first aid emergency bag. This 3-day pet survival kit for dogs was given to the club as a gift from AOCNC. AOCNC will be selling these kits for \$54 + tax (retail for \$70). A sign up sheet was passed around for those interested. Contact If anyone wants to order the kits, contact Gerry.
    2. All is in place for the June 1, 2008 Interclub Competition. Entry form is on the NVDTTC website. Stewards are needed.
  - G. HOSPITALITY
    1. Thank you to Dee Mc Neil and Marcie Neller for tonight's hospitality—brownies and strawberries!
    2. Vange Leonis and Marilane Bergfelt volunteered for May's hospitality.
  - H. SUNSHINE, Mary Joy Davis
    1. Get well and sympathy cards sent to Bobbie Honsvick and Rhonda Lauritsen
    2. Mary Joy also requested contributions for the obedience & rally trial.
  - I. NEWSLETTER/WEBMASTER, Sue Osborn
    1. Deadline for articles for the newsletter is 20th of month.
    2. New design for website is up and running!
  - J. SPEAKERS/SUBJECTS FOR MEETINGS, Joy Wood
    1. Sue Tasa to give on a presentation on nutrition at May 12th meeting.
    2. Linda is working on getting a vet to speak for summer.
- VII. OLD BUSINESS
- A. Responsible Dog Ownership Day—Marcie Neller has received letter from the director for October 18th Pet Parade and will respond. Committee will meet and decide action and report back next general meeting.
  - B. Tracking Test—Debbie Crain reported there was a profit of \$56.29 after taking in \$400. A big thank you to Kay; she never takes a judges fee. A big thank you to everyone who made the tracking test a success.
  - C. Obedience and Rally Fun Match—Sandy Bonifield has created a binder with all the information from the fun match held at the club March 16th. The binder will be available as a reference resource for anyone organizing future workshops. Thank you Sandy!
- VIII. NEW BUSINESS
- A. Orchard Hardware is having a pet-related event in Napa and has invited NVDTTC to participate. This is an opportunity to publicize the club.
  - B. Building Use
    1. Request by LAPS to use building on May 18th for a test. As is standard, there is no charge to LAPS. M/S/C
    2. Vange Leonis requested use of building for practices: April 26th at one o'clock and May 3rd at one o'clock. M/S/C
    3. Request by the Burmese Mountain Dog Club to use the club for a meeting one of 3 days: June 22, 28 or 29. All dates are open. Marlene Soldavini will confirm which day to be scheduled. The cost to the Burmese Mountain Dog Club is \$125 for one full day. M/S/C

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- C. Mission Statement
  - 1. Laura requested input from members to come up with a mission statement.
  - 2. Membership all agreed to have board come up with two or three different versions to bring back for presentation at next general meeting
  - 3. Laura asked members to leave their ideas in her box.
- D. UC Davis Picnic Day is Saturday, April 19th
- E. Judy Gamet is starting Dancing with Dogs classes April 22nd
- F. Agenda Items—If anyone has items for the meeting agenda, please email them to Laura

- IX. WELCOME TO NEW MEMEBERS!  
Beth Schultz and Rick Smith were welcomed as new members. Beth and Rick have two dogs, a Chihuahua and Lab Mix named Bailey. M/S/C
- X. BRAGS: Stephen Ward, Jim Spiva, Sandy Bonifield, Mary Joy Davis, Ellen Gariaeff, Dee McNeil, Stefanie Meinhardt, Vange Leonis, Sue Ingalls, Mary Ash, Linda Wargo, Kathrine Rhyno, Pat Martin, Teresa Russell, and Frances Harvey!
- XI. MEETING ADJOURNED at 7:40 p.m.  
Following the meeting Laura Ecklin put on an in-depth and enjoyable agility demonstration showcasing both advanced and beginning agility teams.

Respectively submitted,  
Sue Osborn, Secretary

## UNAPPROVED

### NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES 05/05/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called board meeting to order (postponed from previous week) at Mary Ash's home at 6:35 p.m.
  - B. Board members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Sue Osborn, Lynda Rhyno, and Gary Walker. Absent: Kelly Finn, Joy Wood.
- II. MINUTES

M/S/C to approve the March 24, 2008 board meeting minutes.
- III. TREASURER'S REPORT, Lynda Rhyno
  - A. As of 4/23 Business Money Market is \$8,909.00, CD is \$11,145.00.
  - B. As of today, balance in checking is \$11,282.32.
  - C. There are two pending deposits of almost \$3,000 with two bills of about \$200 to be paid.
  - D. The old amount was paid for rent.
  - E. Lynda to follow up on personal check returned for purchase of training materials.
- IV. RENT/BUILDING
  - A. Joy reported that landlord requested Laura's contact number. Joy expects he will still give NVDTC a good deal. Laura will call landlord to follow up.
  - B. Joy is moving One and Only Creations out of building June 1st. Once she is out, the plan is to clean and organize everything.
  - C. Gary Walker to review situation of dirt and leaves blowing in under back door to see if some kind of stripping or gasket can be put in place.
- V. REPLACEMENT OF BOARD MEMBER
  - A. By-laws state replacement to be voted on by a majority of members at the general meeting following the vacancy. Jan Davis and Marilane Bergfelt are two possible candidates.
  - B. The position to be filled is a public relations position.
  - C. Although Gerry is no longer a board member she will continue to be the AOCNC liaison.
- VI. SPEAKERS AT MEETINGS
  - A. Sue Tasa is scheduled to present May 12th.
  - B. Amanda Vance could present this summer, possibly on new vaccination protocol. Laura to contact Amada to see about booking her for the July meeting.
  - C. Linda Wargo is working on scheduling Dr. Ohm for a future presentation.
- VII. CURRENT CLASS SESSION UPDATE
  - A. Classes are very booked.
  - B. In the event there are more than 20 dogs, an additional assistant is to be added.
- VIII. APPROVAL OF ASSISTANT TRAINERS
  - A. The following approvals were requested:
    1. Kathrine Rhyno as a provisional assistant for puppy and good manners one classes.
    2. Dr. Katie Wilson, a vet at Silverado who will join at next membership meeting, as a provisional assistant
  - B. M/S/C to approve Kathrine and Katie as provisional assistants (based on Katie becoming a member at next membership meeting)

- IX. REVIEW OF BOARD MEMBER RESPONSIBILITIES/JOB DESCRIPTIONS
- A. Secretary, Newsletter Editor and Webmaster job descriptions written by Sue were presented, format as set up is a good guide for other board member job descriptions. Regarding newsletter editor procedures; 20 days for notifying members of meetings changed to 10 days and notification of both board and membership meetings to be published in the newsletter.
  - B. Sue to be keeper of all job descriptions both in electronic format and hard copy to be filed in a binder.
- X. REVIEW OF POLICIES/PROCEDURES
- A. Laura wrote up trainers' descriptions, which she will send to Sue after making corrections.
  - B. Laura will send write up on vouchers and discounts to Sue.
  - C. The following to be added to policies and procedures manual:
    - 1. There is to be one assistant for every 5 to 10 dogs in class.
    - 2. Orientation is to be mandatory.
  - D. Mary Ash to write up service award information, Marilane has information.
  - E. Laura to write up requirements for being an assistant and send to Sue.
  - F. Job descriptions for all assistants need to be included in policies and procedures. Linda will look for these.
- XI. OTHER BUSINESS
- A. **Fee Increase Request**—M/S/C to approve increase for Lea Ronald for level 2 effective session 3. Lea has completed teaching credential and attended seminars to meet requirements. Her letter of request to be filed with Kelly Finn.
  - B. **Seminar Cost Reimbursement**—Lea Ronald requested \$95 reimbursement for "Different Breeds Have Different Needs" seminar. Assistants can take seminar classes with a \$100 limit and trainers can take seminar classes with a \$200 limit.
  - C. **St. Helena Event**—(Responsible Dog Ownership Day) is October 18th, 9 to 5. Vendor information has been received from Marcie. Marcie to get more information about the event and call her subcommittee.
  - D. **Mission Statement** as shown below will be presented to general membership for discussion and approval.

*"The mission of the Napa Valley Dog Training Club (NVDTC) is to provide basic and advanced training to dog owners in the community. The NVDTC offers dog owners an opportunity to teach behaviors to their dogs that will make them well mannered at home and around people and other dogs. The NVDTC also provides intermediate and advanced training to dog enthusiasts who wish to compete in different venues."*
  - E. **Special Thank You and \$15 Gift Certificate**—Marilane Bergfelt requested action on whether to continue giving out to animal shelters.
    - 1. Board agreed to continue giving out, now to include stapling one of the club brochures to each.
    - 2. Sue Osborn to first redesign thank you/certificate to match look and feel of club brochure.
  - F. **Tax Return Bill**—Returns due by May 15th. Linda Luchsinger-Adamich presented to Laura for signature,
    - 1. Lynda wrote checks to Franchise Tax Board and Registry of Charitable Trust as requested from Linda Luchsinger-Adamich

2. There is a \$500 penalty (cannot be paid out of NVDCT funds) if not filed; board members are personally liable if not paid.

**G. Trials**

1. Agility trial meeting tentatively scheduled for May 19th. Mary Ash will follow up with Joy Wood. Linda Wargo is chief ring steward.
2. Obedience-Rally trial premiums are out. Mary Ash will forward an electronic version to Sue. Sign up sheets are posted. Kelly Finn is chief rally steward and Gerry Glantz is chief obedience steward.

**H. Board Meeting Location**

1. Board meetings held at club on Mondays conflict with Monday night training classes endangering class continuation.
2. Once more space is available after One and Only moves out, a board room or conference room can be set up for board meetings
3. To be at someone's house until a board/conference room can be set up. If this doesn't work out, board members will take turns meeting at each other's homes.

I. **Discounts**—Must be used sometime within same session frame.

J. **Drop In Fees**—\$20 is the cost for drop in fees. CGC, Good Manners and Puppies classes are excluded from drop ins.

K. **CGC Coordinator**—Who it is needs to be determined; also a job description needs to be written. Laura to ask Teresa if she will be CGC coordinator. It is the trainer's responsibility to contact CGC coordinator.

L. **Liability Insurance**—Cost is \$600 for the \$2,000,000 liability policy. Linda will fill out form. Lynda wrote check.

- XII. MEETING ADJOURNED 8:25 p.m.  
Since 4th Monday in May falls on Memorial Day, the next board meeting is scheduled for Monday, June 2nd. Linda Luchsinger-Adamich will host the meeting at her house.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**  
NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
05/12/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called meeting to order at 6:35 p.m.
  - B. Board Members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, and Gary Walker. Absent: Joy Wood.
- II. MINUTES—M/S/C to accept minutes from the April 14, 2008 general meeting as published in the May newsletter.
- III. TREASURER'S REPORT, Lynda Rhyno
  - A. Checking: \$16,096.11.
  - B. Money Market: Over \$8,900
  - C. CD: Over \$11,000
  - D. Treasurer's report accepted. M/S/C
- IV. COMMITTEE REPORTS
  - A. BUILDING, Gary Walker
    - 1. Marilane Bergfelt and son are doing a nice job cleaning the building.
    - 2. NVDTC is still waiting on agreement from landlord. The month of May was paid with a check to Joy Wood. Basically rent is on a month-to-month basis. Once agreement is reached with landlord there will be more space and thorough clean up work can be done, likely in July. Everyone's help will be solicited. Laura to contact landlord this week.
  - B. TRAINING, Kelly Finn
    - A meeting to be held during the week of July Fourth.
  - C. **AGILITY TRIAL-August 16 & 17, 2008**  
Joy Wood, chair
    - 1. Workers to be recruited after the NVDTC obedience-rally trial.
    - 2. A meeting needs to be organized soon; premiums need to be completed.
    - 3. Joy is listed as trial chair with ABBA Dogs.
  - D. **OBEDIENCE & RALLY TRIAL-June 21, 2008**  
Mary Ash, Linda Luchsinger-Adamich, chairpersons
    - 1. Entries are out, sign up sheet for rally stewards and food donations is now posted. Sign up for obedience stewards to be posted May 13.
    - 2. Mary Joy Davis accepting donations for trophies and food. Donations do not go to specific trophy, however a cause or memorial can be mentioned.
    - 3. Sandy Bonifield has purchased trophies.
  - E. CASHIERS, Mary Ash—All is up to date. If anyone is interested in cashiering for session 4, see Mary. A \$50 voucher is awarded to each cashier per session.
  - F. AOCNC, Gerry Glantz
    - The June 1, 2008 Interclub Competition is coming up, one or two people are needed to steward.
  - G. HOSPITALITY
    - Thank you to Vange Leonis and Marilane Bergfelt for tonight's hospitality!
  - H. SUNSHINE, Mary Joy Davis
    - 1. Cheryl Meyer has unexpectedly lost Hannah, her lovely girl who was also a therapy dog in training.
    - 2. Bobbie Honsvick, who has been confined to home for a few weeks, is feeling better and we are pleased to see her back on track and helping out at the Club.
    - 3. Rhonda Lauritsen's Rob Roy, although seriously ill, is eating and enjoying his life for now.

Page 2 of 2

4. Lynne Dilsaver's Baja is managing well with medication and still trying to play with the other dogs. Lynne is helping him one day at a time.
- I. NEWSLETTER/WEBMASTER, Sue Osborn
  1. Deadline for articles for the newsletter is 20th of month.
  2. Misspelling of license on website to be corrected. Agility descriptions are outdated. Laura to update. Rally class descriptions needed from Mary Ash.
- V. OLD BUSINESS
  - A. Responsible Dog Ownership Day
    1. Marcie Neller, Dee Mc Neil and Teresa Russell to meet and report back to members.
    2. Event to be held at elementary school field after parade.
    3. NVDTC's presence at event is good for outreach to upper valley.
  - B. Mission Statement—Laura to work suggestions from members into mission statement and present revised statement at next membership meeting. All input is appreciated.
  - C. There was no follow up on the Orchard Hardware pet-related event.
- VI. NEW BUSINESS
  - A. Finding Paws, Lost Pet Service
    1. A service that comes to your home to microchip your pet.
    2. A reduced price is available for groups however most members already have microchips for their dog. Information will be kept as an item of interest and published in newsletter.
  - B. New Board Member
    1. The publicity board member position is open due to Gerry Glantz having to step down.
    2. If anyone is interested please call the club or contact Laura Ecklin.
      - a. Board meetings are once a month.
      - b. Term is for only half a year.
      - c. Job description: Place ads in newspaper, arrange for articles in newspaper, see that flyers/brochures are kept up to date, provide flyers/brochures and information to vet offices, animal shelters and pet stores.
- VII. WELCOME TO NEW MEMBER!

Chris McClure was welcomed as a new member. Chris has a Border Collie named Finnegan. M/S/C
- VIII. BRAGS: Amanda Vance, Teresa Russell, Frances Harvey, Ellen Gariaeff, Dee Mc Neil, Stefanie Meinhardt, Kelly Finn, Mary Joy and Kathrine Rhyno!
- IX. MEETING ADJOURNED at 7:15 p.m.

Following the meeting Sue Tasa gave a very informative presentation on the differences in kibble, canned and raw diets for pets.

Respectively submitted,  
Sue Osborn, Secretary

UNAPPROVED

NAPA VALLEY DOG TRAINING CLUB  
BOARD MEETING MINUTES  
06/02/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called board meeting to order (postponed one week due to Memorial Day) at Linda Luchsinger-Adamich's home at 6:35 p.m.
  - B. Board members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Sue Osborn, Lynda Rhyno, and Gary Walker. Absent: Kelly Finn.
  
- II. MINUTES
  - M/S/C to approve the May 5, 2008 board meeting minutes.
  
- III. TREASURER'S REPORT, Lynda Rhyno
  - A. Checking Account: \$7,940.86, after paying rent.
  - B. CD: \$11,145.48—Since finances look good, CD will be allowed to auto roll over as of June 15.
  - C. Money Market as of end of April: \$8,913.25
  
- IV. RENT/BUILDING
  - A. Lease Agreement
    - 1. Agreement has been secured with Napa Sawyer Properties, LLC. Monthly rent is now \$4,648.00.
    - 2. Utilities from 4/25 to 5/23 included in rent. Joy explained this payment is always in arrears thus the reason it is shown on current statement from landlord. She will double check on this.  
*Side note on utilities:* If gas valve is not turned off in summer there could be a \$10 surcharge.
    - 3. Security deposit of \$4,648.00 was included on current rent invoice since it had not been paid yet, this payment was waiting on final resolution of lease agreement with landlord.
  - B. Certificate of Insurance for building is to go to Jon Bowman
  - C. Joy's old office space to be rented out by landlord. Entryway and area in back to be used by NVDTTC.
  - D. July 19th or July 26th is tentatively scheduled to do a major clean up. A volunteer sign up list will be sent around at next general meeting.
  - E. At noon on Wednesday, June 4th, obedience equipment will be cleaned and readied for trial.
  - F. Joy requested she would like to have until July 1st to move all of her things out.
  - G. Bathroom lights, which were not working, are now working thanks to Marilane.
  
- V. REPLACEMENT OF BOARD MEMBER
  - A. Janet Davis has volunteered to become a board member to replace Gerry Glantz.
  - B. The position will include public relations duties; Marilane Bergfelt will mentor Janet.
  - C. Members will be asked to approve Janet as a board member at the next general meeting.

- VI. **SPEAKERS AT MEETINGS**
- A. It is too late to schedule Amanda Vance for upcoming June general meeting; possibly she can do a presentation in August.
  - B. Dog dance demonstration is a possibility for July general meeting
  - C. September is NVDTC's annual barbecue.
  - D. Laura will follow up with Vange Leonis for dog dancing and Amanda for a vet presentation.
- VII. **REVIEW OF BOARD MEMBER RESPONSIBILITIES**
- A. Linda Luchsinger-Adamich is going through all the minutes; so far she cannot locate minutes from 2003 forward.
  - B. Laura, Gary and Mary have completed their member responsibility write-ups and will forward to Sue Osborn, sue@osborngraphics.com
- VIII. **POLICIES AND PROCEDURES**
- A. Everyone reviewed Laura's write up for assistants. Laura will incorporate board members' recommended changes then present to training committee.
  - B. Laura also wrote up information about class fees, class sizes and class length for everyone's review. She will incorporate changes as recommended by board members.
- IX. **OBEDIENCE TRIAL—*June 21st***
- A. An emergency meeting was held last Monday night due to really, really low entries, as notified by Nanette Franceschini. Dropping the P.M. event was considered. AKC would not allow the P.M. event to be canceled. Entries have gone up some since.
  - B. A lot of people are going to Deep Peninsula on June 22nd rather than the NVDTC event in Napa; others report it is too hot in Napa to attend.
  - C. Shade poles at fairgrounds where event is being held all blew down; Nanette to let people know to bring shade when she sends out confirmation letters.
  - D. Laura will secure motel room for Judge Luane Vidak.
  - E. There was discussion about moving future obedience trials to the fall and another location such as Vallejo or Cal State, Hayward (possibly in conjunction with Deep Peninsula).
  - F. More stewards are needed for the obedience portion of trial.
  - G. Overall, committee has done a great job, awards are done, ribbons are being worked on; there are enough stewards for the rally portion of the trial.
- X. **AGILITY TRIAL—*August 16th and 17th***
- A. A tentative committee meeting has been scheduled for July 2nd at 5:30 at the clubhouse.
  - B. Mary Ash has received a draft of the premium. Laura will update to include board member information.
  - C. To help Joy Wood, Laura has kindly volunteered to take over as the agility trial chair.
  - D. Committee members are Linda Luchsinger-Adamich, Mary Ash, Joy Wood and Linda Wargo.
  - E. It is important to talk to Lorie Abbot about schedule; it needs to be available two weeks in advance.

- XI. SPECAIL THANKYOU & CERTIFICATE FOR \$15 TOWARD CLASSES
  - A. Sue Osborn presented a new design for the \$15 certificate.
  - B. Sue to have 100 made for use at shelters and 30 made for We Care and deliver to new PR board member who will attach a NVDTTC brochure to each.
  
- XII. KEYS—Tom Dowd, Mary Joy, Bobbie Honsvick, and Gerry Glantz, all non-board members, have keys.
  
- XIII. CGC
  - A. Teresa Russell requested \$30 to order CGC forms. Lynda Rhyno to check with Teresa to see if there are any other CGC supplies needed.
  - B. A CGC coordinator has not yet been established.
    - 1. Responsibilities include obtaining CGC supplies, knowing date of tests, and arranging for evaluations.
    - 2. What to do about CGC coordinator to be addressed at next training meeting, possibly CGC duties could be assigned to training chair.
  
- XIV. MINI-CLASS SCHEDULES
  - A. Lynda Rhyno requested mini-schedules of class sessions for giving out to students and others as a handy reference.
  - B. Sue to design the mini-class schedules, each 1/3-page in size, and have 30 made for the office.
  
- XV. RALLY SIGNS—Mary Ash requested and was given the okay to use the signs for Collie Club Match
  
- XVI. MEETING ADJOURNED 8:20 p.m.  
The next board meeting will be postponed one week (because of Laura's vacation) and is scheduled for June 30th at Linda Luchsinger-Adamich's house.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**  
NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
06/09/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called meeting to order at 6:35 p.m.
  - B. Board Members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, Gary Walker and Joy Wood.
  
- II. MINUTES—M/S/C to accept minutes from the May 12, 2008 general meeting as published in the June newsletter.
  
- III. TREASURER’S REPORT, Lynda Rhyno
  - A. Checking: \$9,355.44 after paying rent for June.
  - B. Money Market: Over \$8,917.00
  - C. CD: Over \$11,174.00; Maturing 6/15
  - D. Treasurer’s report accepted. M/S/C
  
- IV. PRESIDENT’S REPORT
  - A. Board had decided to let CD roll over however given there is time, Lynda will first check to see if a better percentage rate is available.
  - B. NVDTTC now has a signed lease.
    - 1. Reflects new rent of \$4,648.00.
    - 2. Does not include utilities, which run around \$150 a month. Gas is nonexistent in summer.
    - 3. More space now available for club’s use in entry and in back area resulting in less per square foot cost.
    - 4. Office space in front area to be rented out by landlord.
    - 5. Lease is a standard one; NVDTTC is responsible for basic upkeep repairs (lights, toilet stopping up, locks breaking...). Major repairs are lessor’s responsibility. Alterations need to be approved. Painting is okay.
    - 6. Board decided to sign lease.
  - C. Policy and Procedures Update: Board is making good progress and expects to have them completed for manual in a couple of months.
  
- V. COMMITTEE REPORTS
  - A. BUILDING, Gary Walker
    - 1. Toilet seat fixed, lights working.
    - 2. A cleaning date is planned for the second or third weekend in July. Blurb to be published in newsletter once date is finalized. Cleaning of mats not to be included this time.
  - B. TRAINING, Kelly Finn
    - A meeting to be held on Wednesday, July 2nd at 6:30 p.m. All assistants and trainers invited.
  - C. **AGILITY TRIAL-August 16 & 17, 2008**  
Laura Ecklin, chair
    - 1. Workers to be recruited at July meeting, a worker schedule should be available by August meeting. Volunteers to be trained.
    - 2. Meeting scheduled for July 2nd at 5:30 p.m.
    - 3. Premium list was finalized last week.
    - 4. People are needed to work all day—a.m. and p.m shifts available.
    - 5. A \$25 voucher per day available to members.
    - 6. Workers receive a free lunch. There is a nice workers’ raffle.
  - D. **OBEDIENCE & RALLY TRIAL-June 21, 2008**  
Mary Ash, Linda Luchsinger-Adamich, chairpersons
    - 1. Entries (now closed) are not as low as predicted by Nanette Franceschini. Mary Ash reported trial is financially better off than originally thought.

2. A big thank you to Sue Bunte, who volunteered to be raffle chair!
  3. There will not be shade as provided in past years due to winds blowing poles down. Extra easy-ups will be needed. A letter will go out with confirmations to explain situation and to tell people to bring shade.
  4. All easy-ups will be needed by Thursday night, June 19th.
  5. Linda Adamich, who is in charge of Friday night set up, to post a sign-up sheet for help, available vehicles and easy-ups. Final set up to be completed Saturday morning.
  6. Raffle donations still being accepted. Money can also be donated.
  7. Last night for trophy donations is tonight.
  8. Food and drink donations welcomed by Bobbie Honsvick.
  9. More stewards needed for obedience.
  10. If working the trial, arrive no later than 7 a.m. on Saturday.
  11. Will need people to stay late Saturday to help with take down.
- E. CASHIERS, Mary Ash\Thursday and Wednesday nights available, this is a voucher position, one hour a week.
- F. AOCNC, Gerry Glantz
1. NVDTC is hosting the AOCNC July 5th meeting at La Strada\flyers will be sent out by email tomorrow. Gerry will see that invitations get to clubhouse.
  2. First Aid Backpacks\Gerry has final figures, once she receives all checks, everyone should have their backpacks within 3 or 4 days. If more people are interested another order can be started.
- G. HOSPITALITY  
Thank you to Janet Davis for tonight's hospitality! Lynda Rhyno and Linda Wargo volunteered for hospitality for the July 14th meeting.
- H. SUNSHINE, Mary Joy Davis  
Sympathy and congratulations cards sent as appropriate to Lynne Dilsauer, Kelly Finn, Scott Britton and Molly Britton.
- I. NEWSLETTER/WEBSITE, Sue Osborn  
Deadline for articles for the newsletter is 20th of month.
- VI. OLD BUSINESS
- A. Acceptance of New Board Member  
Members accepted Janet Davis as the new board member to replace Gerry Glantz. Janet attends dog agility classes with Sinica, and has done pet therapy.
- B. Mission Statement\M/S/C to accept mission statement as reworked by Laura:
- The mission of the Napa Valley Dog Training Club (NVDTC) is to promote responsible dog ownership by providing dog owners an opportunity to teach behaviors to their dogs that will make them well-mannered at home and around people and other dogs. The NVDTC offers basic and advanced training to dog owners in the community including intermediate and advanced training to dog enthusiasts who wish to compete in different venues.*
- VII. NEW BUSINESS
- A. Schnauzers Fun Day  
M/S/C for use of building on September 27th for Schnauzers Fun Day as requested by Sandy Bonifield; The Schnauzer Club pays for use of building.
- B. U. C. Davis Canine Genetics  
A gene was found for wirehair in dogs. Kelly Finn passed out swabs to all those interested for collecting samples from Terriers & Dachshunds.
- C. Bernese Mountain Dog Club  
Approval for use of building on June 22nd for Bernese Mountain Dog Club meeting given to Mar Soldavini.

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D. Use of Stanchions

Okay given to Teresa Russell to borrow stanchions for Franklin Middle School promotion.

VIII. WELCOME TO NEW MEMBERS!

Christina Martin and Gayle Bray were welcomed as new members. Christina has two Min Pins: Chiyo and Zac. Gayle has two rescue Golden Retrievers: Lucy and Ricky.  
M/S/C

IX. BRAGS: Bobbie Honsvick, Linda Wargo, Karen Jackson, Teresa Russell, Amanda Vance, Jim Spiva, Sandy Bonifield, and Sue Bunte (rescue brag)!

X. MEETING ADJOURNED at 7:27 p.m.

Following the meeting veterinarian Amanda Vance gave a very informative and in-depth educational presentation on pet vaccination protocols,

Respectively submitted,  
Sue Osborn, Secretary

UNAPPROVED

NAPA VALLEY DOG TRAINING CLUB  
BOARD MEETING MINUTES  
06/30/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called board meeting to order (postponed one week due to vacation) at the clubhouse at 6:35 p.m.
  - B. Board members present: Linda Luchsinger-Adamich, Janet Davis, Mary Ash, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, Gary Walker, and Joy Wood.
- II. MINUTES

M/S/C to approve the June 2, 2008 board meeting minutes.
- III. TREASURER'S REPORT, Lynda Rhyno
  - A. Checking Account: \$19,055.10 to be used toward rent and all bills for next two months; July rent not yet paid which will be \$4,787.77 including \$139.77 for utilities.
  - B. CD: \$11,202.56; CD was renewed for 7 months at a rate of 2.28%
  - C. Money Market: About \$8,915.00
- IV. OBEDIENCE TRIAL DEBRIEF
  - A. Final figures not available; \$580 to go to fairgrounds, Debi Best will be paid over \$1000.
  - B. Entries in morning turned out okay.
  - C. Very hot; 1/3 of the people did not stay in the afternoon because of heat. Lost a couple of workers in the afternoon. Could have used 2 or 3 more workers.
  - D. Luanne Videk gave NVDTTC a good deal.
  - E. Premium listed medallions to be given out, cannot be found anywhere after a thorough search. Joy will check agility premium regarding giving out medallions. Mary Ash will look into the pricing and turnaround for replacement medallions.
- V. AGILITY TRIAL—*August 16th and 17th*
  - A. Committee meeting is scheduled for July 2nd at 5:30 at the clubhouse. Committee to go over food and worker schedule, a sign up list to be posted.
  - B. Joy to come up with note to put on all trainers' boards asking for help at trial.
  - C. Luanne canceled her hotel reservations.
- VI. BUILDING CLEAN-UP
  - A. Scheduled for July 26th.
  - B. Joy is in final phase of moving out.
- VII. UPDATE OF CURRENT SESSION OF CLASSES
  - A. Small numbers in classes overall.
  - B. Lost five people to Petco because office workers didn't get back to them in time.
  - C. Ad to go in the paper two weeks prior to next session. Revisit this after seeing sign up numbers. Kelly, as training chair, to place ad. She will call NV Register for verbiage used on past ads. Website is to be included in ad.
  - D. Janet Davis to see to the distribution of brochures at vets, help in doing this to be solicited at next general meeting. Linda Adamich to take some to Small Animal Hospital. Joy suggested installing a rack cardholder outside door for people to pick up a brochure when no one is at clubhouse. Janet will pick up a holder.
  - E. Next training meeting is scheduled for Wednesday, July 2nd at 6:30 p.m.

- VIII. REVIEW OF BOARD MEMBER RESPONSIBILITIES  
Laura will get a copy of responsibilities to Janet Davis. Janet can check with Marilane for help in reviewing and writing up her responsibilities.
- IX. CREDIT/REFUND POLICY
- A. There are a variety of reasons a credit or refund needs to given: illness, dogs has skills already...
  - B. A refund can be given up to a week before class session starts. Up to third week, request for class credit goes to training chair. It is then up to the trainer's discretion to give a credit voucher. A request for refund after classes are underway, go to board. Laura will add this information to policy and procedures.
  - C. Laura to retype form that is used for credit voucher and send to Sue for reformatting.
- X. POLICIES & PROCEDURES  
Laura passed out latest policies & procedures dated June 2008, which were reviewed. Suggested changes to be added on proper shoe wear being pointed out at orientation and clarification made on alcohol/drug use.
- XI. SCHNAUZER CLUB USE
- A. Scheduled for 10 a.m. to 3 p.m. on Saturday, July 12th.
  - B. M/S/C to charge \$75 only since use is for a business meeting.
- XII. OTHER BUSINESS
- A. Awards Dinner:
    - 1. Kelly volunteered to lead organization of 2008 awards dinner with Linda Adamich, Joy Wood, and Lynda Rhyno's help.
    - 2. Kelly suggested a budget be prepared and presented.
  - B. Nominating Committee:  
To be brought up at next meeting; information needs to be in September newsletter.
  - C. Purina Breeders Program:  
Information mailed to Sue will be reviewed by Linda Adamich
  - D. Ordering of Collars:  
Mary Ash reported she is having difficulty finding martingale collars. Board members suggested trying online sources such as J-B Pet Wholesale or Premier.
- XIII. MEETING ADJOURNED 8:05 P.M.

Respectively submitted,  
Sue Osborn, Secretary

UNAPPROVED

NAPA VALLEY DOG TRAINING CLUB  
BOARD MEETING MINUTES  
06/02/08

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Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**  
NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
07/14/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called meeting to order at 6:35 p.m.
  - B. Board Members present: Linda Luchsinger-Adamich, Mary Ash, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, and Gary Walker. Absent: Joy Wood.
- II. MINUTES—M/S/C to accept minutes from the June 9, 2008 general meeting as published in the July newsletter.
- III. TREASURER’S REPORT, Lynda Rhyno
  - A. Checking: \$14,020
  - B. Money Market: \$8,920
  - C. CD: \$11,202
  - D. Treasurer’s report accepted. M/S/C
- IV. PRESIDENT’S REPORT
  - A. Janet Davis is new board member. She will talk about publicity later in the meeting.
  - B. Board continues to work on policy and procedures and member responsibilities.
  - C. Board has started looking at year-end banquet.
- V. COMMITTEE REPORTS
  - A. BUILDING, Gary Walker
    - 1. Saturday, July 26th is date set for thorough clean up of building, will work from 9 a.m. until done; hopefully around 1:00 p.m.
    - 2. Lots of help needed, people with trucks, shop vacs, pressure washers all appreciated, bring your own gloves.
    - 3. Mats will not be pulled up.
    - 4. Sign up sheet sent around.
    - 5. Mary Ash & Laura Ecklin to plan out schedule of what is to be done.
  - B. TRAINING, Kelly Finn
    - 1. Sessions 5 & 6 are now set.
    - 2. There will be a fun, games and tricks class Friday at 5:30 taught by Teresa Russell.
    - 3. If anyone has ideas for classes let Kelly know.
  - C. OBEDIENCE & RALLY TRIAL
    - Mary Ash, Linda Luchsinger-Adamich, chairpersons
    - 1. Trial cleared \$959.40
    - 2. Weather was very hot, lost 15 exhibitors in the afternoon.
    - 3. Committee and board looking at changes for next year because people do not want to come to Napa.
    - 4. Sue Bunte stepped in at last minute to help with rally.
    - 5. Mary Joy did a great job on trophies and awards.
    - 6. Gerry Glantz suggested using an over the shoulder cooling method; board can look at this.
  - D. **AGILITY TRIAL-August 16 & 17, 2008**
    - Laura Ecklin, chair
    - 1. Lots of workers are needed. Bring a chair, hat, and sunscreen. Workers will receive free lunch. Sign up for workers sent around. If can’t help with runs, loading up equipment help is needed late Sunday as well.
    - 2. Donations accepted for sodas; sign up for such sent around.
    - 3. If anyone has EZ ups to lend have them at club Thursday night.
    - 4. Gerry Glantz will work the ribbon table.
  - E. CASHIERS
    - Mary Joy reported having a great group; If anyone is interested in working the office next session, see Mary Ash. New people are always welcome.

F. AOCNC

1. AOCNC is looking at a possible seminar by Wendy Wallace at Mt. Diablo Training Center on August 24th. Cost will be \$10, which will go to food. Very limited due to space. Each club can send one member with one dog and two auditors. Laura requested Gerry to write AOCNC board about NVDTC's interest in having the seminar in Napa at clubhouse.
2. Dog Emergency Packs: Check goes in mail tomorrow, Packs should be available within the week.

G. HOSPITALITY

Thank you to Linda Wargo and Lynda Rhyno for tonight's hospitality! Sandy Bonifield and Linda Adamich volunteered for hospitality for the August 11th meeting.

H. SUNSHINE, Mary Joy Davis

1. Our thoughts go out to Dee McNeil, Anita Boyce, Teresa Russell, Steven and Dyane Ward, Ellen Gariaeff, Bobbie Honsvick and Gail Brae.
2. Mary Joy voiced her sincere appreciation to everyone who contributed to trophy donations for the obedience and rally trial.

I. PUBLICITY, Janet Davis

1. Janet requested everyone's help to distribute brochures to all vets. She asked members to see her at break.
2. Kelly Finn is working on ad for NV Register because of current low enrollment.

J. SPEAKERS

Dr. Ohm, a holistic vet, is tentatively scheduled for October meeting. If anyone has specific questions for Dr. Ohm, forward them to Linda Wargo.

K. NEWSLETTER/WEBSITE, Sue Osborn

Sue requested deadline for newsletter be moved up two days to the 18th because she is going on vacation.

L. OLD BUSINESS

Donations are being accepted for raffle for agility trial, they do not need to be dog related, items that can go into baskets are good.

VI. NEW BUSINESS

A. Nominating Committee for New Board

1. Requirements are for one person from board and two from membership.
2. Slate to be presented in September, published in newsletter
3. Nominations to be taken from floor in October.
4. Mary Ash volunteered as the board member, Mary Joy and Gerry Glantz volunteered from the membership.

B. End of Year Banquet

1. Linda Adamich and Kelly Finn volunteered to co-chair organizing the banquet. They will solicit others to help.
2. Most likely the banquet will be in February again.

C. September Barbecue

Save the date for the annual barbecue to be published in the August newsletter.

D. Association of Pet Dog Trainers (APDT)

1. APDT is a bit more challenging than AKC; is big back east and is going to catch on everywhere.
2. Mary Ash is interested in pursuing an APDT match this fall working with Alyssa Wall.
3. Mary Ash to bring details about APDT back to board and general.
4. More information can be found on the APDT.com website.

**UNAPPROVED**

Page 3 of 3

- E. Gold Coast Freestyle Guild
  - 1. M/S/C for guild to use the building for a morning show and an afternoon workshop on December 6th for \$150.
  - 2. Guild will provide insurance and give NVDTC a \$100 cleaning deposit.
  - 3. Friday set up is going to be a problem. Lori Jackson to follow through with guild.
- F. LAPS
  - 1. M/S/C for LAPS to use building in November.
  - 2. No charge for use of building since LAPS is non-profit.
- G. Halloween or Other Dog Fun Event
  - Interest was shown. Idea to be tabled until next meeting giving members opportunity to come up with ideas.
- VII. BRAGS: Mary Joy, Teresa Russell, Frances Harvey, Sandy Bonifield, Linda Wargo, Stefanie Meinhardt, and Diane Parness.
- VIII. MEETING ADJOURNED at 7:30 p.m.  
Following the meeting Vange Leonis presented a fun demonstration on dog dancing. Lynne Dilsaver with her Greyhound, Shirley Desalvo with her dog, Sugar, Kathleen Sutherland with her Dachshund, and Michelle Antonio with her Chihuahua-Terrier mix added their dancing skills to the demonstration.

Respectively submitted,  
Sue Osborn, Secretary

UNAPPROVED

NAPA VALLEY DOG TRAINING CLUB  
BOARD MEETING MINUTES  
07/28/08

- I. CALL TO ORDER
- A. Laura Ecklin, President, called board meeting to order at the clubhouse at 6:35 p.m.
  - B. Board members present: Linda Luchsinger-Adamich, Janet Davis, Mary Ash, Laura Ecklin, Kelly Finn, Gary Walker, and Joy Wood.
- II. MINUTES
- M/S/C to approve the July 14, 2008 board meeting minutes, with a clarification of the refund policy as noted below under "Policy Update."
- III. TREASURER'S REPORT
- A. Checking Account: \$13,769.96; all bills are paid.
  - B. CD: \$11,224.26
  - C. Money Market: About \$8,920.68
- IV. AGILITY TRIAL—*August 16th and 17th*
- Committee meeting is scheduled for August 15 at 5:15. The committee will review details in order to report back to general.
- V. BUILDING CLEANUP REPORT
- A. The cleanup on July 26 was a great success. Will acknowledge those who helped both at general and in a newsletter article.
  - B. Gayle Bray offered to do some "club beautification." She has several professional photographer friends who are willing to come down to the club and take photos of different dogs. Gayle will then mount them on picture boards and hang on the west wall of the building.
- VI. UPDATE OF CURRENT SESSION OF CLASSES
- A. Overall, numbers are a bit on the small size, but that is normal for this time of year.
  - B. Kelly will be putting an ad in the Register. It will include "safe, indoor training: and puppy through advanced. She'll run it for 7-10 days, depending on cost.
- VII. REVIEW OF BOARD MEMBER RESPONSIBILITIES
- Laura will work with Janet to update the description for the publicity position. We also still need updated descriptions for head cashier, training chair, membership, and vice-president. Once they are all in, Sue will format them in a consistent fashion and then distribute.
- VIII. POLICY UPDATE
- A. Laura passed out most recent version of policies. All were approved, with changes to the Refund/Credit Policy. It will read as follows:

**REFUNDS/CREDITS:**

1. A refund of class fees may be given in advance of the start of a class session. Once the class session has begun, refund requests must go to the board for approval.
  2. Up to and including the third week of a class session, credit vouchers may be issued by the trainer of the class or the training chair. Requests for a credit voucher after the third week of the session go to the board for approval.
- B. Once policies are in final form, they will be forwarded to all board members and trainers.

- IX. **FETCH PUBLICATION**  
Since Gwen McKenzie's employer is shutting its doors, we will have the Fetch Publication sent to Linda's business at 1732 Jefferson St, Ste 10, Napa, CA 94558.
- X. **FEE REIMBURSEMENT REQUEST**  
The board approved reimbursing Mary Ash \$65.00 for the APDT Rally Workshop held on July 13, 2008.
- XI. **AOCNC WORKSHOP ON AUGUST 24**  
Wendy Wallace's workshop is limited to three club members. Linda Luchsinger would like to attend. She will find two others to attend with her.
- XII. **DOG CLUB CALENDAR**  
It is time again to purchase the calendars produced by Mt. Diablo Dog Training Club. We must purchase 10 calendars at \$6.00 each for an ad. Since events are easily accessible on line, board members didn't think the investment was worthwhile since dates may change after publication. It was agreed to forego this purchase this year and re-evaluate next year.
- XIII. **BY-LAWS FROM AKC**  
We received a letter from AKC requesting a few minor changes. It appears that we may have already made those changes. Mary and Laura will look at the final by-laws that were sent to AKC and respond accordingly, unless action is needed by the general membership. Laura will contact Marilane for an electronic version of the by-laws.
- XIV. **DOG EVENT IN ST. HELENA**  
The subcommittee for this event is Laura Ecklin, Teresa Russell, Marcie Neller, and Dee McNeil. If there are not enough handler teams for a demo, it was determined that taking all of our equipment to St. Helena was not worthwhile. We will discuss this again at general to determine if there is enough interest.
- XV. **OTHER BUSINESS**
- A. **CGC Coordinator** – Jim Spiva volunteered to be the coordinator. Since he has just recently been approved as an evaluator, it was decided not to approve him as coordinator at this time. The duties are to ensure that all paperwork is on-hand and to ensure that there are enough evaluators for any given evaluation session. Laura will verify that there is adequate paperwork in the office. We will re-visit the CGC Coordinator position at the next Trainer's Meeting. It was suggested to identify criteria for this position.
  - B. **Credit Vouchers** – The board approved issuing credit vouchers to Dee McNeil and Lori Jackson. They could not complete their respective sessions for family and dog health reasons, respectively.
  - C. **Assistants** – Gayle Bray was approved as a provisional assistant for Puppy and GM1.
  - D. **Seminar Idea** – Kelly suggested having a seminar featuring Kathy Sdao from Tacoma. It's possible we could co-host this with "Living with Dogs" from Capitola. Kelly will research when she'll be in the area to ensure we wouldn't offer a seminar too close to another. She'll also look at topics and bring a proposal to a future meeting.
- XVI. **MEETING ADJOURNED 8:15 P.M.**

Respectively submitted,  
Laura Ecklin, President

**UNAPPROVED**

NAPA VALLEY DOG TRAINING CLUB

GENERAL MEETING MINUTES

08/11/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called meeting to order at 6:30 p.m.
  - B. Board Members present: Linda Luchsinger-Adamich, Mary Ash, Janet Davis, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, Gary Walker, and Joy Wood.
  
- II. MINUTES—M/S/C to accept minutes from the July 14, 2008 general meeting as published in the August newsletter.
  
- III. TREASURER'S REPORT, Lynda Rhyno
  - A. Checking: \$7,647
  - B. Money Market: \$8,924
  - C. CD: \$11,224.00
  - D. All bills paid except trainers who have not turned in their invoices.
  
- IV. PRESIDENT'S REPORT
  - A. Building was cleaned July 29th from 9 to 2.
    - 1. A BIG thanks you to everyone who showed up to help!
    - 2. All equipment was power washed.
    - 3. Everything now has a place, except in office & foyer, which still needs work.
    - 4. Gayle Bray came up with a beautification project. She knows a photographer who is willing to come to club to take photos of dogs to display on the walls. If anyone is interested, let Gayle know.
  - B. Updated guidelines, policies and procedures, most of which came from minutes, are now all collated together and will be forwarded to trainers.
    - 1. Interested members may request a copy.
    - 2. To be posted on website
    - 3. Will go into new members packets
  
- V. COMMITTEE REPORTS
  - A. BUILDING, Gary Walker
    - 1. All the hard work to clean the building very much appreciated.
    - 2. No other issues, all is working
  - B. TRAINING, Kelly Finn
    - 1. Sessions 5 begins Monday, August 18th and goes through October 3rd.
    - 2. Ad went into the Napa Valley Register on Friday, August 8th, and will run for seven days.
    - 3. The August 24th AOCNC Workshop presented by Wendy Wallace will be attended by Linda Luchsinger-Adamich, Teresa Russell, and Marlene Soldavini. Laura Ecklin is alternate. Information will be brought back to other trainers.
  - C. **AGILITY TRIAL-August 16 & 17, 2008**  
Laura Ecklin, chair
    - 1. All those who have signed or are interested in signing up talk to Laura after tonight's meeting.
    - 2. Raffle donations are still being accepted.
    - 3. More EZ ups needed.
    - 4. For those helping on Friday, be at clubhouse at noon to load up.
    - 5. Linda Luchsinger-Adamich will fax information for insurance writer
    - 6. Linda Wargo is chief ring steward for jumpers.
  - D. CASHIERS
    - 1. There is a full set of workers for session 5, same people as last session.
    - 2. Anyone interested in cashiering one hour a week, let Mary Ash know.

3. Duties: take messages, return calls in timely manner so people get signed up, log in money, and put equipment away (on slower nights).
  4. \$50 voucher per session available to members.
  5. Training for cashiering provided.
- E. AOCNC, Gerry Glantz
1. Dog Emergency Packs have arrived and Gerry will pass them out after tonight's meeting.
  2. Gerry will give briefing of August 24th AOCNC seminar at next general meeting.
- F. HOSPITALITY
1. Thank you to Sandy Bonifield and Linda Adamich for tonight's hospitality!
  2. The September meeting is the annual barbecue.
    - a. Club will provide hamburgers, buns, condiments and drinks.
    - b. Members and their families to bring an appetizer, salad or dessert.
    - c. Attendees to bring their own plates and silverware.
- G. SUNSHINE, Mary Joy Davis
1. Teresa Russell and Marilane Bergfelt are recovering fine.
  2. Let Mary Joy know of anyone who is a candidate for sunshine.
- H. PUBLICITY, Janet Davis
1. Janet has had a plastic holder installed outside front entry to club. Holder contains club brochures. Mini-schedules, as needed, to be inserted into each brochure.
  2. Per Janet Davis' request for more brochures, Sue Osborn to repeat previous brochure order through Minuteman.
- I. SPEAKERS
- Dr. Ohm, a holistic vet, is tentatively scheduled for October meeting. Laura to talk to Linda Wargo about this presentation.
- J. NEWSLETTER/WEBSITE, Sue Osborn
- Deadline for September newsletter is August 20th.
- VI. OLD BUSINESS
- A. Nominating Committee for New Board
1. Members are Mary Ash, Mary Joy and Gerry Glantz
  2. Information will be ready for newsletter.
- B. End of Year Banquet
1. To be held in February again.
  2. When details are known, they will be published in newsletter.
  3. Forms for awards will go up at club and go in newsletter.
- C. By-Laws
1. Letter received from AKC asking for changes that had already been requested.
  2. Linda Adamich and Laura Ecklin will assess and respond to AKC request. If any action is required it will be brought back to general.
- VII. NEW BUSINESS
- A. Hometown Harvest Festival, October 18th
1. Committee members: Dee McNeil, Marcie Neller, and Laura Ecklin
  2. There is enough interest and enough dogs to move forward to put on a rally and agility demo after the parade.
  3. When more information is available it will be published in the newsletter.

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- B. LAPS Building Use  
Building use was approved previously. Exact date has now been confirmed:  
November 16th.
- C. Play Day–Fun Day for Dogs
  - 1. Committee: Vange Leonis, Teresa Russell, Karen Jackson, and Frances Harvey
  - 2. Committee to come up with a proposal and present to general.
  - 3. Tentative date and time is Monday after the November general meeting
- D. Two Rivers Agility Club
  - 1. Request to NVDTC to donate to their raffle for military cooling vests and more.
  - 2. M/S/C to donate a free NVDTC agility trial entry to Two Rivers.
- E. Assistants
  - 1. If anyone is interested in becoming a training assistant, especially for Friday night, contact Kelly Finn.
  - 2. Gayle Bray was recently approved as a provisional assistant.

VIII. WELCOME NEW MEMBERS!

- 1. Karen Shuppert, who has an Australian Shepherd named Ellie
- 2. Sadhana Brent—Sadhana’s new puppy is Shasta, a Golden Retriever.
- 3. Chris Young whose dog is Stanley, a Terrier mix.
- 4. Aimee Nelson currently does not have any dogs. She is ready to welcome a new one into her life when she meets him or her.

IX. BRAGS: Steve Ward, Stefanie Meinhardt, Frances Harvey, Katherine Rhyno, Linda Wargo, Mary Joy Davis and Teresa Russell.

X. MEETING ADJOURNED at 8:05 p.m.

Respectively submitted,  
Sue Osborn, Secretary

UNAPPROVED

NAPA VALLEY DOG TRAINING CLUB  
BOARD MEETING MINUTES  
08/25/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called board meeting to order at the clubhouse at 6:38 p.m.
  - B. Board members present: Linda Luchsinger-Adamich, Janet Davis, Mary Ash, Laura Ecklin, Gary Walker, and Joy Wood. Absent: Kelly Finn
- II. MINUTES

M/S/C to approve the July 28, 2008 board meeting minutes.
- III. TREASURER'S REPORT
  - A. Checking Account: \$15,486.
  - B. CD: \$11,246.
  - C. Money Market: \$8,924.
  - D. Linda Adamich will have updated financials by next board meeting.
- IV. AGILITY TRIAL—*August 16th and 17<sup>th</sup>*
  - A. Received \$4,062.44, after expenses expect to clear around \$3,000.
  - B. Lori Abbot has given NVDTTC contract for 2009: \$3.75 per dog per day. Laura Ecklin will return.
  - C. Question about free entries came up. Laura will talk to Lori on clarification of free entries.
  - D. Lots of compliments received about workers and how many there were!
  - E. Suggestion came up to make it mandatory ring stewards run one dog only.
- V. TRAINING DISCUSSION
  - A. Determination as to how many sessions to have next year needs to be made. Financials will be evaluated first. Linda Adamich to have financials in board members' boxes by next general meeting which can then be reviewed before next board meeting.
  - B. There was discussion to recommend to training committee to schedule only one Good Manners 2 and one CGC at day and at night, thus always holding them same days and same times.
- VI. APPROVAL OF ASSISTANTS
  - A. Gayle Bray was approved at last board meeting.
  - B. Lorraine Jeffries was approved at last trainers meeting however for a more thorough review of her skills, the board is approving her as a provisional to work in the evening with different trainers and assistants.
  - C. Beth Shultz: Laura will find out what her background consists of; more input is needed from training committee before decision can be made.
- VII. EQUIPMENT USE
  - A. Martindale collars that are usually ordered by NVDTTC are unavailable from Premier.
  - B. Mary Ash to order replacement collars with chain—M/S/C.
  - C. Types of collars and their specific uses will be brought up at trainers meeting.
- VIII. REVIEW OF BOARD MEMBER RESPONSIBILITIES

Laura reminded everyone they need to be completed.
- IX. GUIDELINES AND PROCEDURES

Laura will send to board members via email. Sue will post on website and they will go up at clubhouse.

- X. BY-LAWS  
Mary Ash and Laura Ecklin have yet to meet to review.
  
- XI. ST. HELENA DOG EVENT
  - A. Committee members for the Hometown Harvest Festival in St. Helena on October 18th are Teresa Russell, Laura Ecklin, Dee McNeil, and Marcie Neller.
  - B. Laura will call Marcie to check on timing for placing NVDTC into event's publicity.
  - C. If demos are not done, a PR table can be set up with dogs for show and to demonstrate skills such as sits and downs.
  
- XII. AOCNC/WENDY WALLACE AUGUST 24 WORKSHOP  
Attendees Linda Adamich, Teresa Russell, and Marlene Soldavini will share with training committee what they learned at workshop.
  
- XIII. NOMINATING COMMITTEE  
Mary Ash, Mary Joy Davis, and Gerry Glantz are working on member selections for the 2009 board.
  
- XIV. MEETING ADJOURNED 7:45 P.M.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**  
NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
09/08/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called meeting to order at 6:40 p.m.
  - B. Board Members present: Linda Luchsinger-Adamich, Mary Ash, Janet Davis, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, Gary Walker, & Joy Wood.
- II. MINUTES—M/S/C to accept minutes from the August 11, 2008 general meeting as published in the September newsletter.
- III. TREASURER’S REPORT, Lynda Rhyno
  - A. Checking: \$16,853
  - B. Money Market: \$8,928
  - C. CD: \$11,246
- IV. HOSPITALITY
  - A. Thank you to Brian and Heather and all those who set up for tonight’s barbecue!
  - B. Sue Bunte and Aimee Nelson volunteered for October’s hospitality.
- V. SUNSHINE
  - A. Mary Ash is enjoying grandma time with new baby Raegan.
  - B. Bobbi Honsvick had to give up her 19 year-old kitty Abby.
  - C. Dee McNeil sent a lovely thank you for the Club's remembrance on the loss of her husband.
- VI. HARVEST FESTIVAL, OCTOBER 17
  - A. There will be a demo on agility, rally and obedience.
  - B. More volunteers are needed.
  - C. This is NOT the DuVal Show.
- VII. FUN DAY EVENT
  - A. A meeting has been scheduled for October.
  - B. Information and details will be published in newsletter.
- VIII. 2008 AGILITY TRIAL
  - A. Final numbers not available yet, still need receipts from people who drove judges.
  - B. Netted approximately \$3000.
  - C. Everyone’s hard work paid off!
- IX. NOMINATING COMMITTEE
  - A. Committee has talked to all officers to come up with slate for 2009.
  - B. The following names are presented and will be published in the October newsletter: President: Laura Ecklin; Vice President: Joy Wood; Secretary: Sue Osborn; Treasurer: Lynda Rhyno; Board Members: Mary Ash, Sandy Bonifield, Janet Davis and Gary Walker.
  - C. Nominations to be taken from the floor at October general meeting. Voting of Board members to occur at November general meeting.
- X. BRAGS: Mary Joy Davis, Jim Spiva, Kathrine Rhyno, Amanda Vance, Kelly Finn, Vange Leonis and Frances Harvey.
- XI. MEETING ADJOURNED at 6:54 p.m. followed by a very yummy barbecue complete with many potluck appetizers, side dishes and desserts!

Respectively submitted,  
Sue Osborn, Secretary

UNAPPROVED

NAPA VALLEY DOG TRAINING CLUB  
BOARD MEETING MINUTES  
09/22/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called board meeting to order at the clubhouse at 6:30 p.m.
  - B. Board members present: Linda Luchsinger-Adamich, Mary Ash, Janet Davis, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, and Gary Walker. Absent: Joy Wood.
  
- II. MINUTES

M/S/C to approve the August 25, 2008 board meeting minutes.
  
- III. TREASURER'S REPORT
  - A. Checking Account: \$16,534.
  - B. CD: \$11,248.
  - C. Money Market: \$8,928.
  
- IV. BUDGET REVIEW
  - A. Linda Adamich reviewed figures from financials distributed to all board members.
  - B. Financials reflected figures back to 2006 showing finances are up almost \$16,000 from 2006 and \$10,300 from 2007.
  - C. Finances are in good shape.
  - D. If anyone has questions about financials, let Linda know.
  
- V. MEMBERSHIP DUES
  - A. Dues are coming up.
  - B. Notification to be included in October, November, and December newsletters.
  - C. Linda to obtain master membership form Gerry Glantz and select a new color.
  - D. Membership list to be sent to all board members (after Kelly creates a PDF).
  
- VI. TRAINING UPDATE
  - A. Next meeting tentatively scheduled for October 8th during week off.
  - B. Board is recommending six sessions for 2009.
  - C. Training committee to work on possible dates for each session.
  - D. Seminars or special classes (like puppy playtime) can be organized to supplement training fees as needed.
  
- VII. BY-LAWS

Marilane Bergfelt and Laura Ecklin are still working on by-laws.
  
- VIII. FINAL GUIDELINES AND POLICIES
  - A. Distribution: Electronic copy to be sent to Kelly for distribution to all trainers, to Sue Osborn for posting on the website, posted on bulletin board and made available in office.
  - B. If there are any further changes let Sue Osborn know. If changes are major, email entire board.

IX. WEBSITE DOMAIN

- A. Invoice from Tom Dowd for domain hosting and domain name registration presented by Sue Osborn.
  - 1. Board decided to pay for domain names nvdtc.org and nvdtc.com previously paid by Tom Dowd, each \$7.00 for the next year.
  - 2. Domain names will increase to \$10 a year for each name in 2009.
  - 3. Invoice includes cost for domain names: napadogtraining.com and napadogtraining.org.
  - 4. Invoice includes cost of hosting for one year for \$120.00.
- B. Board agreed to pay Tom Dowd's invoice for \$148 as presented.

X. DOG EVENTS

- A. Hometown Harvest Festival in St. Helena, October 17th
  - 1. Laura spoke with organizer and has written a blurb about NVDTC to be included in festival program.
  - 2. Exact location for NVDTC not known yet but will not be near pony rides.
  - 3. NVDTC will definitely participate with rally, obedience and agility demonstrations.
- B. Fun Event  
Currently scheduled to be in November.

XI. OTHER BUSINESS

- A. Tables, Chairs and EZ Ups
  - 1. MS/C to bring before the general membership at next general meeting a recommendation to purchase six new tables and 10 new chairs.
  - 2. The need for EZ Ups to be revisited next year closer to trial dates.
- B. Obedience Trial 2009
  - 1. A committee needs to be organized NOW.
  - 2. Date cannot be changed due to judge commitments.
  - 3. A site needs to be decided on. Since Napa does not have enough draw, other possible locations are Cal State Hayward, Vallejo, and Dixon.
    - a. Hayward would have a big draw because of Bay Area.
    - b. Less equipment would work better if trial is out of Napa, possibly could use stakes instead of stanchions.
  - 4. Mary Ash volunteered to be trial chair; Linda Adamich volunteered to be obedience chief ring steward. More members will be recruited at next general meeting.
- C. Year End Awards Dinner
  - 1. Dinner to be scheduled preferably sometime early February. February 7th looks best since the following Saturday is Valentine's Day.
  - 2. Clarification on titles for awards discussed. Linda Adamich to research further. Kelly will research Jack Russell titles for Linda.
- D. Public Relations
  - 1. Janet Davis presented her duties and responsibilities, which were approved by board and forwarded to Sue Osborn to be included

with all other board members' duties and responsibilities. Not all members have forwarded their write ups to Sue yet.

2. Mary Ash reported one vet she recently visited displays many other trainers in business card holders. Janet to look into obtaining brochure holders for Vets' offices so NVDTTC is also well displayed.
3. Newspaper Ad  
Ad to be placed by Kelly Finn for upcoming session in the Napa Register. To try to increase the number of responses (which are now very few) the ad will be placed under training instead of pets and supplies.

E. Office and Cleaning Supplies Cost/Donations Submittal

Marilane Bergfelt presented list to board for consideration. Laura to write a letter in response.

F. Training Assistant Status

Clarification on training assistant status for Loraine Jeffries discussed. Laura to review with Marlene Soldavini and Sandy Bonifield after she and Joy Wood observe Lorraine in class.

XII. MEETING ADJOURNED 8:10 P.M.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**  
NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
10/13/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called meeting to order at 6:30 p.m.
  - B. Board Members present: Linda Luchsinger-Adamich, Mary Ash, Janet Davis, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, Gary Walker, & Joy Wood.
  
- II. MINUTES—M/S/C to accept minutes from the September 8, 2008 general meeting as published in the October newsletter.
  
- III. TREASURER’S REPORT, Lynda Rhyno
  - A. Checking: \$9,799
  - B. Money Market: \$8,932
  - C. CD: \$11,250
  - D. M/S/C to accept treasurer’s report.
  
- IV. PRESIDENT’S REPORT
  - A. Comparative financial statement passed out to membership.
    - 1. NVDTC is in very good shape financially.
    - 2. Fee increases and vouchers both working well.
  - B. Financial report to be presented at membership meetings at least quarterly.
  
- V. TRAINING, Kelly Finn
  - A. Schedule for 2009 has been set; there will be six sessions.
  - B. First session starts January 5 th, 2008.
  - C. No break between sessions two and three.
  - D. New schedule, sessions 1 and 2 for 2009 to be posted on the web.
  
- VI. OFFICE/CASHIERS, Mary Ash
  - A. Cashiers are al lined up for this session.
  - B. If anyone is interested in working in the office, contact Mary Ash.
  
- VII. BUILDING, Gary Walker
  - A. There are no issues. All is fine.
  - B. Marilane and her son are dong a good job keeping the building clean.
  
- VIII. 2009 OBEDIENCE TRIAL, Mary Ash
  - A. Linda Adamich is Chief Obedience Steward; Diane Parness is Chief Rally Steward.
  - B. Venue not yet selected, definitely will not be at Napa Expo.
  - C. There will be two shows in one day.
  - D. Judges have been secured. Mary Ash to submit write up about judges for newsletter.
  - E. Obedience trial committee needs to meet.
  
- IX. AOCNC, Gerry Glantz
  - A. All meetings dates for the upcoming year outlined at AOCNC’s last meeting.
  - B. Gerry has volunteered NVDTC to run the utility ring in February at AOCNC’s Annual Workshop. Volunteers needed.
  - C. AOCNC is looking at putting on another seminar in 2009 and is open to suggestions.
  - D. Emergency Dog Packs are still available through the company. Gerry asked for volunteers to coordinate a display and someone to do legwork on making packs available to members for purchase.
    - 1. Marlene volunteered to help with a display (to include a card for people to fill out if interested); Mary Joy volunteered to help with legwork.

2. Gerry to put something in the newsletter to see if there is enough interest from members to purchase packs.
- 
- X. NEWSLETTER/WEBSITE, Sue Osborn
    - A. Deadline for newsletter articles is the 20th of the month.
    - B. A day-to-day scheduling calendar has been added to the website.
    - C. Domain registration has been renewed and includes both [napavalleydogtraining.org](http://napavalleydogtraining.org) and [napavalleydogtraining.com](http://napavalleydogtraining.com) making it easier for visitors to find NVDTC on the web.
  
  - XI. PUBLICITY, Janet Davis
    - A. Janet posted announcement for tonight's speaker with the Napa Valley Register.
    - B. Janet will pass out club information at the St. Helena Harvest Festival on Oct. 18th.
  
  - XII. HOSPITALITY
    - A. Thank you to Sue Bunte and Aimee Nelson for tonight's hospitality!
    - B. Chris Mayer and Mary Ash volunteered for November's hospitality.
  
  - XIII. SUNSHINE, Mary Joy
    - A. Steve in rally class underwent a heart procedure, a card was sent to him.
    - B. Mary Joy is making gift tags and can use leftover cards.
    - C. Thank you to Teresa for writing Mary Joy's article for the October newsletter.
  
  - XIV. SPEAKERS AT MEETINGS—If anyone has ideas let Joy Wood know. The goal is to have a speaker at least quarterly.
  
  - XV. OLD BUSINESS
    - A. NOMINATIONS FOR 2009 OFFICERS & BOARD MEMBERS
      1. The following members and positions were presented by the nominating committee: President: Laura Ecklin; Vice President: Joy Wood; Secretary: Sue Osborn; Treasurer: Lynda Rhyno; Board Members: Mary Ash, Sandy Bonifield, Janet Davis and Gary Walker. Immediate past president: Linda Adamich.
      2. Marlene Soldavini accepted nomination from the floor for position of board member.
      3. A ballot will be worked up for the November meeting; nomination information will be published in the newsletter.
    - B. BY-LAWS
      1. Laura has thoroughly reviewed By-Laws.
      2. By-Laws will be published in newsletter to be voted on at the November meeting.
    - C. HARVEST FESTIVAL IN ST. HELENA, OCT. 18
      1. Many have volunteered to help, however more volunteers appreciated.
      2. Janet Davis will have club literature available.
      3. Rally, obedience and agility demos will start after parade—between 11:30 and 12.
    - D. PLAY DAY EVENT
      1. A committee (Tersea Russell, Vange Leonis, and Karen Jackson) is organizing the event to be held after the November 10th meeting.
      2. M/S/C for request from committee for \$50 for purchase of prizes.
      3. There will be more information about event in newsletter.
    - E. YEAR END DINNER
      1. Planning is in final stages; dinner will be February 7th or February 21st.

2. Any one who received awards in 2008, get them to Linda Adamich as soon as possible even though December 31st is deadline. Form will be available on the website.
3. Kelly will be organizing a skit and is looking for volunteers. Laura volunteered to help.
4. Dinner will be at the Wine Train again, sign up soon due to capacity limit of 64 people.
5. Information will be in next newsletter if Kelly can get the information to Sue in time.
6. Kelly working on a budget which she will present at next meeting.
7. Menu items can be selected on the night of the dinner.
8. Kelly to check on corkage fee.

F. SERVICE AWARD

1. Marilane will forward club service award information to Sue for newsletter.
2. Mary Ash will send information on Service Award committee to Sue for newsletter.

XVI. NEW BUSINESS

A. PURCHASE OF TABLES & CHAIRS

1. M/S/C for club to purchase six new tables and 10 new chairs.
2. Mary Ash will purchase.

B. DOWNTOWN CHRISTMAS PARADE

1. All those interested in participating to contact Joy Wood.
2. Announcement about parade will be made in classes.
3. Joy will put up a sign up sheet and send information about parade to Sue for the newsletter.
4. Only dogs that can handle crowds should participate.

C. KATHY SDAO SEMINARS FOR 2009

1. Clicker training, how dogs learn
2. Kelly Finn looking into.

D. AGILITY COURSE ANALYSIS WORKSHOP

1. November 1, 2008, Noon to six.
2. Ellen Gariaeff has information and flyer, contact her for details.

XVII. MEETING ADJOURNED at 7:25 p.m. followed by a very knowledgeable presentation by Dr. Ohm on holistic nutrition and acupuncture.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**

NAPA VALLEY DOG TRAINING CLUB  
SPECIAL BOARD MEETING MINUTES  
10/13/08

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called special board meeting at 8:30 p.m.
  - B. Board Members present: Linda Luchsinger-Adamich, Mary Ash, Janet Davis, Laura Ecklin, Kelly Finn, Sue Osborn, Lynda Rhyno, Gary Walker, & Joy Wood.
- II. PURPOSE OF MEETING: To approve trainers for upcoming class session as recommended at October 8, 2008 training meeting.
- III. APPROVAL OF TRAINERS: M/S/C to approve LeAnn Elgie as a trainer and Kathrine Rhyno as a provisional trainer for agility classes.
- IV. MEETING ADJOURNED 8:37 p.m.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**

**NAPA VALLEY DOG TRAINING CLUB  
BOARD MEETING MINUTES  
10/27/08**

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called board meeting to order at the clubhouse at 6:37 p.m.
  - B. Board members present: Mary Ash, Janet Davis, Laura Ecklin, Linda Luchsinger, Sue Osborn, Lynda Rhyno, and Gary Walker. Absent: Kelly Finn and Joy Wood.
  
- II. MINUTES
  - A. M/S/C to approve the September 22, 2008 board meeting minutes and the October 13, 2008 special board meeting minutes.
  - B. Sue to look up Robert's Rules regarding changes to minutes.
  
- III. TREASURER'S REPORT
  - A. Checking Account: \$21,781.
  - B. CD: \$11,288.
  - C. Money Market: \$8,932.
  - D. M/S/C to approve Linda Luchsinger and Sandy Bonifield's cost of \$160 each for Sylvia Bishop Seminar.
  
- IV. BYLAWS
  - A. Once bylaws are approved by AKC:
    - 1. Membership form will need to be reformatted to add names of two members as required to endorse new member's application to join.
    - 2. Since ballot for new members is to be secret, acceptance of new members to be moved to beginning of meetings.
    - 3. Bylaws to go into member packets.
  - B. M/S/C to take revisions to general for approval; specific changes will be published in November newsletter noting that a full copy is available online.
  - C. All versions of bylaws and related letters were given to Linda Luchsinger.
  
- V. ELECTION OF NEW BOARD MEMBERS
  - A. Slate as follows to be presented at the November 10th general meeting: President: Laura Ecklin, Vice President: Joy Wood, Secretary: Sue Osborn, Treasurer: Lynda Rhyno, Board Members: Mary Ash, Janet Davis, Kelly Finn, Gary Walker and Marlene Soldavini.
  - B. Mary Ash will create ballots and ask for volunteers at beginning of meeting to count them.
  
- VI. YEAR END DINNER
  - Kelly Finn working on the details.
  
- VII. FORMS AND HANDOUTS IN THE OFFICE
  - A. Need to be available all in one place:
    - 1. A directory to be set up on the website for all forms: membership, trainer contracts, evaluations, certificates, handouts, etc., accessible by only those who need them.
      - a. Sue Osborn to email Gerry Glantz to request all related NVDTTC forms.
      - b. Janet Davis to email Marilane Bergfelt for related PR forms.
    - 2. Trainers are to be reminded to only make certificates on the last night of class, not ahead of time.

B. Training Forms

1. Training Chair to make sure there are always enough handouts as needed for each class.
2. Additional special training notes are individual trainer's responsibility.

VIII. DOGS CAN DANCE, JUDY GAMET

Laura Ecklin faxed contract for rental of club on Dec. 6 from 8 a.m.- 6 p.m. for the Canine Freestyle Federation Trial.

IX. CLASS REFUNDS

M/S/C to refund monies to two clients with physical/health/injury issues who were not able to continue with classes.

X. MOP BUCKET & EQUIPMENT

- A. Gary Walker to create a sign stating where mop bucket is to be kept.
- B. Moving of equipment will be brought up at next general meeting under "building."
- C. Mary Ash recommended a third rally bar jump and two new bars be purchased. Mary to research costs. Costs to be brought to general.

XI. AGILITY TRIAL 2009

Laura Ecklin will email Lori Abbot regarding dates set for August 15 and 16 so Lori can start paperwork.

XII. POLICIES & PROCEDURES

Under class size, add after the word teams "maximum class size 16." Sue to make this change and update online copy.

XIII. MEETING ADJOURNED 8:00 P.M.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**

**NAPA VALLEY DOG TRAINING CLUB  
BOARD MEETING MINUTES  
10/27/08**

- I. CALL TO ORDER
  - A. Laura Ecklin, President, called board meeting to order at the clubhouse at 6:37 p.m.
  - B. Board members present: Mary Ash, Janet Davis, Laura Ecklin, Linda Luchsinger, Sue Osborn, Lynda Rhyno, and Gary Walker. Absent: Kelly Finn and Joy Wood.
  
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  - A. Slate as follows to be presented at the November 10th general meeting:  
President: Laura Ecklin, Vice President: Joy Wood, Secretary: Sue Osborn, Treasurer: Lynda Rhyno, Board Members: Mary Ash, Sandy Bonifield, Janet Davis, Gary Walker and Marlene Soldavini.
  - B. Mary Ash will create ballots and ask for volunteers at beginning of meeting to count them.
  
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XII. POLICIES & PROCEDURES

Under class size, add after the word teams "maximum class size 16." Sue to make this change and update online copy.

XIII. MEETING ADJOURNED 8:00 P.M.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**

**NAPA VALLEY DOG TRAINING CLUB**

**GENERAL MEETING MINUTES**

11/10/08

- I. CALL TO ORDER
  - A. Joy Wood, Vice President, called meeting to order at 6:30 p.m.
  - B. Board Members present: Linda Luchsinger, Mary Ash, Janet Davis, Sue Osborn, Lynda Rhyno, Gary Walker, & Joy Wood. Absent: Laura Ecklin, & Kelly Finn.
  
- II. MINUTES—M/S/C to accept minutes from the October 13, 2008 general meeting as published in the October newsletter noting the following correction under section V-B: Year should be 2009.
  
- III. TREASURER'S REPORT, Lynda Rhyno
  - A. Checking: \$17,953
  - B. Money Market: \$8,936
  - C. CD: \$11,289
  - D. M/S/C to accept treasurer's report.
  
- IV. BUILDING REPORT, Gary Walker
  - A. Bathroom lights working after fixing tripped breaker
  - B. Landlord to be contacted regarding heater not working.
  
- V. 2009 OBEDIENCE TRIAL, Mary Ash
  - Tentative meeting to be set up for Monday, November 17, 6:30 p.m. at clubhouse.
  
- VI. CASHIERS, Mary Ash
  - Mary Ash gave a big thank you to everyone who helps out in the office.
  
- VII. AOCNC, Gerry Glantz
  - Emergency Back Packs: With only one inquiry about the packs M/S/C to sell the one pack the club owns to interested party if okay with AOCNC. Mary Joy to discuss with Gerry.
  
- VIII. HOSPITALITY
  - A. Thank you to Chris Mayer and Mary Ash for cookies and milk!
  - B. Next meeting is the Christmas Potluck
    - 1. Everyone to bring their own silverware and a dish to share.
    - 2. If anyone is interested in participating in the gift exchange, bring a gift worth \$10.
    - 3. Volunteers needed to help set up.
  
- IX. SUNSHINE, Mary Joy
  - Wishes were extended from the club to Bobbie Honsvick, Deb Chadbourne-Dennis, Marilane Bergfelt and Linda Luchsinger.
  
- X. NEWSLETTER/WEBSITE, Sue Osborn
  - A. Deadline for newsletter articles is the 20th of the month.
  - B. Sue thanked everyone for their great response in submitting news, photos and articles.
  
- XI. OLD BUSINESS
  - A. BYLAWS
    - Bylaw changes as published in the November newsletter were approved-M/S/C.
  - B. ELECTION OF 2009 OFFICERS & BOARD MEMBERS

**UNAPPROVED**

Page 2 of 2

1. Paper ballots were passed out with Linda Luchsinger counting results showing a three-way tie for board members. A second paper ballot vote was taken to break the tie.
  2. New officers and board members for 2009 are: President: Laura Ecklin, Vice President: Joy Wood, Secretary: Sue Osborn, Treasurer: Lynda Rhyno, Board Members: Sandy Bonifield, Janet Davis, Marlene Soldavini, and Gary Walker. Linda Luchsinger will continue as past president.
- C. HARVEST FESTIVAL IN ST. HELENA, OCT. 18
1. Agility and rally ring set up in far back of field and no signage made for limited visibility by public.
  2. Club members received best interaction with public by walking through the booths.
  3. Those participating agreed it was worth doing, was good practice and recommended NVDTC participate in the event again next year.
- D. ANNUAL AWARDS DINNER
1. Set for February 21 at Wine Train.
  2. There will be three different menu options, all of which can be selected on the night of the dinner except for a vegetarian dish: anyone interested in a vegetarian dish must select it beforehand.
  3. Exact cost still has not been decided.
  4. Question on wine/corkage fee to be answered by next meeting.
  5. More information about dinner will be in newsletter and on the website.
  6. Anyone receiving awards, send information to Linda Luchsinger, the sooner the better; this makes organizing awards much easier.
- XII. NEW BUSINESS
- A. USE OF BUILDING BY LAPS
1. M/S/C for LAPS to use building on December 13.
  2. Marilane Bergfelt to open building and be in charge.
- B. DOWNTOWN CHRISTMAS PARADE
- No interest.
- XIII. BRAGS
- Bobbie Honsvick, Christy Rose, Linda Kennard, Lynda Rhyno, Mary Ash, Teresa Russell, Sue Ingalls, Karen Jackson, Lori Jackson, Linda Wargo, Amanda Vance, Mary Joy, and Frances Harvey.
- XIV. MEETING ADJOURNED at 7:15 p.m. followed by the DOG OLYMPICS!

Respectively submitted,  
Sue Osborn, Secretary

UNAPPROVED

NAPA VALLEY DOG TRAINING CLUB  
BOARD MEETING MINUTES  
11/24/08

- I. CALL TO ORDER
- A. Laura Ecklin, President, called board meeting to order at the clubhouse at 6:30 p.m.
  - B. Board members present: Kelly Finn, Janet Davis, Laura Ecklin, Linda Luchsinger, Sue Osborn, Lynda Rhyno, Gary Walker and Joy Wood. Absent: Mary Ash. Also present: new 2009 board members: Sandy Bonifield and Marlene Soldavini.
- II. MINUTES
- A. M/S/C to approve the October 27, 2008 board meeting minutes.
  - B. Robert's Rules of Order reviewed in regards to how corrections to minutes are handled:  
"If corrections to minutes are made at the time when those minutes are originally submitted for approval, such corrections are made in the text of the minutes being approved. The minutes of the meeting at which the corrections are made should merely indicate that the minutes were approved "as corrected."  
  
If it becomes necessary to correct minutes after they have initially been approved, such correction can be made by means of the motion to *Amend Something Previously Adopted*. In this event, since the motion to *Amend Something Previously Adopted* is a main motion, the exact wording of that motion, whether adopted or rejected, should be entered in the minutes of the meeting at which it was considered. [RONR (10th ed.), p. 452, 1.12-15; p. 458, 1.10-16; see also p. 151 of RONR In Brief.]"
- III. TREASURER'S REPORT, Lynda Rhyno
- A. Checking Account: \$17,011.
  - B. CD: \$11,051.
  - C. Money Market: \$8,936.
  - D. M/S/C to approve treasurer's report.
- IV. BYLAWS–Next Steps:  
Laura to work with Sue on latest copy showing strikeouts, etc. & send to AKC with a clean version.
- V. ELECTION OF NEW BOARD MEMBERS  
Recognition will be given to outgoing members at annual dinner event.
- VI. YEAR END DINNER–February 21, 2009
- A. Anyone desiring a vegetarian entrée must select it four weeks in advance.
  - B. Cost for each attendee for dinner to be \$30 which will include tip and dessert.
  - C. NVDTC will pick up anything over actual cost of dinner.
  - D. Form for those interested in attending the dinner event to go in the December and January newsletter and to be posted on website. Deadline to turn in form is January 15.
  - E. There is a maximum of 64 attendees.
  - F. \$500 to cover tip and door prizes to be taken to general for approval.
  - G. Kelly Finn to check on corkage fee.

- VII. FOLLOW UP ON FORMS AND HANDOUTS IN OFFICE
- A. Forms to be made available on website.
  - B. Office forms stay in the office; responsibility to keep up to date and stocked will be office workers.
  - C. Training chair to be responsible for handlers' handouts.
  - D. Trainers are responsible for any extra special handouts they have for their own classes.
  - E. Certificates of completion are to be filled out *after* roll is taken.
- VIII. BUILDING, Gary Walker
- A. Heater is currently working. Gary to make a sign indicating how to turn heater on and off.
  - B. Moving of Equipment  
Trainers to return equipment to original storage, reminder to go on trainers agenda.
  - C. Use of Building
    1. December 6th: Canine Freestyle Trial; Laura to contact Judy Gamet for contract; Judy to be responsible for clean up.
    2. December 7th: Irish Terrier Club
    3. December 13th: LAPS—Marilane Bergfelt to be responsible for clean up and access to building.
    4. Charges: \$200 per day; \$100 Cleaning Fee (Refundable)—an office folder to be created for completed contracts.
  - D. Natham to receive \$150 cleaning fee for December.
- IX. OTHER BUISNESS
- A. NVDTC MATCH—Sandy Bonifield is interested in setting up another match for obedience and rally sometime in the first three months of 2009.
  - B. ISSUE OF VOUCHER—Due to illness, Bobbie Honsvick to receive a class voucher.
  - C. 2009 BOARD JOBS
    1. Training to be chaired by Joy Wood assisted by Marlene Soldavini.
    2. Membership: Linda Luchsinger
    3. Office: Sandy Bonifield
    4. Building: Gary Walker
    5. Public Relations: Janet Davis
    6. CGC: Marlene Soldavini
    7. Newsletter Editor, Webmaster: Sue Osborn
  - D. CLASS ASSISTANTS FOR LAPS  
Laura to follow up on question about LAPS assistants i.e., the best approach is to follow the usual training guidelines.
  - E. CGC RECOGNITION ON AWARD PLAQUES  
CGC titles to be recognized only on existing plaques, not on new ones.
  - F. SERVICE AWARD NOMINATIONS  
Deadline for turning in nominations to Teresa Russell is January 12th. Selection committee is made up of awardees from past five years.
  - G. JOB DESCRIPTIONS
    1. New board members to complete their job descriptions.
    2. Sue Osborn to verify who has turned job descriptions in to her.
  - H. VOUCHER PROCEDURES  
Procedures to be updated to clarify who hands out what.
- X. MEETING ADJOURNED 7:55 P.M. No meeting in December. Next meeting: January 26, 2009.

Respectively submitted,  
Sue Osborn, Secretary

**UNAPPROVED**  
NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
12/08/08

**I. CALL TO ORDER**

- A. Laura Ecklin, President, called meeting to order at 6:52 p.m.
- B. Board members present: Kelly Finn, Janet Davis, Laura Ecklin, Linda Luchsinger, Sue Osborn, Lynda Rhyno, Gary Walker and Joy Wood. Absent: Mary Ash.

**II. MINUTES—M/S/C** to accept minutes from the November 10, 2008 general meeting as published in the December newsletter.

**III. TREASURER'S REPORT**

- A. Checking: \$11,234.
- B. Money Market: \$8,937.
- C. CD: \$11,310.
- D. M/S/C to accept Treasurer's Report

**IV. OLD BUSINESS**

- A. Annual Dinner—February 21st, 2009
  - 1. Limit of 64 attendees.
  - 2. Cost per person is \$30. Sign up and turn into Kelly Finn; can give money without form, just include a note with your check.
  - 3. There will be door prizes, fun and games.
  - 4. Cut off date to turn request for awards into Linda Luchsinger is January 15th.
  - 6. Corkage fee to be determined at a later date.
  - 7. \$250 as proposed by Kelly Finn for prizes and expenses related to dinner approved—M/S/C.
  - 8. Club will be kicking in for tip.
- B. Club Service Award
  - 1. Teresa Russell will receive nominations; they can be mailed, emailed or handed to her.
  - 2. Deadline is January 12th.
  - 3. Criteria for service award is in the newsletter and online.

**V. INTRODUCTION OF NEW BOARD**

- A. New officers and board members for 2009: President: Laura Ecklin, Vice President: Joy Wood, Secretary: Sue Osborn, Treasurer: Lynda Rhyno, Board Members: Sandy Bonifield, Janet Davis, Marlene Soldavini, and Gary Walker. Linda Luchsinger will continue as past president.
- B. Responsibilities assigned are as follows: Training: Joy Wood, Training Assistant: Marlene Soldavini, Building: Gary Walker, Office: Sandy Bonifield, Sunshine: Mary Joy Davis, Newsletter/Website: Sue Osborn, Membership: Linda Luchsinger, Publicity: Janet Davis, and CGC: Marlene Soldavini.

**VI. BRAGS** Mary Joy, Linda Luchsinger, Kelly Finn, and Janet Davis.

**VII. MEETING ADJOURNED** at 7:09 p.m. A yummy potluck and a fun gift exchange followed the meeting. Next general membership meeting is to be held January 12th, 2009.

Respectively submitted,  
Sue Osborn, Secretary