

APPROVED
NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES
January 11, 2016

I. CALL TO ORDER

- A. Joy Wood, President, called meeting to order at 6:35 p.m.
- B. Board Members present: Joy Wood, Mary Ash, Risha Martin, Pat Martin, Donna Goleman, Kim Leslie, Francis Anamosa, Lori Jackson

II. APPROVAL OF MINUTES: Risha Martin

MSC to approve minutes as published with no corrections for December 14, 2015.

III. TREASURER'S REPORT: Lori Jackson

- A. CD: \$ 11,846.88
- B. Savings: \$ 9,363.13
- C. Checking: \$ 1,066.14

Discussion: CD will mature January 29, 2016 at .01% interest. Membership voted to move to a savings account for one month and re-visit where to put funds at next General Meeting. Last year, earnings were approximately \$2.73.

IV. BOARD REPORTS

A. PRESIDENT'S REPORT, Joy Wood

New Board met to get acquainted in December and determine job assignments for Members At Large. Assignments: Pat Martin – Building, Donna Goleman – Training, Kim Leslie – Publicity. The biggest problem was the Office due to limited time availability and various other commitments. Mary Ash volunteered to cover Office but as Vice President, she also has other duties. Risha Martin volunteered to cover the Office if she could be removed as Secretary and Francis Anamosa would then take over Secretary. The General Membership voted and approved that change.

B. VICE PRESIDENT'S REPORT, Mary Ash

Reminded General Members to renew membership. General Membership voted to approve Karen Jackson's reinstatement.

Guest Speakers Proposals: Mary proposed the Sheriff's Canine Dept. other possibilities discussed included Nose Work, Barn Hunt.

- C. OFFICE, Mary Ash – Office is covered for this session—there is a volunteer for each day except Friday. Assistants are expected to help with sign-ups. Mary thanked Sue Osborn for covering phone calls. Mary encouraged the General Membership to participate in volunteering for office coverage—earn \$40 in vouchers each session.
- D. BUILDING, Pat Martin – Met with janitorial crew and reported the building to look good. Any comments on the building can be placed in the box in the office. The inside lights that were thought to have ballast problems do not but the lights continue to flicker and have for several years.
- E. PUBLIITY, Kim Leslie – free advertisements will be placed on Craig’s list and Pet Lover’s Guide (Marin, Solano, Sonoma, Vet offices, and Feed Stores). Kim requested a listing of Veterinarians in Napa so she can distribute packets to them.
- F. TRAINING, Donna Golemon – Thank you to Marilane for the Binder. Classes this session are pretty full. Mighty Mightys has expanded to two classes since there are 20 dogs signed up. The 8 PM Puppy Class didn’t fill this session and is cancelled. There are a few spots remaining in Crate Games—there is a flyer available that describes the class.
- V. NEWSLETTER/WEBSITE, Sue Osborn – Contact Sue for submissions to the newsletter/
- VI. AOCNC, Gerry Glantz, Sue Osborn – Winter Workshop is February 14. There are 4 volunteers and 1 more is needed—if interested contact Sue Osborn. AOCNC information is posted on the NVDTTC website.

NVTC is hosting the July 9 Meeting.

VII. HOSPITALITY

- A. Thanks to incoming Board Members
- B. Volunteer is Christina Martin, Deassa Binstock for next meeting on February 8, 2016.

VIII. OLD BUSINESS

- A. 2016 YEAR-END DINNER AND AWARDS, Linda Luchsinger - Location is Fillipes on February 27. Menu will be sent out by email. Menu items will be served family style and items to choose from are Lasagna, pasta, chicken primavera, salad – cost will be \$20 per person.

Linda is requesting \$150 for the awards banquet supplies, including the cake, outgoing Board awards and certificates. The event will start at 6 pm with no-host cocktails 5:30 -6:30 p.m.

Contact Linday Wargo for any awards. Information and application for awards can be found on the NVDTC website. Linda needs the information by next week.

Service Award nominations are due to Deassa Binstock by January 15.

- B. 2016 VST TRACKING TEST – March 12-13, Linda Wargo – Observers are encouraged to attend on the 13th at 9:45 as tracks are laid out on the 12th. Event will be at the Veterans Home. After the Test, a no-host luncheon will be at the Vitners Club in Yountville.
- C. 2016 OBEDIENCE/RALLY TRIALS – June 18, Mary Ash – date is not June 18 but is June 25. The confirmed site is PSI. Judges have been confirmed. The Committee Meeting will be held on Monday, January 18 at 6:00—assignments will be determined at that time. Mary Ash is the contact for this event.
- D. 2016 AGIITY TRIALS – August 20-21, 2016 – Lori Jackson is the Committee Chair. The check to Dixon Fairgrounds has cleared and the contract is in place. Committee Volunteers are needed for ribbons, raffle workers, and hospitality. Committee Members as listed in the Premium must stay on site in the event a complaint is filed.
- E. MEMBER BUIDING USAGE, Pat Martin – Due to classes starting up, usage is limited. Members are encouraged to check the calendar for availability. The cost for 1 hour is \$10 for 2 people.
- F. ORGANIZATIONAL BUILIDNG USAGE, Sue Osborn – check the website for availability. General Membership approved the reservation for July 9 by the AOCNC.

IX. NEW BUSINESS

- A. Vange Leonis pointed out the new items on Gently Used Table
- B. Marilane Bergfeldt stated that she is working on Workshops for 2016.
- C. Deassa Binstock volunteered for the Sunshine Committee again this year.

- X. **BRAGS:** 1- Dee Brills placed 1st and 2nd in the Specialty Show. Sandy Bonnifield reported that puppy “Bo” is the #1 Obedience Miniature Schnauzer

in US. Linda Wargo and Bill achieved Mach IV; Jive achieved the PACS and TQXP; ZG achieved 4 of 6. Mary Ash bragged about 8 new puppies from Pi and Kody.

XI. **ADJOURNMENT:** 8 p.m. (??)

Respectively submitted,
Risha Martin, Secretary

Napa Valley Dog Training Club
Board Meeting Minutes

January 25, 2016

Meeting was called to order at 6:31 PM by President, Joy Wood.

Board Members Present: Donna Goleman, Mary Ash, Risha Martin, Lori Jackson, Joy Wood, Frances Anamosa

Minutes from Last Meeting on 12-16-15

Board reviewed minutes from board meeting on 12-16-15 and presented edits. Motion seconded and carried to accept minutes as edited.

President of Board

Joy Wood proposed the idea of having a main purpose of meeting at each meeting. Each meeting would have a major topic to discuss – could be chosen at one meeting and discussed at the next meeting. The goal is to keep meetings to 1.5 hours.

The goal of the board meetings is to stick to priorities and high priorities are to be discussed at the top of the meeting.

Joy Wood reported that we had an online vote to allow PAWS for Healing to use the building on 1-31-16, and the motion had carried by a motion of 8 to 1.

A secure cabinet is needed to store documents in the office to secure documents with sensitive and confidential information. Joy will get a combination lock and another one for the locker in the office. The extra keys could go in the secure cabinet. The storage unit key will also be in this cabinet.

Vice President

Mary Ash said that we will have a guest speaker at March 2016 meeting – Canine Comfort Dogs from St. John's Lutheran Church. She has nothing for February as it was too late to secure a speaker.

Mary Ash asked if it was needed to have a speaker at each meeting. Joy Wood responded that if no speaker then perhaps the meeting could have a fun and interactive game. Donna Goleman suggested bringing training demonstrations to a meeting to show people what is possible. The club monthly newsletter could also present questions from members on problems with dogs and trainers could answer them. The Diablo Club does this.

The idea is to have a speaker at every other meeting and something fun at the other meetings.

April 2016 will be an interactive and fun session, and May 2016 will have a speaker.

Donna Goleman is in charge of finding something fun and interactive for the February meeting. Mary Ash will check with Karen Jackson about May Madness.

Secretary

Frances Anamosa will be using computer to do minutes to try to speed up minute taking.

Treasurer

Lori Jackson has the Post Office Key.

The bank needs signatures on file for the current President and Treasurer. Mary Ash asked Lori Jackson to call and find out how to do this and to let Mary Ash know.

Checking Account – Lori Jackson is not certain of the figures because Sandy Bonifield had not given her yet the last statements. Balance showing in register is \$12,098.31

Savings Account balance from the register and not confirmed is \$9,363.13

Certificate of Deposit balance is \$11,846.88

Lori Jackson will get the current statements in the mail around February 6, 2016.

Committee Reports

Office

Mary Ash to review AT&T calling contract.

Risha Martin has been coming to train in the office with Mary Ash. Someone is needed to work Friday nights at 6 PM and 7 PM. Mary Ash needs two people on Wednesday nights during Session 2.

Building

Joy Wood asked for clarification on the procedure to secure use of the building. Mary Ash said it does not need to go to the general membership. Mary Ash would like to know what paperwork is being mailed by Sue Osborn. Joy Wood to call Sue Osborn about the packet and to review the procedure.

When an outside group rents the building, it is to pay a \$100 refundable cleaning deposit and a \$40 building charge. If the group is a non-member of the club, a board member is to let them in when they arrive and check them out when they leave. If it is a club member renting the facility, a board member will loan the contact a key.

The procedures for the use of building need to be reviewed at the next board meeting, and Joy Wood will put together everything for all of the board to review.

Publicity

There have been no ads in the paper for the past year. Mary Ash would like to see the ads reappear in the paper. Joy Wood will direct Kim Leslie to do this. Kim Leslie to present all she is doing for publicity at the next board meeting.

Training

Donna Golemon spoke about a Brazilian Mastiff that came in December 2015 and the aggressive nature of the breed. Details on the breed are attached to these minutes.

Vange Leonis is holding a Mighty Mights (MM) class. Vange Leonis has 2 assistants, but the size of class only warrants 1 assistant. Vange Leonis said she is doing Good Manners 2 Class as a volunteer. She also stated that the people taking the class varies from week to week. Donna Golemon said rules state that attendance at the class is to remain steady with same people in each class each week. In addition, what is happening with one class is not relevant to what is happening in another class. Mary Ash recommends that Donna Golemon speak with Vange Leonis and that she have 1 assistant per class according to procedures.

Donna Golemon suggested reviewing the sizes of each club class.

Donna Golemon said that training supplies will be ordered by her. Donna Golemon suggests an inventory control system. Lori Jackson will be in charge of inventory control system.

The question was raised as to whether or not to continue giving away toys at some classes.

Donna Golemon asked if board members are to continue to wear name tags. Frances Anamosa suggested that a board member bio be in the newsletters, and she will coordinate this.

Joy Wood will do name placards for the board. At meetings, officers of the board will be at the front, and presenters will come up front.

Donna Golemon spoke about new training classes. Sarah Scott sent information on doing Nose Work. Joy Wood recommends that we reply that we are not interested in her class at this time

primarily due to the cost of the class and what the club would have to charge in addition to this to make a profit.

Donna Golemon subsequently sent her an email to let her know the club is not interested at this time – the text of the email is at the end of the minutes.

Donna Golemon presented an amendment to the proposal for classes. Donna Golemon proposes that the training committee reviews the proposed class with its curriculum and its lesson plan. The committee recommendation will go to the board to approve the class the lesson plan. The lesson plan and weekly schedule can be approved by the Training Committee.

Rent for the storage unit is \$100 a month. Donna Golemon proposes closing storage unit, getting rid of old equipment, storing remaining equipment at the club, and purchasing new and more compact equipment for the club with the savings from the storage unit rent. Board members will review this and get more information and discuss at the next board meeting.

Donna Golemon proposes that any request for a seminar needs to come for approval to the board and the general membership. Joy Wood will add to agenda for general meeting.

Obedience Trial

Mary Ash had a trial meeting, and attempts will be made to get trial income up and to make cuts to keep expenses down. Tote bags will cost \$7. Ribbons will be bought as necessary. Mary Ash reported that plans for 2016 are ahead of schedule. Premium will go out in early April 2016. Committee is doing a good job preparing for the trial, she reported.

New Business

The embroidery business in Napa is closed. Joy Wood can do this with proper preparation and lead time. She could do the logo at cost. Joy Wood will present the costs and give to Mary Ash. Joy Wood has a book that can be consulted for ordering shirts.

The *Delta Australian Shepherd Club* requested a donation for the fundraiser for dog cancer. Club will give them a certificate for one free class. The motion was made to approve, this, it was seconded and carried unanimously.

NVDTC has \$15 rescue discount coupons at the Napa Shelter, but the amount is \$10. Joy Wood will contact Sue Osborn to redo and coordinate for new coupons to go to the shelter.

Donna Golemon proposes looking into an ORT class – Odor Recognition Test.

Meeting was adjourned at 8:28 PM.

Donna Golemon emails re Nose Work

“Sara,

The board at NVDTC reviewed your recent interest in training nosework, and at this the we have to decline. The cost of the classes would be too great after we add to the price for income for us.

Thank you for considering us.

Regards,
Donna

Have a great day!

Sent from my iPad, forgive typing errors

On Jan 22, 2016, at 12:19 PM, What's Up Dog? Training
<info.whatsupdogtraining@gmail.com> wrote:

Hi Donna,

The class I was interested in offering would be a foundation class on building drive and motivation for sniffing/hunting with a focus on giving pet owners something fun to do with their dogs. I would not be including any odor or working on alert behaviors. I have people interested already pending that I find a space to teach it!

I would want to train as a contract trainer. My schedule could be flexible but was thinking a weekday evening or Sunday afternoon. Dogs would be crated/confined in their cars and would work one at a time in the building.

Class would be 6 weeks long and include 6 students. Pricing would be \$180 for a 6 week series.

Thanks for your consideration,

Sara Scott, CPDT-KA”

Napa Valley Dog Training Club

General Meeting Minutes

February 8, 2016

Approved

1. Call to Order
 - a. Meeting called to order at 6:38 PM.
2. Approval of Minutes
 - a. Frances Anamosa read the minutes to the meeting attendees as many had not reviewed them. Sue told members how to always access and read the minutes.
 - b. Edits to Board reports Item F. – the 8 Pm Puppy Class did not fill and Old Business Item A. – Linda requested \$150 for the awards banquet supplies and not for just the cake
 - c. Motion to approve minutes as edited was seconded and approved.
3. Treasurer's Report – Lori Jackson
 - a. Savings \$22,209.99
 - b. Checking \$8,657.26
 - c. Lori Jackson reported on the rates for CDs.
 - d. Lori Jackson and Joy Wood updated signatures at the bank. They also picked up a rate card.
 - e. Lori Jackson asked the former board how they deducted utilities – former board said it was done with an automatic transfer as long as they sent a bill.
 - f. Roxanne Garcia asked what interest rate was on savings account. Board will investigate and let general membership know.
4. Board Reports
 - a. President's Report – Joy Wood
 - i. Thanks to hospitality for this month – Christina Martin and Deassa Binstock - and the board for January.
 - b. Vice President's Report – Mary Ash
 - i. New member application is for Jack Stein in Napa. He spoke about himself. He is in the Tuesday morning class. Moved to accept his membership, seconded and carried.
 - ii. Next month guest speaker will be *Canine Companions*. They will be speaking first promptly at 6:30 PM. Mary Ash is working on other speakers for April and May
 - c. Office – Risha Martin
 - i. Risha Martin introduced and thanked the office staff D Marlowe and Melanie Miller and Margretta. Next session starts 2/29 and she needs Tuesday,

Wednesday, Thursday, and Friday volunteers. If you want to volunteer please contact her or Mary Ash.

- d. Building - Pat Martin
 - i. Pat Martin said she had nothing to report.
 - e. Publicity – Kim Leslie
 - i. Kim Leslie said she has put ads on *Craig's List* (under Pet Services) in Vallejo, Fairfield, and Marin. She will be putting it on *Pet Lovers Guide*, too. She will be going to local vet offices and placing flyers there, too.
 - f. Training – Donna Golemon
 - i. Donna Golemon reported that Session 2 has *Beginning Freestyle*, *Canine Good Citizen*, and *Focus on Heeling and Stays* (if there is no 8 PM *Puppy Class* on Wednesday). Thursdays will be *Tricks and Games*.
 - ii. There will be a new item in the newsletter so people can submit questions to the trainer.
 - iii. She will also be starting a trainer's challenge and challenge others to do the same thing as the trainer asking them to submit videos. New leashes are now in stock.
 - iv. Training survey went out in January, and 29 out of 59 people responded. People are interested in nose work, improving recalls, and one day weekend workshops.
 - v. Training Committee met and reviewed sessions 3 to 5 in 2016. Fun classes will be added.
 - vi. Small group of training committee met to develop ideas and will present to full Training Committee.
 - vii. Marilane Bergfeldt spoke about the orientation for training classes not being combined anymore and the additional cost that incurs. After discussion, Joy Wood stated that it will be discussed by the board for consideration.
5. Newsletter/Website – Sue Osborn
- a. Sue Osborn said 2/20 is deadline for March/April newsletter.
 - b. There is a link to all special classes and flyers on the NVDTC website.
 - c. Ideas for where to travel with pet are requested for newsletter.
6. AOCNC – Mary Ash
- a. Winter workshop is on 2/14. Mary Ash reported that there are many entries. NVDTC will be running *Beginning Novice* and half of the Novice Dogs (about 15). Mt. Diablo switched with NVDTC for their time slot.
 - b. There will be a summer workshop.
7. Hospitality
- a. Thank you to Christina Martin and Deassa Binstock - and the board for January.
 - b. Volunteers for March 14, 2016, are needed. Vange Leonis and Kim Leslie will do.

8. Old Business

- a. Year-end dinner and awards in February
 - i. Linda Luchsinger wants all reservations for the dinner by 2/20.
- b. 2016 VST Tracking Test
 - i. Linda Wargo said all tracking clubs now use worker vouchers to earn points to get in a worker draws for tracking tests. They want to add a category of driver for vouchers – 2 points for a driver for every day that they drive. Motion requested to include driver drawing. Motion carried and approved.
- c. 2016 Obedience Trials
 - i. Mary Ash says they are working on a budget for this year to make sure event makes money this year.
- d. 2016 Agility Trial
 - i. Lori Jackson reported on the trial and what was scheduled. Judge is Sherry Porter. She needs 2 more committee members. If she does not get someone to do worker's raffle, she will not announce it in the trial brochure. Donna Golemon and Mary Ash volunteered to be on the committee. This will be discussed with them Lori Jackson, and they both agreed to work the trial. Joy Wood volunteered to do the workers' raffle and to be a general trial committee member as well.
- e. Member Building Usage
 - i. There was nothing to report.
- f. Organizational Building Usage
 - i. Board said there is a \$100 refundable cleaning deposit that will be held until building is in proper condition after each use. This is in addition to fee for use of the building. This deposit is waived for LAPS.
 - ii. Irish Terrier club was approved for March 14, 2016, by the board.
- g. Workshops
 - i. Marilanne Bergfeldt is working on a workshop to come to the club. She is working with Susie of Positively Trained. She will take care of speakers, and the club will take care of the facility. Marilanne Bergfelt will be meeting with her again to go over details.

9. New Business

- a. Mary Ash handed out special treats for Valentine's Day that Donna Golemon had made. One of them had a special message in it, and the person with the special message received a prize.
- b. Gently used items are on display, Vange Leonis reminded members. If you have donations, please give to Vange Leonis with the price noted.
- c. Risha Martin brought up a new clinic she found that is 2 hours for *Rally Free*. There are 8 working teams and 20 auditors. The cost is \$40. Risha Martin handed out a flyer. Donna Golemon will talk with Judy Gamet to go over this as Judy Gamet is doing some similar classes. Motion made that if Judy Gamet is OK with it, the club will go forward with scheduling it. Motion seconded and carried.

- d. Joy Wood talked about club shirts. Jim Spiva showed his fleece jacket. The embroidery is being done by Joy Wood's company. Costs for the embroidery: large logo on back \$50; small logo on front \$8; name (any length) \$5. Each member provides their own shirt. Joy Wood will have samples of shirts made up that people can buy.
- e. Jim Spiva reported that he found some tennis balls – all are welcome to help themselves.

10. Special Presentations by Training Chair – Donna Golemon

11. Adjournment at 7:40 PM.

Napa Valley Dog Training Club

Board Meeting
February 22, 2016

Approved

Board Meeting called to order 6:31 p.m. February 22, 2016

Prepared by Risha Martin (Frances Anamosa absent)

Members Present: Joy Wood, Mary Ash, Donna Golemon, Pat Martin, Lori Jackson, Kim Leslie, Risha Martin

Minutes from January approved with changes: Donna will write up draft to change seminar policies and procedures—will present to Board or General Membership

Officer Reports

Vice President:

- Speaker set up for Canine Comfort Dogs in March.
- Working on Sheriff dog speaker
- May Madness scheduled for May
- Mary is over Office
- Risha is Membership

Treasurer:

- Checking: \$9384.56
- Savings: \$22,212.99
- Reviewed various interest rates for CD vs. Savings Accounts
- Will move savings to Business Money Market that has \$3000 minimum @ .06 interest

Building:

- Email from Sue Osborn to Joy Wood - Board member building use manager (liaison) will be Pat Martin.
- What is policy? What is the packet Sue Osborn sends out? Noting in writing.
- Package from Sue Osborn contains rental contract, equipment use, etc. and is found online at DOCUMENTS BUILDING USE FOR GROUPS MAILING PACKETS. All Board members to review and discuss at next meeting.
- Garbage: no procedure listed. History is that office does the garbage. MSC: Wednesday Office workers will be responsible for taking out garbage/recycle. Mary Ash will contact Sue Osborn to make change to Office Procedures on Page 5.
- Supplies Needed: Board informed Pat Martin that hand soap in bathroom needed, paper towels needed. There is a board outside bathroom for needed supplies.
- Water: members not paying for water. General Membership will be reminded that water is not free.
- Keys: Pat Martin has extra keys and will be stored in office.
- Wall: Pat will ask General Membership to establish committee on how to proceed with finishing wall. Mary Ash will talk to Ross about estimate.

Napa Valley Dog Training Club
Board Meeting
February 22, 2016

- Dog Walk: Kim Leslie will take when she can arrange transportation

Publicity

- Kim Leslie has called the Register 3 times and left messages. They will send email for prices. Joy Wood suggested to place in classified – 3 to 4 lines and place ASAP for this session.
- Craig's List: reposts weekly in St. Helena, Napa, Marin, Fairfield
- Flyers at vets in American Canyon, Vallejo
- Talk to Sue Osborn about Flyers—shouldn't have dates so can re-use. Printing costs are very high.
- Rack Cards should be distributed to vet offices
- Certificate for shelter needs to be changed to \$10 from \$15. Sue Osborn to be contacted and someone will take back \$15 certificates.

Training:

- Problems: vouchers for assistants-trainers need to follow what is in guidelines. Donna Golemon will send email to remind trainers 2nd assistants remain on standby and need to come first week and may not be needed and won't receive voucher if doesn't meet established guidelines.
- Nose work instructor will be Jennifer Burns. Donna Golemon will teach with her. Will take to training committee and possibly schedule for Thursday night.
- Laura Ecklin contacted and Joy Wood and will contact Donna Golemon as expressed interest in teaching daytime classes
- Rally FrEe Clinic: Judy _____ approved clinic. Risha Martin voiced concern as to why Judy Gamet was needed to approve as is contracted trainer and not member of club. MSC: Clinic approved and Pat Martin to get budget, date, etc. Discussion: In the future, when emails sent to Board Members, Members need to respond within 5 days - to prevent future non-responses and uncommunicated concerns about issues. Donna Golemon mentioned that she received calls and emails re: clinic after the General Meeting (specific issues not mentioned)
- CGC: instructors should be on approved evaluator list—cost is \$90. Current: Mary Ash and Jim Spiva. Marlene _____ and Vange Leonis are not. Donna Golemon will become evaluator.

Remaining Minutes to follow as Risha Martin and Pat Martin needed to leave at 8:00 P.M.

The balance of the minutes weres taken by Joy Wood, President.

Training -continued

There was a detailed discussion about assistance that is allowed for classes. It was determined that the trainers need to abide by the club policies and vouchers will be given out only to the allowable number of assistants per class. 1 assistant for six students, 2 assistants for eleven students. If the number of assistants is not known at the beginning of a class, the instructor may have a standby ready, but they should be told they may not be needed and no voucher will be given out. Donna Golemon, training chair, will be reminding the trainers of this policy.

Donna Golemon has received an application from a trainer for nose work from Jennifer Burns. Donna will take this to the training meeting for discussion.

New Business:

There has been a request from the Nova Scotia Duck Tolling Retrieve Club to rent our obedience equipment for their Specialty at the Napa Expo in October. It was discussed and Joy Wood will forward them our rental equipment agreement to see if they are interested.

Debbie Crane had requested permission to get some core tracking forms printed up. The Board approved a quantity of 45 forms for a cost of \$51.92 along with a \$20 typesetter charge. Joy Wood will let Debbie Crane know they can get these forms printed for their next trial.

Seminars

Marilane Bergfelt is still working on bringing seminars to the club. When she has more information and more concrete plans she will let the Board know.

Meeting was adjourned at 8:34.

Napa Valley Dog Training Club

General Meeting Minutes

March 14, 2016

Approved

- 1) Call to Order – Mary Ash
 - a) Meeting called to order at 7:18 PM after presentation by the guests, K-9 Comfort Dogs, of the work that the comfort dogs do.
 - b) Board members present were Mary Ash, Frances Anamosa, Lori Jackson.
 - c) Linda Wargo presented certificate to Gerry Glantz
- 2) Approval of Minutes – Frances Anamosa
 - a) Motion seconded and approved and carried
- 3) Treasurer’s Report – Lori Jackson
 - a) Savings switched to Business Money Market Account with .06 interest on the account
 - b) Savings \$22,212.99
 - c) Checking \$16,577.46
 - d) Motion seconded, approved and carried
- 4) Board Reports
 - a) President’s Report - Absent
 - b) Vice President’s Report
 - i) Office
 - (1) Office staffed Tuesday, Wednesday, Thursday and Friday nights
 - ii) Guest Speaker Proposal – May Madness for May Meeting – Karen Jackson
 - (1) No speaker in April
 - (2) May Madness with Karen Jackson
 - (a) Fun and games with your dog. Lori and Karen Jackson and Joy Wood are organizing fun activities for dogs.
 - (3) June might be Canine Group
 - c) Membership – Risha Martin - Absent
 - d) Building – Pat Martin - Absent
 - e) Publicity – Kim Leslie
 - i) Rack cards and letters have been given to vets to let them know what club does
 - f) Training – Donna Golemon – Absent
 - i) In last newsletter she did a training challenge – please submit yours, if you have one
- 5) Newsletter and Website – Sue Osborn
 - a) Newsletter was sent to all members, and all newsletters are posted at the club on the board. Sue Osborn is installing a metal file rack on the wall next to the bulletin board where newsletters will be available for people to read. March 20 is this month’s deadline for submissions.

- b) Web – Vange Leonis and Sue Osborn continue to work on the database of students who have signed up on their training applications to receive information about upcoming NVDTC events and classes via email.
- 6) AOCNC – Sue Osborn, Gerry Glantz
 - a) Winter Workshop had a profit of around \$1,000 and \$2,000 – it was better to have it on a date that does not conflict with Super Bowl. More entries this year, too.
 - b) Next meeting April 16, 2016
 - c) Summer Workshop is next to discuss
- 7) Hospitality
 - a) Thank you to Kim Leslie, Vange Leonis, and Bobbie Honsvick
 - b) April volunteers – Frances Anamosa and Maria Giaccio will do
- 8) Old Business
 - a) Year-end Dinner and Awards – follow up report – Linda Luchsinger – absent
 - i) Thanks to Linda Wargo for all she did for the dinner and awards
 - b) VST Tracking Test – Follow Up Report – Linda Wargo
 - i) Test was this last weekend in Yountville, and it was very wet as it rained all weekend. Five entries, 1 pulled out at the last minute, 2 qualified.
 - ii) More expenses than usual because usual judge was not participating - brought in \$675 and expenses were \$1,040.36, \$365.36 balance.
 - iii) Had to reprint all judge’s books this year so this was an added expense of \$56.07
 - iv) One judge came from North Carolina and one local judge
 - c) 2016 Obedience and Rally Trials – June 25 – Mary Ash
 - i) First draft of premium is done
 - ii) Will be sent first week of April 2016 to see if this helps with entries
 - iii) Committee has met several times; another meeting will be held to go over equipment; trying to have four rings
 - iv) Ribbons are ordered; committee is making toys themselves
 - v) Gerry Glantz needs information for AKC – Mary Ash to send it to her
 - vi) Lost money last year – about \$400; may lose again this year – could do better with the raffle this year, but having to pay more for ribbons this year; cut way down on awards; could get more for trophy donations
 - vii) Decision needs to be made by mid-year if club is going to have this again in 2017. Put this on the agenda for meeting in April 2016.
 - d) 2016 Agility Trials – August 20 to 21, 2016 – Lori Jackson
 - i) AKC sent a notice that events were approved for Dixon, CA
 - ii) Lori Jackson is setting up a meeting
 - e) Member Building Usage – Pat Martin - absent
 - f) Organizational Building Usage – Sue Osborn
 - i) Request from LAPS to use the building May 7 for team testing and June 4 for showing public what LAPS does and evaluating dogs - Kim Leslie
 - ii) Motion made, seconded, approved, and carried
- 9) New Business
 - a) Vange Leonis reminded members to bring in gently used donations
- 10) Brags

- a) Linda Wargo – several dogs in USDAA and AKC Agility Trials
 - b) Kim Leslie – dog went for herding aptitude test
 - c) Christy Rose said that Rollo got an Open Jumpers Title
- 11) Adjournment
- a) Meeting adjourned at 7:53 PM

Respectfully submitted, Frances Anamosa, Secretary, Napa Valley Dog Training Club

Napa Valley Dog Training Club

Board Meeting

March 28, 2016

Approved

Meeting called to order at 6:40 P.M.

Board Members Present:

Joy Wood, Mary Ash, Lori Jackson, Gerry Glantz, Frances Anamosa, Kim Leslie

- 1) Board Minutes Last Meeting:
 - a) Table approval of Board February minutes to April when they will be revised. Motion made, seconded and carried.
- 2) Treasurer's Report/Lori Jackson:
 - a) \$16,439.76 Checking
 - b) \$22,212.99 Savings
 - c) Motion made, seconded and carried to accept report.
- 3) Vice President's Report/Mary Ash:
 - a) Nose work demo by Jennifer Burns will be at the April General Meeting. An interest list will be passed out at the general meeting.
 - b) Board will review Judy Gamet's contract at the next board meeting.
 - c) Canine Comfort Dogs were at March General Meeting. Mary Ash was disappointed with the turn out for the meeting. Mary Ash recommended sending a written thank you and \$100 donation to Canine Comfort Dogs in appreciation for donating their time to coming to the club. Motion made, seconded and carried.
 - d) Board debated having a policy for donating to nonprofits, and board will discuss at the next board meeting to flesh out the details.
- 4) Secretary Report/Frances Anamosa
 - a) Frances Anamosa noted that she needs to be aware of deadline in getting minutes to Sue Osborn.
- 5) Board Vacancies:
 - a) Joy Wood showed board the resignations from Pat Martin and Risha Martin. Pat Martin wants to continue doing building member usage calendar and keep one key. Sue Osborn will continue doing outside building usage calendar. Joy Wood will get other key from Pat Martin. Risha Martin said she returned her key, but no one can find it. Joy Wood will contact her to get the key and find out its location. Both received \$120 in vouchers for being on the board. Board decided that they need to return \$80 in vouchers representing 2 quarters of the year. Joy Wood will ask for the vouchers.
 - b) Mary Ash spoke with Karen Jackson about doing the position of "building" for the club. Karen Jackson is interested in taking the position. Board made the motion to approve Karen Jackson in this position, and the motion was seconded, and carried.

- c) Mary Ash spoke with Roxanne Gracia about doing Membership. Roxanne Gracia is interested in doing this. Motion made, seconded and carried to have Roxanne Gracia fulfill the vacant board position.
- d) Mary Ash will take care of contacting both people.
- 6) Committee Reports:
 - a) Office Report/Mary Ash
 - i) Mary Ash will suggest to the two people working in the office that they each work in separate areas of the office to keep conversations as separate as possible.
 - b) Building Use/Joy Wood
 - i) Marilane spoke about the seminar she is trying to put together and wanting to cover the building's skylights for her presentation. Joy Wood will speak with her and suggest that she set up in back corner where she can make it as dark as possible because it would be too difficult to cover the building skylights.
 - c) Publicity/Kim Leslie
 - i) Kim Leslie says all information is on Craig's List.
 - ii) Kim Leslie will collect the \$15 shelter vouchers.
 - iii) Kim Leslie's Friday class has 10 people, and she has 2 assistants helping her. She wants to have vouchers for both assistants. Board recommended vouchers for both assistants for this class for this session. Motion made, seconded and carried.
 - iv) Frances Anamosa will speak with Sue Osborn about boosting the posts, especially those about upcoming classes and monthly meetings.
- 7) Training/Donna Golemon
 - a) Donna Golemon (through Mary Ash) asked for a board meeting to discuss training. April 18 is the tentative date at 6 PM. Joy Wood will contact her about agenda. Board wants to have complete agenda before meeting so that they can know what is to be covered and to keep meeting time to a minimum.
- 8) Board meetings have been moved to 6 PM for all future meetings.
- 9) Obedience Trial/Mary Ash
 - a) Mary Ash said that all is going well, and she will send draft of program to Gerry Glantz.
- 10) Agility Trial/Lori Jackson
 - a) Lori Jackson needs a meeting. She will have a meeting on a Thursday in the next 2 weeks on perhaps April 7, 2016.
- 11) New Business:
 - a) New board members/vouchers given out
 - b) Mary Ash wants the summer social to be in July 2016. She wants it to be a BBQ event with members bringing side dishes, and club providing the meats. Board will bring it up at the next general meeting in April 2016 as a member appreciation event.
 - c) Mary Ash would like the December holiday party to be hosted by the club so that it is more of a party and member appreciation event and maybe add a new game without a business meeting. Board will bring it up at the next general meeting.
 - d) Kim Leslie spoke about her conflicts with the LAPS meetings she has in 2016. Board encouraged her to come to as many NVDTC board meetings as she can.

- e) Mary Ash reported that she has seen fleas in the building. Frances Anamosa will call and get a quote for having removal done, find out dangers for young children, and see how often it needs to be done. She will let Joy Wood know what the quote is and answers are.
 - f) Meeting with Margretha Lane – Joy Wood had a long conversation with her, and Margretha Lane is still coming to the club.
 - g) Meeting with Carol Coalette – Joy Wood has not been able to meet with her yet.
 - h) Request to rent equipment has been received from the Nova Scotia Duck Tolling Retriever Club Specialty at Napa Expo in October 2016. They want to rent mats. Board agreed that they would rent them the mats, but that the Retriever Club would be responsible for all pick up and transport. Board agreed to charge them \$100 for the use of the mats.
- 12) Meeting adjourned at 8:38 PM.

Respectfully submitted, Frances Anamosa, April 3, 2016

Napa Valley Dog Training Club
April 11, 2016
General Meeting Minutes

Approved

Before the meeting was called to order there was a guest speaker giving a nose work demonstration. It was presented by Jennifer Burns and Donna Golemon. Jennifer is scheduled as a new trainer for the club in nose work. Demonstration explained what nose work is, how it is trained and about trials. Jennifer had two dogs come into the building and find hidden scents. Nose work is fun and dogs seem to enjoy it, and it is becoming a growing sport because any dog can do it. And they are really good at it!

1. Meeting was called to order at 7:25 PM
2. Minutes approved – motion made, seconded, and approved
3. Treasurer - Lori Jackson
 - a. Checking \$11,503.62
 - b. Money Market Account \$22,215
 - c. AT&T bill increased – Board will discuss at next board meeting
 - d. Treasurer's report - motion made, seconded, and approved
4. Joy Wood presented this month's give away – a bird house from LIXIT. Members guessed how many steel balls were in a jar. Anita received the bird house – off by only one count
5. Board report – Joy Wood
 - a. Joy Wood said that 2 people resigned due to time constraints, Risha Martin and Pat Martin. Board members had found 2 people to fill vacancies, Karen Jackson, and Roxann Gracia. Karen Jackson will do the building, and Roxann Gracia will do membership.
 - b. Board meetings will now start at 6 PM. Board to discuss reviewing due to conflicts.
6. Vice President – Mary Ash
 - a. Office – needs volunteers to work Tuesdays and Wednesdays. Please see Mary Ash if you want to help.
 - b. Sometimes there is an issue if two people are working in office at the same time. Mary Ash will set up 2 tables to help people work in same room without disturbing each other.
 - c. Speakers – May Madness is Karen Jackson. Karen Jackson needs to reschedule cleaning around her needs for use of space.
7. Membership – Roxann Gracia
 - a. New rosters will be available next month. Roxann Gracia is working on this.
 - b. Roxann Gracia presented 3 new members, Anne Stanley and Tiffany Wilson and Jennifer Burns. The 3 new members were welcomed to the club - motion made, seconded, and approved.
8. Building – Karen Jackson
 - a. Karen Jackson is now in charge of building.

- b. Marilane had requested to cover the sky lights for her upcoming seminar. There is no way to do this, and the management company cannot do this. Marilane will be asked to set up in the far corner away from light.
 - c. Karen Jackson was told to go ahead and buy any supplies she needs.
- 9. Training – Donna Golemon
 - a. This is an off week. Third session is next week with some specialty classes.
- 10. Newsletter – Sue Osborn was absent
- 11. AOCNC – Gerry Glanz
 - a. Gerry has meeting on April 16. Goal is to get plans finalized for summer workshop on July 23 or 30, 2016. Notification will be sent out. Club will sponsor ring – need 3 or 4 volunteers to help with this. Need help judging, too. Please volunteer if you can and let Gerry know. Ring would need to be Beginning Novice, Novice or Rally. Jim Spiva said he could be a volunteer.
- 12. Hospitality
 - a. Karen Jackson and Lori Jackson will do for May.
 - b. Thanks to Frances Anamosa and Maria Giacio for April.
- 13. Old Business
 - a. 2016 Obedience Trial
 - i. Mary Ash reported that a judge had personal issues and cannot make the trial. She is having trouble getting another judge. Mary Ash has called and left messages to try and find someone. The premium has to be sent by May 1, 2016.
- 14. Committee Reports
 - a. Raffle – Dee is not here tonight. Joy has brought box to collect raffle donations for trial.
 - b. Trophy donations – Joy Wood made a trophy sponsorship request form. Forms were passed out at the meeting.
 - c. Hospitality – not much to report until closer in time. Joy Wood will later request donations for lunch.
 - d. Ribbons and Awards – Roxann Gracia has ordered ribbons, and they are here.
 - e. Obedience Trial for 2017
 - i. Club asked if they want to have one so can start looking for judges now. Vange Leonis asked if club had thought of doing a match instead. Club is AKC affiliated and has to do a certain number of events per year including workshops, fun matches, and trials. Club members discussed club’s goals for trials and that it needs full support of the members to hold these trials.
 - ii. Gerry Glanz said that club would need to let committee choose location of trial and make other major decisions.
 - iii. Karen Jackson said she would like to be on the committee.
 - iv. Gerry Glanz volunteered to chair the trial in 2017, but she said she would need support in planning and execution.
 - v. Mary Ash said she would be on the committee.
 - vi. Joy Wood will also be on the committee.

- vii. Members were asked if they would support the committee's decision on where to hold the trial. Joy Wood asked for a show of hands and the majority of people raised their hands in agreement.

15. Agility Trial

- a. Meeting has not been held.
- b. Karen Jackson and Lori Jackson will do hospitality.
- c. Club member will be chief ring steward.
- d. Committee will discuss details.

16. Member Building Usage

- a. Pat Martin will continue to do this
- b. Sue Osborn is in charge of Organization Building Usage.

17. New Business

- a. Mary Ash had reported seeing fleas. Frances Anamosa did the research on who could come and do the work. Duff's Pest Control will come in and spray on 4-12-16.
- b. Mary Ash recommended doing a summer social at July member meeting. Club would supply the meats. People could bring a side dish to share. Meeting would be more of a member appreciation event. The Club would then be doing something for the members. Motion was made, seconded, and passed.
- c. December Holiday Party – board talked about having it be more of a party – a social party to have fun and new game for the party. Motion was made, seconded, and passed.
- d. Duck Tollers have asked to rent equipment. They would need to sign a Rental agreement for baby gates for \$25 a day and mats for \$100 for week-end. Joy discussed these fees with them and the difficulty of using and moving the mats. She has paperwork ready for them. Show is at fairgrounds in October 2016. Board member would go to storage shed with them. Motion made to rent them mats and gates, seconded and approved.
- e. Vange Leonis said there are now new gently used things and some new things for people to buy. Some things have prices on them. Money goes to club 100%. Marilane donated steps for a dog with ramps on the other side. Vange Leonis suggested using it first to see if we like it.
- f. Brags – Lori Morris has a new puppy named Luke. Jack had a sniffing dog Q in container search and area search. Donna and Uvi had an excellent title and high combined for sniffing dog sports/nose work at the trial.

Meeting adjourned at 8:21 PM.

Respectfully submitted, Frances A. Anamosa, Secretary

Napa Valley Dog Training Club
Board of Directors Meeting

April 25, 2016

6:30 p.m. @ 68 Coombs Street

Approved

Call Meeting to Order: Joy Wood

Meeting was called to order at 6:30 PM

Attendance:

qPresident: Joy Wood	Yes
qVice President: Mary Ash	Yes
qTreasurer: Lori Jackson	Yes
qPast president-Gerry Glantz	Yes
qFrances Anamosa	Yes
qDonna Golemon	Yes
qKim Leslie	No
qKaren Jackson	Yes
qRoxann Gracia	Yes

Frances to tell Sue Osborn to post board meeting minutes as approved when approved and that this language is to be included.

Minutes Special Meeting:-Review April 18, 2016

Table approval of April 18, 2016, minutes until next board meeting.

Minutes Board Meeting:-Review

Lori made a motion to accept the minutes, and it was accepted seconded and carried.

Officer Reports

Presidents Report: Joy Wood

Joy Wood said that she had a conversation with Judy Gamet re training and financials and sending updates to Joy Wood at the end of each session. This is so that the club can see the detail on the invoice breakdown.

Joy Wood reported to Marilane Bergfelt that the skylights were not going to be covered for many reasons. Marilane Bergfelt was not pleased with the response and spoke to the fact that she did not know if the classes would be able to continue. She said she would let Joy Wood know about the future of the seminars.

Napa Valley Dog Training Club
Board of Directors Meeting

April 25, 2016

Flea spraying was done by Bob & Duff's Flea Company. Invoice for \$125 was given to Lori Jackson. The company mentioned that it might be good to have them come in on a regular basis. Frances to call to find out price for periodic spraying.

Joy Wood to follow up with Carol Coawette about the incident.

Vice President Report: Mary Ash

Karen Jackson is doing May Madness. Nothing is scheduled in June.

Secretary Report: Frances Anamosa

Board meeting minutes to be sent to Sue Osborn once approved.

Treasurer Report: Lori Jackson

Checking	\$22,248.68
Money Market Account	\$22,215.00

AT&T monthly charges were \$80.94. The charges have gone up because the plan that the club had was no longer available. Lori Jackson to call and negotiate a new plan. Motion was made to accept the report, and it was seconded and carried.

Lori Jackson to submit financial reports at each board meeting from now on.

Committee Reports:

1. **Office:** Mary Ash

Office running smoothly at this time. Mary Ash is willing to do Fridays. Phone calls are way down.

Lori Jackson will buy a new lock for the lock to the cash box. The water money will be put in the general fund and not in the cash box – Lori Jackson is in charge of that.

2. **Building-** Karen Jackson

Karen Jackson said 2 lights are out; she is trying to get them fixed. Mary Ash will talk to building manager about if lights are dead or fixable.

3. **Publicity-** Kim Leslie

Frances Anamosa recommended Kim Leslie find out about being at the Farmer's Market on a regular basis and organizing a team of volunteers to staff the booth. Mary Ash will let Kim Leslie know who to contact.

4. **Training-** Donna Golemon

Current class enrollments are low in comparison to last year. Board recommended that Kim Leslie is to make sure all vets have materials. She is to work on mailing a packet to all vets.

Board agreed to pay for an ad in the paper that says more about the club and what it offers – perhaps paying more for the ad.

Joy Wood to present new training proposals to the general membership at the meeting.

Gerri Glanz suggested having materials on walls that publicize the items covered in different training sessions, i.e. agility, CGC, etc. Donna Golemon will look into this.

5. **Obedience Trial** - Mary Ash

Lori Jackson to get the insurance for the trial.

Mary Ash and Gerri Glanz to make sure name of new judge has been posted online.

6. **Agility Trial** - Lori Jackson

Lori Jackson had no comment. Agility meeting will be at Noon on Thursday, April 28, 2016.

Business:

1. **Review Trainers Fee Schedule** - Current rates \$16.00 to \$28.00

Last item on special board meeting minutes was to consider raising rates. Mary Ash said Mt. Diablo pays \$35 an hour for all class. San Leandro pays \$30. Motion was made to raise the rates by a progression of \$4, and it was seconded and carried. Joy Wood will bring this up at the next general meeting.

2. **Review Financial Reports**

In January there were no expenses. They were all paid in February.

Joy Wood to contact Linda Luchsinger about coming to a board meeting to explain financials and to request that board have them on a monthly basis.

3. **Documentation for proposed seminar hosted by NVDTC**

Board has to review Donna Golemon's writing on the proposal for seminars. Motion to adopt the procedure was made, seconded, and approved.

Present to the Board of Directors or General Membership the following information for their review and approval.

- a. Description of who will be putting on the seminar with background information
- b. A proposed profit/loss statement so the club can make an informed decision as to the cost of the seminar to the club and the possible income it could bring in.
- c. If a committee will need to be formed, and the number of people needed on the committee, unless it only requires one person and the person presenting this proposed seminar is one in the same.
- d. Proposed dates for the seminar, if the exact time is not known yet, the approximate month, year. .

Napa Valley Dog Training Club
Board of Directors Meeting

April 25, 2016

2. **Membership** – Roxann Gracia

New list is in top right hand drawer in the office. Debbie Payton owes on her membership – Joy Wood will follow up.

All changes to club policy will be submitted by Secretary to Sue Osborn after board minutes have been approved.

Roxann Gracia said that AKC addresses not only purebred dogs but mixed breeds in some categories, and we should potentially look at rewording membership forms. Gerry Glantz will let Sue Osborn know what to change.

Donna Golemon wants approval to buy a wobble board for puppy classes and other classes – price is \$186. Smaller one is under \$100. Motion was made to approve purchase of 36” board, and it was seconded and approved.

The meeting adjourned at 8:15 PM.

Respectfully submitted, *Frances Anamosa*, Secretary

Napa Valley Dog Training Club

General Meeting Minutes

May 9, 2016

Unapproved

1) Welcome the Membership-Call to Orderⁱ – Joy Wood

Meeting called to order at 6:32 PM

2) Approval of Minutes – Frances Anamosa

Minutes were approved with motion, second, and approval

3) Treasurer's Report – Lori Jackson

a) Savings \$22,216.06

b) Checking \$20,256.22

Treasurer's Report was approved with motion, second, and approval

4) Board Report

a) President's Report – Joy Wood

i) Board Meetings will be changed to 6:30 pm due to Monday night classes

b) Vice President's Report – Mary Ash

i) Office

(1) Covered Tuesday, Wednesday, Thursday, and Friday this session; Vange Leonis offered to also cover next session

ii) Guest Speakers

(1) None scheduled for June. Pot Luck a possibility in July.

(2) Let Mary Ash know if you have ideas for guest speakers

c) Membership – Roxann Gracia

i) Need dues from Jennifer Burns

ii) Membership list done, copy is in the office with the phone logs; not available on website; ask Roxann if you need to contact someone

iii) Need \$10.00 still from Debbie Payton

d) Building – Karen Jackson

i) Karen to contact building manager re lights that are out

ii) Discuss at board meeting about anchoring file cabinets

iii) Mice have been seen in the office; really nothing can be done as they are endemic to the area

e) Publicity – Kim Leslie

i) Kim Leslie to call for more information and present her findings about booth at Farmers' Market at next board meeting and general meeting

ii) Kim Leslie to try and get dog walk out of building

f) Training – Donna Golemon

i) CGC class in next session, Might Mites

ii) More toys and collars have been ordered

iii) Classes going well, enrollment is down

- iv) Vange Leonis requested martingale collars that snap off; Donna to buy the 6 that Mary has for \$60
- 5) **Newsletter and Website** – Sue Osborn
 - a) Deadline is May 20, 2016, for meeting announcement
 - b) Newsletters are in new holder on wall in club
- 6) **AOCNC** – Sue Osborn, Gerry Glantz
 - a) Summer Workshop
 - i) Quarterly meeting; summer workshop is July 31 at Cal State Hayward; members only
 - ii) If you are interested in working in Novice Ring, contact Mary Ash
 - iii) Mary Ash says they need more volunteers, contact Mary Ash if you are interested
 - iv) Seminar will be at Mt. Diablo in September 2016; there are a limited number of working spots
- 7) **Hospitality**
 - a) Karen and Lori Jackson-May Madness Festivities
 - i) Thank you to Karen Jackson and Lori Jackson
 - b) June – Gerry Glantz and Marilane Bergfelt
- 8) **Old Business**
 - a) 2016 Obedience Trial June 25, 2016– Mary Ash
 - i) Committee Reports
 - (1) Raffle Report – need more raffle items
 - (2) Trophies Donation Report-Joy Wood
 - (a) List sent around last meeting
 - (b) Please send in donations to trophy fund
 - (3) Hospitality Report-De and Joy
 - (a) Food Donation List
 - (b) Working on food donation; Joy Wood compiling a list; lunch for all exhibitors (50); people can make cash donations towards this; in morning there will be a small table with fruit; Joy Wood is planning the menu
 - (4) Ribbons and Awards – Roxann Gracia
 - (a) Ribbons are here
 - (b) Donna is working on hand made toys
 - (c) Trying to cut down expenses this year to break even this year; that is why raffle is so important
 - (d) Obedience ring stewards are needed, signup sheet is at the club; Linda L asked people to sign up
 - ii) Entries went out last week; insurance is done
 - b) **2016 Agility Trials** – August 20 to 21, 2016 at Dixon Fairgrounds – Lori Jackson
 - i) Committee Report
 - (1) Short meeting; committee assignments
 - c) 2017 Obedience Trial- Gerry Glanz
 - i) Discussed at last meeting; Gerry Glanz to be chair; she is checking on availability
 - d) Member Building Usage– Pat Martin - absent
 - e) Organizational Building Usage – Sue Osborn
 - i) Sue needs to talk with Donna Golemon re insurance
 - f) Pest Control –Do we want to have a maintenance program set up
 - i) Frances to call for quotes and to find out what they are using; she will present at the next meeting; use ecofriendly product only
 - g) July Meeting a Summer Social- someone to head this up – July 11, 2016
 - i) Joy Wood asked if general membership wanted to go forward with this
 - ii) Board would provide BBQ meat

- iii) Members would provide side dishes
- iv) Very short business meeting would happen
- v) Discuss at next general meeting to determine interest as members said that July was a busy month to have a social because many people are away over the summer and have other commitments

9) New Business

- a) NextDoor –Frances
 - i) Group of people on NextDoor.com want a presentation on walking your dog and what to do when confronting dogs off leash, reactive dogs, etc.
 - ii) Frances and Kim will come up with outline for what is to be presented
 - iii) They will present to trainers
 - iv) Fall date was recommended as people are busy in the summer and trainers are busy
 - v) Present at the next meeting what we thing we can do
- b) Shop Vac left with water and dirt
 - i) Reminder to empty and clean; Karen Jackson to get new filters; reminder to let Karen Jackson know about any building issues
- c) Proposed Procedures for putting on Seminars at the club house
 - #1. Present to the Board of Directors or general membership the following information for their review and approval.
 - #2. Description of who will be putting on the seminar with background information
 - #3. A proposed profit/loss statement so the club can make an informed decision as to the cost of the seminar to the club and the possible income it could bring in.
 - #4. If a committee will need to be formed, and the number of people needed on the committee, unless it only requires one person and the person presenting this proposed seminar is one and the same.
 - #5. Proposed dates for the seminar, if the exact time is not known yet, the approximate month and year

Motion made, seconded and approved to follow these procedures

10) Brags

Karen Jackson – beginning novice Jack; sniffing dog award
 Nina to Nationals – first and second
 Uvi had first Rally leg with a 3rd place; sniffer dog class and he got 2 first places
 Penny got Open Preferred Standard title
 Sierra got a second ; at Davis Sierra got a 2nd there
 Mary Ash NVDTC entered team competition; Joy Donna Lynn Theresa placed
 Cody got a perfect score in his team
 Linda finished his PAC with _____
 CG finished Open Standard

11) Adjournment

- a) Meeting adjourned at 7:36 PM

Respectfully presented Frances Anamosa

Napa Valley Dog Training Club
Board of Directors Meeting
Minutes for May 23, 2016

6:30 p.m. @ 68 Coombs Street

Approved

Call Meeting to Order:

Mary Ash called the meeting to order at 6:35 pm

Attendance:

qPresident: Joy Wood Absent
qVice President: Mary Ash
qTreasure: Lori Jackson
qPast president-Gerry Glantz
qFrances Anamosa
qDonna Golemon
qKim Leslie
qKaren Jackson
qRoxann Gracia

Need to Approve Special Meeting Minutes:-Meeting date: April 18, 2016
These were tabled until this board meeting.

Officer Reports

Presidents Report: Joy Wood presented by Mary Ash (Joy Wood was absent)

Building Report-spoke with Ross about the lights. He said he would look at them when he got a chance.

Joy Wood was supposed to discuss the trainer fees increase at the last general meeting. She was not able to do that. If board wants her to do so, she will do that at the upcoming meeting.

Trainer fee increases, class size decreases and number of assistants needs to be presented to next general meeting before they can take effect. Joy Wood will present at the June meeting.

Joy Wood spoke with Linda Luchinsger about coming to a board meeting to discuss financial statements, and she said she would do that. Joy Wood to arrange a time for her to come to a meeting. Mary Ash has the March financials that Linda Luchinsger gave to Joy Wood. Mary Ash will make copies for board and give to board at the next general meeting to review before the next board meeting. Financials will be reviewed by the board upon receipt from Mary Ash. Linda Luchinsger to be asked to attend June board meeting. Board members to come to the June board meeting with their questions on the financials.

Napa Valley Dog Training Club
Board of Directors Meeting Minutes

May 23, 2016

Vice President Report: Mary Ash

Mary Ash said she was disappointed with attendance for speakers and May Madness. Mary Ash will prepare a survey to general members to poll members on if they want speakers and special presentations.

Secretary Report: Frances Anamosa

Frances Anamosa presented the April Board Meeting minutes and the April Special Board Meeting minutes for approval. April board meeting minutes were seconded and approved with edits. Special board meeting minutes were seconded and approved with edits.

Treasurer Report: Lori Jackson

Checking	\$18,424.37
Money Market Account	\$22,216.06

AT&T monthly charges were to be looked into by Lori. Lori Jackson called AT&T, and they said they would change it to a cheaper plan.

Financial Reports to be reviewed. Lori Jackson presented the financials with the discounts, vouchers, and expenditures. Gerry Glantz wants to have year by year comparisons presented to board to show how club is doing with expenses. Lori Jackson said she will do this in the future. Karen Jackson to call cleaning to check on the fact that cleaning fees are the same as last year with a larger space.

Financial report was seconded and approved.

Committee Reports:

1. Office: Mary Ash
 - Confirm new lock purchased.
 - Needs new office worker for Wednesday. Mary Ash will ask general membership.
2. Building- Karen Jackson
 - a. No needs for building
3. Publicity- Kim Leslie
 - a. Farmers Market
 - i. Kim Leslie contacted manager. She has applications. Normally, it is \$35 per time, but we do not pay because we are a nonprofit. They will pair us with other nonprofits. Kim Leslie will fill out forms and let us know if she has questions. Lori Jackson will take care of insurance.
 - b. Mailing packets to vets-has this been done. Kim Leslie is to do this. Packet is to include rack cards and list of classes and upcoming schedule for the year with a welcoming letter.
 - c. Roxann Gracia will take packets to the new vet on Lincoln near the Napa River.
 - d. Napa Register Ads

- i. Board wants an ad in the paper. Kim Leslie to call and get the ad in the paper based upon what the club used to do.
 - e. What is being done about new upcoming session
- 4. Membership – Roxann Gracia
 - a. E-kit giveaways – these are ready to go and she showed board copies
 - b. Membership list sent to members. Sue Osborn volunteered to bulk email but concerned about updates. Maybe update only once a year. Roxann Gracia can provide printed copy to people without email. Roxann Gracia will send board monthly updates
 - c. New Member Booklets - Lack of booklets and need to update. Related printing costs – Donna Golemon gave Roxann Gracia information on a website for discounts on printing. Roxann to look at AKC code of conduct and present to the board at the next meeting. Roxann will work through new member packet and bring to the board.
- 5. AKC membership update
 - a. Excel Sheet format Request – this has not been done since 2011. Roxann Gracia will contact AKC to see how this can be submitted.
 - b. Canine Partners – perhaps club could promote this to let people know about opportunities for mixed breed dogs. This needs to be in orientation packets, and maybe at the Farmers’ Market. The dog can have an official AKC name and certificate.
- 6. Training-Donna Golemon
 - a. Wall Posters about classes – Donna Golemon is still doing this.
 - b. Classes – some are full already.
 - c. Committee needs to work on future sessions.
- 7. Obedience Trial - Mary Ash
 - a. Next committee meeting- Tuesday at 6:30 at Lixit
 - b. Judge needs to have a hotel room.
- 8. Agility Trial - Lori Jackson
 - a. Lori Jackson says she does not have premium yet.

Business:

- 1. Review Financial Reports
 - a. March 2016 – table this for next board meeting.
- 2. Job description update to include computer and printer access and related expert skills.
- 3. Expiration on Vouchers Going Forward
 - a. Roxanne suggested a 2 year expiration date. Board to table this and discuss in 2 months.
- 4. Debbie Payton has not paid her \$10 balance on membership fee. Motion made to refund her \$25 and letting her know her application cannot be completed until we have the full fee and giving her 2 weeks to

send in the money. Joy Wood will write the letter and make sure she knows she cannot be an assistant if she is not a member. Motion made, seconded, and approved.

5. Joy Wood to Carol – has this been done
6. Lori Jackson to get insurance for obedience trial – this has been done
7. Gerry Glantz – she is to let Sue know about new membership packets and/or changes
8. Kim Leslie – Reno the pit bull needs a refund – was not appropriate for class. Motion made, seconded, and approved.
9. Kim Leslie went to a 2 day workshop in April. She wants to be reimbursed for attending the seminar. Board said she needs proof of payment. Motion made to reimburse her for training seminar costs, seconded, and approved. Club needs a copy of the receipt.
10. Mary Ash was approached by a member of another club. They want to know if NVDTC would take over the obedience from them in conjunction with their kennel club show.
11. Mary Ash would like the club to put on a nose work trial. Donna Golemon and Mary Ash will meet to discuss this. Motion made to research this idea, seconded and approved. Donna Golemon abstained because of her nose work, and her involvement with the organization.

The meeting was adjourned at 8:22 pm.

Respectfully submitted, Frances Anamosa, Secretary

Napa Valley Dog Training Club

General Meeting Agenda

June 13, 2016

Unapproved

1) Welcome the Meeting - Call to Orderⁱ – Joy Wood

Meeting called to order at 6:34 PM.

2) Approval of Minutes – Frances Anamosa

Motion made, seconded and carried to approve minutes.

3) Treasurer's Report – Lori Jackson

- a) Checking \$19,269.57
- b) Money Market Account \$22,217.23
- c) Motion made, seconded and carried to approve report.

4) Board Reports

a) President's Report – Joy Wood

i) Poor turnout for May Madness

Joy said she was sorry so few people came with dogs – it was a fun event.

ii) Proposed July Membership BBQ-conclude if we will have this or not - Mary to discuss

Do people want to do this in July? No one has volunteered to help. Joy Wood asked members for their opinions. Carol and Linda suggested a pizza party and have people bring side dishes. Joy Wood asked for a show of hands. Most people were in favor of the pizza ideas. Donna Golemon made a motion to have pizza and salad. Motion made, seconded and carried to do a pizza party in July. Donna Golemon and Mary Ash will be in charge with a short meeting.

iii) Board reviewed Trainer fees: recommend the following: Current rates \$16.00 to \$28.00. Propose to raise the trainers' rates by a progression of \$4 from the current rates. Joy Wood reviewed the trainer fee increases and the board recommendations. Vange Leonis asked how it related to class sizes. Donna Golemon said she wants to see if by moving equipment the club has more room for classes. Equipment has been moved. Club members could not recall the last time fees were raised. Motion made, seconded and carried to raise the trainer fees. Raise will go into effect with next session.

Members discussed the vouchers and their use and distribution. Roxann Gracia recommended that board review the effect of vouchers on finances of club and whether adjustments are need. Roxann made a motion for the board to review voucher policy. Linda Luchsinger has a detailed list of how vouchers have been used. Marilane Bergfelt said a review of vouchers had been made several years ago. Motion made, seconded and carried for the board to review the voucher policy.

iv) Also discussed lowering class sizes due to the size of the building.

This will not happen because equipment has been moved so there is more space now for classes.

v) Resignation of Jim Spiva as CGC Coordinator

Jim Spiva has had to resign because of personal issues. Jim Spiva explained what he does to see if someone else may be interested in doing it. Marlene asked Jim Spiva what is involved. Jim Spiva said he would be glad to train anyone. Club members gave Jim Spiva a round of applause for his work.

b) Vice President's Report –Mary Ash

i) Office

Mary Ash needs an office worker on Wednesdays for 5 weeks from 6:30 to 7:30 PM. Roxann Gracia said she might be able to help.

ii) Guest Speakers

Mary Ash said she has not scheduled any speakers. She will see about September or October. Mary Ash will see about bringing Canine Officers to a meeting in the fall.

c) Membership – Roxann Gracia

Lynda Rhino submitted a membership application. Motion made, seconded and carried to accept her application.

Member list is current now. Member list will be emailed once a year. Current copy is in the office. Members can always request a copy. Suggestion was made to include requests from members next year if they want to receive it by email.

Roxann Gracia is working on new member packets and will have an update at the next meeting.

d) Building – Karen Jackson

She said that they moved equipment to give class sizes more room. File cabinets are braced. Boards are up for postings.

Ross is looking into rewiring the lights that are out at club entrance and move light switch.

e) Publicity – Kim Leslie

Joy Wood will talk with Frances Anamosa re getting an update from Kim Leslie on Famer's Market and dog walk.

f) Training – Donna Golemon

Class enrollment is down, but this is normal at this time of year. Classes are mapped out for the next session. Joy Wood read a thank you to Donna Golemon. Next trainers' meeting is the next week where there is a break between sessions.

5) **Newsletter and Website** – Sue Osborn

June 20, 2016, is the next deadline.

Sue Osborn and Frances Anamosa talked about Facebook and posts and likes as Frances Anamosa is now posting almost every day. Facebook Page Views are up 17%, Page Likes are up 1,033%, the boosted ad reached 1,499 people (an increase of 40%), and the posted videos have had 57 views.

6) **AOCNC** – Sue Osborn, Gerry Glantz

a) Summer Workshop update on July 31, 2016. Volunteers are needed for novice ring. Judges are also needed.

Location is Cal State Hayward. Mary Ash is a judge, and Gerry Glantz is also working the workshop. Two more people are needed. Marjorie (?) One person (white hair) said she would look at her schedule.

b) Meeting on July 9, 2016.

7) **Hospitality**

- a) Thanks to Gerry Glanz and Marilane Bergfelt.
- b) Volunteer for July – none needed as there will be a pizza party for members.

8) Old Business

- a) 2016 Obedience Trial June 25, 2016 – Committee Report-Mary Ash, Chair
 - i) Committee Reports
 - (1) Entries are closed. 36 in AM Obedience, and 19 in PM Obedience and 22 in Rally. \$750 in expenses. Stewards are needed.
 - (2) Raffle Report – De (last name?) and Joy Wood have that under control and there are lots of donations.
 - (3) Trophies Donation Report - Joy Wood – trophy donations have come in, and Debbie Best has those for the program.
 - (4) Hospitality Report - De and Joy – they are working on the food – malfati, salad, spaghetti at about \$3.65 per person. \$70 have been donated for food.
 - (5) Ribbons and Awards – Roxann Gracia – ribbons are ready. Awards are ready; Joy Wood will look at high combined.
 - (6) Grounds – Donna Golemon said they are being watered now.
- b) **2016 Agility Trials** – August 20 to 21, 2016 at Dixon Fairgrounds – Lori Jackson
 - i) Committee Report – Lori Jackson has the contract. Premium is now out. Club may have to pay for water as Dixon is doing a water management plan.
- c) **Nose Work Trial** - Update info from Mary Ash
 - i) Board discussed putting on a nose work trial.
 - ii) Lixit will let club use _____ and Ross said he would help club with equipment and set up.
 - iii) Trial will be scheduled in October 8 and 9, 2016. Mary Ash will keep members up to date on the progress.
- d) Next Door –Frances

NextDoor members in Napa have requested a short information session on how to handle off leash and aggressive dogs when they are walking their dogs. More than 50 people want to attend. Trainers for NVDTC said that they could not host anything until the fall. A local dog trainer is going to do a session for these people this summer. Frances Anamosa will attend and will talk about NVDTC and hand out club flyers and information on classes. Frances Anamosa will work with NVDTC to identify a trainer and time to hold a session at the club in the fall. This would be a one hour session with people being charged to attend. It would be a publicity opportunity for the club to increase local awareness of what the club does and what classes it offers.

9) New Business

- a) Presentation of plaque to the dog drill team – Donna Golemon
- b) Laura Ecklund wants to borrow tables for a family function and is willing to pay the club. Motion made, seconded and carried to approve that she can borrow the tables.
- c) Sue Osborn said that she is the chair for the VST test, and she has the judges. Sue Osborn will give club members updates.

- d) Donna Golemon said Judy G? dog team drill won an award for the third year in a row – list the names of the club members on the team???. Roxann Gracia will get information and submit it to the paper. Frances will post on FaceBook when she gets it from Donna Golemon.

10) Brags

Karen Jackson – Jack got a beginning novice and sniffing novice title. Donna Golemon said Ubi got a title with nose work. Mary Ash – Cody got reserve winner’s dog in 3 classes; in Rally Advance A he got a first place, and a second place, too. Pie qualified in the afternoon. Marilane Bergfelt said her son would be getting a digital arts degree next year. Bobbie said to thank everyone for the cards – she lost Molly.

11) Adjournment

Meeting adjourned at 8:00 PM.

Respectfully submitted, Frances Anamosa, Secretary

Napa Valley Dog Training Club

Board of Directors Meeting
68 Coombs Street

June 27, 2016 -6:30 p.m.

Approved

Call Meeting to Order: Joy Wood

Attendance:

qPresident: Joy Wood	x
qVice President: Mary Ash	x
qTreasure: Lori Jackson	x
qPast president-Gerry Glantz	No
qFrances Anamosa	x
qDonna Golemon	x
qKim Leslie	No
qKaren Jackson	x
qRoxann Gracia	x

Need to Approve May Board Minutes

Meeting called to order at 6:37.

Officer Reports

Presidents Report: Joy Wood

July Meeting –membership appreciation pizza party. Joy Wood will send an email to members and ask people to RSVP so we can have numbers of who will be coming.

Air conditioners for club house- (hand-out) – board discussed this and it is not feasible for the club, and in addition swamp coolers only work in arid climates.

Dog Houses from AM Canyon Kids construction class want to sell 8 at \$25.00 each. The board reviewed, and it is not feasible at this time.

Vice President Report: Mary Ash

Spoke with Linda Luchsinger about coming to a board meeting to discuss financial statements-she was fine with it. Mary Ash will call to set a date. Mary Ash spoke with Linda Luchinsger, and she has asked her to come to another meeting. Linda L will be invited to the next board meeting, and all board members will be asked to come with questions in advance. Board members are asked to review statement before the meeting.

Follow Up: Mary Ash will call to set a date with Linda for next board meeting. Board is to review statement before the meeting and come prepared with questions.

Secretary Report: Frances Anamosa

Donna submitted changes. Members asked to approve with changes. Motion seconded, approved and carried.

Donna requested minutes now reflect closed and pending items.

Treasurer Report: Lori Jackson

Checking	\$23,105.41
Money Market Account	\$22,217.23

Expense Report to be reviewed. Board members reviewed expenses. Board will ask Linda Luchsinger about her fees so board is clear on what years are covered for the expenses.

Insurance is due in August and will be discussed at July meeting.

Follow Up: Ask Linda about her fees and discuss insurance.

Committee Reports:

1. Office: Mary Ash
 - a. Margretta is doing Wednesdays for this session.

2. Building- Karen Jackson
 - a. She is getting a new mop head for the cleaning crew.
 - b. Board members reviewed cleaning wish list from Marilane Bergfelt

3. Publicity- Kim Leslie
 - a. Farmers Market
 - b. Mailing packets to vets-has this been done
 - c. Napa Register Ads
 - d. What is being done about new upcoming session
 - e. Kim Leslie was not in attendance. Board members reviewed her attendance at meetings and if she is doing the assignments she has. Joy Wood will send her an email to let her know that she has not attended meetings and find out if she wants to continue in her role. Roxann Gracia will place ad in paper. Donna Golemon said she has also not notified her when she is not going to be able to teach a class.

4. Membership – Roxann Gracia
 - 1.) Review what will go into packets (hand-outs)
 - 2.) Roxann presented the new materials. The packet is a synopsis of what was there before. Board members gave her their edits. Board members discussed items to also include with the packet. Roxann Gracia was asked to revise the Code of Conduct and even change its name. New members will be referred to links for newsletter online. Roxann Gracia will present revised packet at another meeting. Member list will be available upon request.

5. Training-Donna Golemon
 - a. Next training meeting date.

- b. Donna Golemon got an email from Sandi Bonifield that she can't teach Good Manners 1 class. Donna Golemon has said that the Mighty Mights/GM 1 on Thursday is being changed to a true GM 1 class because Friday Night Session 5 GM 1 7 PM on Fridays is cancelled.
 - c. Jennifer Burns has backed out of teaching nose work. Nose work class is pending at this time.
 - d. Sandi Bonifield's class in Session 4 had a refund request that has been approved by board.
 - e. Mary Ash had a person in Good Manners 2, and the person became frustrated. She said she was going to ask for a refund, but she did not. Mary Ash will fill out paperwork for refund. Board approved.
 - f. Session 4 was way down in attendance, Puppy and Adolescent had to be cancelled, and there are few sign-ups for classes.
 - g. Joy Wood will discuss at next general meeting the trainers who have not trained in the last 2 years will be removed from the active trainer list.
6. Obedience Trial - Mary Ash
- a. Lori Jackson submitted a preliminary report on expenses. \$624 money from PayPal is still to come in.
 - b. Mary Ash thinks that there will be a loss for the trial.
 - c. Lori Jackson and Mary Ash are working on final numbers.
 - d. Donna Golemon will send photos to Frances for FB and to Roxann for paper ad.
 - e. Joy Wood said she got a lot of positive feedback.
 - f. The site was very nice.
 - g. Some people that had signed up to be there did not show up, and the people that were there did a lot of work.
 - h. Full financial report will be coming from Joy Wood.
7. Agility Trial - Lori Jackson
- a. Plans are underway for the trial.
 - b. Donna Golemon will be ordering ribbons.
8. AOCNC
- a. Meeting is July 9, 2016.
 - b. Workshop is July 31, 2016

Follow Up: What is status of Kim Leslie's work on publicity; Roxann to present revised member packets; status of nose work; status of refund Mary was to do; Joy to present to next general meeting active trainer list status; Financials from trial; photos to Frances for FB and for newspaper ad;

Business:

- 1. Review Financial Reports
 - a. Need to review and come back to next meeting with any questions for Linda Luchsinger
- 2. Guest Speaker program Marilane B. has been working on (hand outs)
 - a. Joy Wood will send board members the information Marilane Berfelt on guest speakers program.
 - b. This will be discussed at the next general meeting.

Follow Up: Board to review financial reports before next meeting; Joy to send board information from Marilane on guest speakers; board to discuss guest speakers at next meeting

3. Adjourn

- a. Meeting was adjourned at 7:51 PM.

Respectfully submitted, Frances Anamosa

Napa Valley Dog Training Club

General Meeting

July 11, 2016

Approved

- 1) **Welcome the Membership-Call to Order** by Joy Wood at 7 pm following pizza party.
- 2) **Approval of Minutes** – The June general meetings were approved by all.
- 3) **Treasurer's Report** – Lori Jackson
 - a) Money Market \$22,218.33
 - b) Checking \$18,336.32
- 4) **Board Reports**
 - a) President's Report – Joy Wood
 1. Trainers or Assistance who have not actively participated as a trainer/assistant in the past 2 years will be removed from the active trainers/assistant list. No discussion held.
 - b) Vice President's Report –Mary Ash nothing to report on at this time.
 - c) Office - Mary Ash- A thank you to the office staff this session, D, Margretha, and Vange. Next session is covered. If anyone is interested in working the office, for a \$40.00 voucher for a 6 week session, please let me know.
 - d) Membership – Roxann Gracia
 1. New Member packet update – work is being done to update the member packets. Revisions have been made, and sections are still pending updates. The website is up to date with this information and hope to have it completed next month.
 - e) Building – Karen Jackson – report given by Lori, as Karen was unavailable to attend. The mop heads that PSI wanted were ordered, and have arrived. We should be supplied with mop heads for a long time.
 - f) Publicity – Kim Leslie
 1. Placed an AD in the Register last week, and will run it again for another week.
 2. Lori, reported that she has the insurance papers needed for Farmers Market and gave them to Kim.
 - g) Training – Donna Golemon
 1. Next meeting date: the next training meeting will be July 30th, at 6 pm.
 2. Class enrollment update: enrollment is going on now for the upcoming session.
 3. Nose Work Class –on hold J. Burns has withdrawn from training the classes due to conflicts. Working on an alternative.
- 5) **Newsletter and Website** – Sue Osborn, if you have anything you want in the Meeting announcement, please get it to me by the 20th.
- 6) **AOCNC** – Sue Osborn, Gerry Glantz (absent)
 - a) AOCNC –meeting wrap up
 - b) Work Shop 7-31-2016-update, report made by Mary, still need people to work the work shop on July 31th, Jim, Gerry Margie Vulk and Mary working, Joy will check her schedule. No one volunteers.
 - c) Seminar with Obedience/Rally judges scheduled for September 25th, at Mt Diablo'
- 7) **Hospitality-**
 - a) Volunteers for next meeting: Joy Wood and Mary Ash
- 8) **Old Business**
 - a) 2016 Obedience Trial June 25, 2016– Wrap-Up Report-Mary Ash, Chair – it appears that the trial will have a profit! Should be about \$400.00. All bills have been received except for Debi Best, and she is taking the pay pal money and deducting it from her fees. Raffle brought in \$478.00; \$310.00 from trophy donations; \$170.00 in hospitality donations, and Don and Barbara Niemann donated \$50.00. Donna Golemon put together a photo album from the trial for everyone to look at. It was stated from the membership that positive comments were heard from the participants, nice site, ran well, etc....
 - b) **2016 Agility Trials** – August 20 to 21, 2016 at Dixon Fairgrounds – Lori Jackson

- i) Quick Update-passing around a board for people to sign up to work or food donations. After the board went around the room, no one had signed up. Then Christy signed up to help.
- c) **Nose Work Trial**-Update info from Mary, trial dates have been set, October 1 and 2. Thank you to Marilane for arranging Laps to use the building another weekend, freeing the building up for this event. Laps will be using the building later in the month instead. All events updated on the web-site calendar. The location of the trial will be here with the additional use of a Lixit storage unit, and the use of a large warehouse thanks to Ross, and no cost to the club from either.
- d) **Seminar Speakers**-Update info from Marilane Bergfelt, September 24th will be the first seminar, speaker to be determined. Marilane stated she negotiated a contract for a 40/60% split of the profits. Napa getting the 40%.
- 9) **New Business** – see attached letter read by Sandy Bonifield. After the letter read a 30 + minute discussion was held. Several motions were made, but nothing made it to the voting process. It was finally decided to table until the next meeting, when Roxann will have revised the code of conduct for review. It will be sent out to all club members in some fashion prior to the next general meeting. Everyone voted yes to this, but Sandy who abstained from the vote.
- 10) **Braggs**- Sandy bragged about Clark getting a major.

Adjournment at 7:54 pm

Respectfully submitted – Donna Golemon

Attached Sandy's Letter:

A few months ago it was brought to my attention that one of our returning members had edited our annual membership application. She had drawn a line through the statement that noted she would "abide by the Code of Conduct". I found this surprising, but later discovered that 2 additional members had done the same to their 2016 renewal. The AKC recommends that all clubs create and sustain their own Code of Conduct. To support that effort, our code was presented to the membership, edited per member's input, voted on and accepted with directions that it be included on our Membership Application. Each person signing the application agrees to abide by our Code of Conduct. All the steps taken to provide this to our membership were in keeping with the AKC recommendations and with input from an HR professional. There have been no discussions or approval for editing the membership application or discounting our Code of Conduct by an individual.

I would like to ask the Board if they were aware of the modification to the Club's Membership Application and how this will be remedied. Because this was voted on by the general membership I feel the membership must have a voice in this issue and should not be handled at the Board level.

The simple remedy is to have the 3 Board members fill out a new Application without any omissions.

Napa Valley Dog Training Club Board of Directors Meeting Minutes

July 25, 2016, at 6:30 p.m.
68 Coombs Street, Napa, CA 94558

Approved

Call Meeting to Order: Joy Wood

Attendance:

- qPresident: Joy Wood
 - qVice President: Mary Ash
 - qTreasurer: Lori Jackson
 - qPast president-Gerry Glantz-**Absent**
 - qFrances Anamosa-**Absent**
 - qDonna Golemon
 - qKim Leslie
 - qKaren Jackson
 - qRoxann Gracia
- Need to Approve June Board Minutes –

Officer Reports

Presidents Report: Joy Wood

- A- Statement to the board
- B- Approval of June Meeting Minutes- Minutes reviewed, many changes made, minutes approved with changes. (Joy to make changes) **CLOSED**
- C- Insurance renewal- motion made and passed to pay the insurance bill **CLOSED**

Vice President Report: Mary Ash-nothing to report

Secretary Report: Frances Anamosa **Absent**

Treasurer Report: Lori Jackson

Checking \$16,514.21- as of 7/23 see attached report

Money Market Account \$11,840.94

Discussion held regarding photo copy costs, if photocopies made for training, approval to be given by head trainer, and photo copies for the office approval to be given by the head of the office. Same goes for any training or office supplies.

Committee Reports:

1. Office: Mary Ash – nothing to report
2. Building- Karen Jackson – discussion around a method to cool the building, commercial fans cost prohibited; swamp coolers are not feasible because they need water piped to them; will get bid regarding air conditioning to building. - **PENDING, REMAINS OPEN**
3. Publicity- Kim Leslie – add for classes ran for only 1 week. Kim states she contacted the Register about running it a second will, will call to find out what happened and report back. Kim to so submit club meeting notice to the register, Roxanne gave her the information and write up. Farmers Market status – need to get new insurance wavier after insurance paid. Target date in mid-August. Should not do market the week of agility trial, we need the support and workers for it. Walk for Animals August 7th, hours 7:30 till noon; need literature to go in goodie bags, suggested item the emergency kit for dogs; agreed for this to be in the packets, need people to volunteer to help, Sue is to be asked to send out notice via email – **MULTIPLE ITEMS OPEN AND PENDING**
4. Membership – Roxanne Gracia

- 1.) New membership packets – after discussion, it was motioned, and passed to remove the last page with the officer’s information, since this information is available elsewhere. Age of juniors, motioned and passed to change the age of juniors to age 10 to 18 anywhere the age is mentioned. – **Item to be placed on web site, CLOSED**
 - 2.) Voting in of new members - at the general meetings, new members will be asked to leave the room while a vote is being taken. The vote will be done by secret ballot and stated in the by-laws. Roxanne, has a box to use this purpose. **-CLOSED**
5. Training-Donna Golemon
- a. Vouchers – Sandy Bonifield asked for approval of a voucher outside of the Guidelines and Procedures. AM Adolescent class, Sandy teaching, Kim assisting; first week had 4 dogs, second week 2 more dogs joined the class for 6 dogs, Kim was not present for this class. Third week, one of the dogs from last week dropped out of the class leaving 5 dogs; for a voucher to be issued there needs to be 6 dogs per the G&P. Discussion, and decision made to follow the G&P and not issue a voucher. – Donna will email Sandy of the decision, **CLOSED**
 - b. From training meeting, request to consider letting foster dogs attend classes at no cost. Discussion held and voted on to allow foster dogs to be in class at no cost provided the class has room it is, trainer approved of it, and proof of the dogs being a foster dog received. - will bring up at next general meeting to inform everyone of this. **CLOSED**
 - c. New games class – Vange submitted a new class for approval. Class is approved for step 1 as long as Vange agrees to the changes we suggested. If Vange agrees then next step is to get lesson plans and handouts for class for approval, attachment B - **PENDING**
6. Agility Trial - Lori Jackson, moving along, no problems to report. – **OPEN TILL COMPLETION OF TRIAL**
 7. AOCNC – Match on July 31, we now have workers for the match. They are Mary Ash, Joy Week, Jim Spiva, Gerri Glance and Marge Voit. –This item **-CLOSED PENDING FINAL REPORT**
 8. Updates to the Procedures and Guidelines, who is to forward any changes on to Sue for updated? – after discussion this is the responsibility of the Secretary - **CLOSED**

Business:

Board sticks to the Bylaws procedure as it stands. Get the Code of Conduct in place. State that a Complaint is the same as a Charge in the Bylaws. Then when a charge/complaint is filed it follows the Bylaw procedure. If the Board hears the Charge, it can be addressed as a violation of the Code of Conduct as it pertains to a detrimental effect on the Club. Get rid of the Complaint Form & Process that is mentioned in the Sept. 2014 minutes.

This can be the recommendation:

- 1.) Approve a Code of Conduct (Based on Best Practices by the AKC)
- 2.) Define Charge and Complaint as the same thing.
- 3.) Rescind the Complaint Form & Process mentioned, but not included in Sept. 2014 minutes.
- 4.) Board to follow Bylaw procedures as written. (Which means the Board does not review all charges.)

Remember there is nothing in the Guidelines regarding complaints.

Discussion held and votes made regarding this topic. Roxanne to make the changes voted on. Then Joy will have Sue send out to club members so it can be voted on at the next general meeting. – **PENDING**

Respectfully Submitted:

Donna Golemon

ATTACHMENT A -

JUNE 2016 – End of Month

DISCOUNTS = \$660.00

VOUCHERS = \$1,432.50

EXPENDITURES

RENT = \$3396.00

UTILITIES:

AT&T = \$125.53; ELECTRICITY = \$192.10; GARGAGE = \$29.79; CLUB CLEANING = \$160.00

TRAINING:

TRAINER FEES = \$2019.00; CLASS REFUNDS = \$115.00; APRONS = \$20.79; PEANUT BUTTER = \$5.99; TRAINING COPIES = \$262.66

SOUTHGATE MINI STORAGE = \$99.00

AGILITY TRIAL = \$687.50 (1/2 DEPOSIT FOR DIXON MAY FAIR SITE)

PUBILITY = \$25.02 (FACEBOOK)

OFFICE PHOTOCOPIES = \$24.50

TOTAL DEPOSITS = \$14414.75

TOTAL EXPENDITURES = \$8375.53

Attachment B -

FUN GAMES

Description:

This 6 week class is designed for people and their dogs to further their obedience skills by participating in games that train and promote those skill sets [what skill sets?]. Participants will play games that improve and test their skill level of sit, down, stay, loose leash walking, recall and much more.

Goal:

The goal is for people to practice and proof their dog's obedience skills through fun games designed for success.

Skills:

1. Polish basic obedience
2. Team building games
3. Proofing obedience skills
4. Confidence building activities

Instructor:

Any NVDTTC instructor who is current with Good Manners 1 and is willing to encourage and promote obedience through games.

Other Information:

1. Maximum 12 dogs
2. Dogs at least 6 months old.
3. Completion of an entry level class or basic obedience is required. Change to:
Completion of an entry level class with NVDTTC or approval of instructor.
4. Dogs must be dog and people friendly. [remove not stated in any other class]
5. Current NVDTTC supplies and equipment used for class.
6. Instructor fee – taught by NVDTTC instructor at their fee schedule.
7. Assistants needed – 1-2 depending on number of participants. Change to:

Remove and Policy and Procedures to be followed in regards to assistants

ATTACHMENT C –

August 3, 2016

Dear Members of the Napa Valley Dog Training Club,

Below you will find some new documents that the NVDTTC Board would like you to take a look at before our upcoming August Meeting. We are asking for you to give these changes your full attention and believe we will have the approval of the general membership and their full support.

The Board recommends the following:

- 1.) Approve a revised Code of Conduct (Based on Best Practices by the AKC)
- 2.) Define Charge and Complaint as the same thing. (Based on our current By-Laws)
- 4.) Board to follow Bylaw procedures as written. (Which means the Board does not review all charges.)

Currently there is nothing in our Guidelines regarding complaints.

MEMBERSHIP ANNUAL RENEWAL

Renewal of Club membership will occur annually based on the calendar year, and will follow these Guidelines:

- 1.) Annual Dues will be reviewed and changed as needed by the Board of Directors and voted on by the General Membership as per Bylaws Article 1, Section 2.
- 2.) Membership will be terminated if dues are received after February 1st as per the Bylaws Article 1, Section 4.
- 3.) The renewal form can be the same as that which is used for new membership.
- 4.) The Mission, Vision, Code of Sportsmanlike Conduct will be on each form.
- 5.) Signature by each member will be required to acknowledge that they agree to abide by the insurance release, the AKC rules, Club Constitution, Bylaws, Mission, Vision and Code of Sportsmanlike Conduct. Any lack of signature, alteration of wording or additional statements to the agreement will be forwarded by the Membership Chair for review by the Board of Directors. If deemed detrimental to the club, then renewal of membership can be denied and/or expulsion process begun per Bylaws Article VI, sections 3 and 4.

MISSION STATEMENT

To Promote responsible pet ownership by offering classes for the community in dog obedience and handling; to educate our members about responsible ownership of dogs; to advocate for the protection and well-being of all dogs; and to adhere to the guidelines of the American Kennel Club in our activities.

VISION

To provide dogs and their owners with the best possible training in an atmosphere of courtesy and respect.

CODE OF SPORTSMANLIKE CONDUCT

MEMBERS SHALL:

- 1.) Commit themselves to the values of fair play, honesty, and courtesy to all others.
- 2.) Welcome, encourage and support newcomers to the club and participants to dog related events.
- 3.) Respect the AKC Bylaws, rules, regulations and policies.
- 4.) Reject behavior that discourages achievement of the Mission Statement.
- 5.) Always consider as paramount, the safety and welfare of all dogs and handlers.
- 6.) Reject any opportunity to take personal advantage of positions offered or bestowed upon them.

- 7.) Respect differences in opinions, training goals, and privacy of all others.
- 8.) Show grace while winning or losing during competition or receiving constructive criticism.

(AKC Reference Note: "Clubs should consider developing a Code of Conduct that is annually reviewed and published. It should be included as part of the membership packet. The Code of Conduct should also be included on the yearly membership renewal form and members should sign as acknowledgement of continued adherence.")

Conclusion: We are basically reverting back to the By-laws for the complaint process and simplifying the whole procedure.

Utilizing AKC already published Code of Sportsmanlike Conduct as a model.

Utilizing current AKC's and our By-Laws for Code of Sportsmanlike Conduct violations procedures.

We will be happy to have a full discussion at the meeting. So please bring your questions if you have any.

Submitted by,
Joy Wood, NVDTTC President

Recommended Complaint Process now written in the NVDTTC By-Laws

Article VI Discipline

Section 1 American Kennel Club

Any member who is suspended from the privileges of the American Kennel Club automatically will be suspended from the privileges of this Club for a like period.

Section 2 Charges

Any member may prefer charges against another member for alleged misconduct, prejudicial to the best interests of the Club, or the sport of purebred dogs. The Board of Directors will first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club. If the Board considers the charges do not allege conduct which would be prejudicial to the best interests of the Club, it may refuse to entertain jurisdiction. Written charges with specifications must be filed in duplicate with the Secretary, together with a deposit of ten dollars (\$10) which will be forfeited if such charges are not sustained. The Secretary will promptly notify the Board which will meet and fix a date for a board hearing not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary will promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and assurance that the defendant may personally appear in this own defense and bring witnesses if he wishes.

Section 3 Board Hearing

The Board of Directors will have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant will be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by the complainant and defendant, the Board may by a quorum vote, may reprimand the defendant or suspend the defendant from all privileges of the Club for not more than six-months from the date of the hearing. If it deems the punishment insufficient, the Board may also recommend to the membership that the penalty be expulsion. In such case, the suspension will not restrict the defendant's rights to appear before his/her fellow members at the ensuing Club meeting which considers the Board's recommendations. Immediately after the Board has reached a decision, its findings will be put in written form and filed with the Secretary. The Secretary in turn will notify each of the parties of the Board's decision and penalty if any.

This is the current Complaint Process adopted in 2014.

Napa Valley Dog Training Club

Complaint process

The Napa Valley Dog Training Club is comprised of elected officers and volunteers who ensure the highest standard in training. These volunteer members and elected officers are charged with administering and adhering to the Vision, Mission and Values of the club. In addition, elected officers shall demonstrate by their example their commitment to the Vision, Mission and Values of the Napa Valley Dog Training Club.

In the event any club member, handler, officers or members of the public believes any member, officer or handler has violated the Vision, Mission or Values of the club h/she may file a complaint.

In order to review all complaints thoroughly, Napa Valley Dog Training Club requires that certain procedures be followed:

1. All complaints must be legibly written and may be turned into any Board Member.
2. The complaint must be submitted within 2 weeks of the alleged incident.
3. The complaint must reference the Vision, Mission or Value that has allegedly been violated along with the names of any witnesses' to the alleged violation.
4. The Board of Directors, as appropriate, will discuss the complaint at a "closed meeting" within 2 weeks of receiving the written complaint.
5. The Board of Directors will take appropriate action in resolving the issue (s).
6. All complaints/issues will be kept confidential.
7. All parties will be notified of the complaint status and resolution.
8. If no resolution is reached the Board will refer back to the disciplinary guidelines of the by-laws.

Napa Valley Dog Training Club

General Meeting Minutes

August 8, 2016

Approved

1) **Welcome the Membership-Call to Order** by Joy Wood

- a) Meeting called to order at 6:36 PM
- b) Joy Wood announced the death of Tom Gracia, Roxann Gracia's husband. Club to make donation of \$50 to charity of his choice. Mary will send a card from the club.

2) **Secretary report-Frances Anamosa**

- a) **Approval of Minutes** – June meeting –printed in newsletter
 - i) Frances to send approved June board minutes to Sue
- b) The July general meeting minutes-handout
 - i) Joy called for edits – there were none. Minutes were motioned, seconded and approved without edits.

3) **Treasurer's Report** – Lori Jackson

- a) Checking \$19,485.56
- b) Money Market \$22,218.40
- c) \$150.02 profit from Obedience Trial
- d) Treasurer's Report - motioned, seconded and approved

4) **Board Reports**

- a) President's Report – Joy Wood
 - i) Our Board Member Roxann Gracia's husband Tom, passed away.
- b) Vice President's Report – Mary Ash
 - i) Last month's vouchers and this month's vouchers will be on the table by the door
 - ii) Roxann Gracia not present – new members – Karen Paris and Kim Gavette referred by Ann Stanley
 - iii) Motion, seconded and approved to accept the new members
- c) Office - Mary Ash
 - i) All requests for copies need to go through the current office manager
 - ii) Mary Ash is now covering for Roxann Gracia
 - iii) Any copy making also has to be cleared through person of the needed copies
- d) Membership – Roxann Gracia (absent) Report by Joy Wood
 - i) New Member packet update – will have a sample to hand out at next meeting
- e) Building – Karen Jackson – air conditioner update, cost, etc.
 - i) Karen Jackson called re AC; ceiling fans are a possibility; AC costs would be high especially if the unit is installed by someone who would be licensed; Karen Jackson will look into ceiling fans and see if that would work
 - ii) Mary Ash talked with Ross, the building manager, about the light switch – Ross is going to have someone move the on and off switch closer to the door so you can turn it off without being in the dark. Ross will do that for free and do it next week. Mary Ash to follow up with Ross re status.
- f) Publicity – Kim Leslie
 - i) Walk with Animals
 - (1) Flyers from NVDTC were in all of the goodie bags

- (2) Interest list was at booth – Kim Leslie to give that to Mary Ash
- (3) Board for tricks for dogs
- ii) Farmers Market
 - (1) Should be turned in this week so that the club can have a booth at the market in August 2016
- g) Training – Donna Golemon
 - i) Week 3 of session 5; 6 and 7 are on the website
- h) Newsletter and Website – Sue Osborn
 - i) August 20, 2016, is deadline for items for newsletter
- 5) AOCNC – Sue Osborn, Gerry Glantz**
 - a) AOCNC – Workshop 7-31-2016-wrap up
 - i) Good turnout; Gerry did not hear any complaints; thanks to Joy Wood, Margie, Jim Spiva for their help; thanks to Mary Ash and others who helped to pack up the car
 - b) Seminar with Obedience/Rally judges scheduled for September 25 2016 at Mt Diablo
- 6) Hospitality- Thanks Joy & Mary for snacks**
 - a) Volunteers for next meeting – Anne Stanley to volunteer for next meeting
- 7) Old Business**
 - a) **2016 Agility Trials** – August 20 to 21, 2016 at Dixon Fairgrounds – Lori Jackson
 - i) Lori has certificate of insurance
 - ii) Linda has 201 runs on Saturday and 1___ runs on Sunday; Linda will cover judge hotel fees with hotel points she has; need someone to pick judge up at the airport – Lori to get the times for her arrival and departure; need volunteers at 7 am in the morning on Saturday for help with tables, chairs, canopy, and ice chest – she will need a truck for all of this; still needs raffle items
 - b) **Nose Work Trial-** October 1 and 2 - Mary Ash
 - i) Premium comes out Wednesday; judges are secured as is committee; Gerry will do the score room; Gerry and Donna and Mary will have another meeting; 2 nose _____ will be going on at one time using a lot of the complex; signup sheet for workers will be going up
 - c) **Seminar Speakers**
 - i) Seminar in September on Canine Body Language; sign up with Marilane if you are interested; cost will be under \$100
- 8) New Business**
 - a) **Tracking Trial-** Sue Osborn - NVDTTC's Tracking Test to be held March 12, 2017, at the Veteran's Home in Yountville. Judges are Mitzi Young and Anne Hershey. AKC has approved this tracking event with a closing date of 03/01/17; things are underway on this trial.
 - b) Building Request from Diana Martin – request to rent club for December 11, 2016, for Irish Terrier Club Holiday Party; motion, seconded and approved to allow this request; Joy will send her rental agreement
 - c) Laura Ecklin made the following business protocol suggestions: when members want to discuss items that are not on the agenda, members can present the items at the beginning of the meeting; a time will be set in the future to consider them; items can be sent to board in advance of the meeting to be included on the agenda; for items that need to be acted upon quickly – club needs to decide how to handle. Board to review at next board meeting and review at next general meeting with members.
 - d) **Review edits to club documents**
 - i) Membership Annual Review
 - (1) Number 5 – is does not say anywhere that 2 signatures are required on the membership application; board suggesting to add this
 - (2) These papers to go in the new member packet

- (a) Mission Statement
- (b) Vision
- (c) Code of Sportsmanlike Conduct
- (d) Complaint Process

ii) Comments on the documents

- (1) Laura Ecklin said she liked a conduct policy that mirrored the AKC guidelines
- (2) Marilane Bergfelt said the club revised the by law to address certain issues that came up in 2012. She stated that AKC said codes were to be developed by club to be a layer between AKC rules and what the club wanted to do. Laura spoke to complaint process and how she has worked with conflict resolution and suggested that club members deal with issues at a personal level without escalating things to a formal complaint process and proceedings. Club discussed having a less formal process to resolve differences and whether or not it fell under the complaint process guidelines. Also discussed whether or not changes should be made at the annual meeting in November 2016. It was suggested that there be a By Law version for serious violations and a version for issues of lesser weight.
- (3) Discussion of issue of board recusing themselves from any discussion in the process that directly involves them and/or is a complaint against them
- (4) Members proposed changing wording to number 5 of membership annual review
- (5) Members to send to Joy suggestions for changes to these documents to be presented to members at the next general meeting – send to Joy by email 2 weeks before general meeting; Joy will then condense and send to members for review before the next general meeting
- (6) Motion made to table comments and to follow the process for comments. MSA

9) Brags- Adjournment at 7:54 pm

- a) Sandy Clark got a second major
- b) Karen Jackson and Captain Jack got a Blue Ribbon for Preferred Novice and a qualifying run for advanced gain
- c) Barn Hunt title – Linda – _____
- d) Diana Martin – Keegan got beginning novice title

Meeting was adjourned at 8:11 PM

Respectfully submitted, Frances Anamosa

Napa Valley Dog Training Club
Board of Directors Meeting
Agenda
August 22, 2016
6:30 p.m.
68 Coombs Street, Napa, CA 94558

Unapproved

Call Meeting to Order: Joy Wood

Attendance:

qPresident: Joy Wood
qVice President: Mary Ash
qTreasurer: Lori Jackson
qPast president-Gerry Glantz
qFrances Anamosa-
qDonna Golemon
qKim Leslie
qKaren Jackson
qRoxann Gracia

Approval of July board meeting minutes – motion was made, seconded and approved to accept minutes with no changes.

Roxann Gracia to coordinate with Sue Osborn on the posting of the unapproved and approved minutes. She will report back to board.

Officer Reports

Presidents Report: Joy Wood

Agenda deadline for the general meeting is the first Monday of the month.
Joy will tell members at the next general meeting.
Board agenda items deadline is the 3rd Monday of the month.

Vice President Report: Mary Ash

Mary Ash had no report.

Secretary Report: Frances Anamosa

Frances Anamosa had no report.

Treasurer Report: Lori Jackson

Checking	\$21, 883.24
Money Market Account	\$22,219.39

Lori Jackson said the report is pending because she was busy with the trial.

Committee Reports:

1. Office: Mary Ash
 - a. Mary Ash had no report.
2. Building- Karen Jackson
 - a. Lori Jackson to make a presentation about the fan at the next general meeting as Karen Jackson has to attend a meeting.
 - b. Mary Ash recommended that club give Ross Mini a \$100 gift certificate to Fume Bistro for moving the light switch for free. Mary Ash will make the arrangements.
 - c. Motion was made, seconded and approved to approve this expense.
3. Publicity- Kim Leslie
 - a. Back to back ad for next session – Kim Leslie to continue with 2 week ad; she will check and see about running of ad last time to see if it ran for 1 week or 2 weeks. Kim Leslie will report to board at next meeting.
 - b. Kim Leslie will also follow through with the Farmer’s Market and the application and let board know as soon as she has information.

- c. Kim Leslie will also follow through with the *Napa Valley Register* posting in the newspaper calendar
- 4. Membership – Roxann Gracia
 - 1.) Review what will go into New Membership packets – By Laws will be included, Code of Conduct, Code of Sportsmanlike Conduct, Membership Form, Roxann Gracia to present 10 copies to share at next general meeting; Joy Wood will make the copies for Roxann Gracia. The website will have the Complaint Process
 - 2.) Joy Wood discussed giving shirts with club logo to new members or to renewing members or a handkerchief for the dog, etc. Prices would be dependent upon a minimum order of 75, and there would be a variety of sizes. Joy Wood will bring it up at the general meeting. Mary Ash will check on prices that Mt. Diablo has for their shirts.
 - 3.) Membership interest on sheets – Gerry will call Vange Leonis and Sue Osborn about list of people that are interested in becoming members.
 - 4.) Mary Ash to send Frances Anamosa a list of people present at each general meeting to be included with each general meeting minutes.
- 5. Training-Donna Golemon
 - a. 2 weeks left in this session followed by 1 week off
 - b. Training committee meeting is September 7, 2016, at 6 PM
 - c. Donna Golemon purchased \$700 worth of toys for the classes
 - d. Leashes and toys have been stolen.
 - e. Facebook - people have indicated an interest in Conformation classes. Club is not able to do it at this time.
- 6. Agility Trial - Lori Jackson
 - a. Too many ribbons were ordered.
 - b. A full accounting of the costs of the trial will be presented at a later meeting.
 - c. Theresa Russell did a lot of work for the trial, including chauffeuring the trial judge and working the trial. Mary Ash recommended doing something for Theresa Russell. Mary Ash made a motion to give her a voucher for 1 free class, a thank you card and a \$50 Starbucks gift card. Lori Jackson will take care of this.
 - d. Motion was made, seconded and approved to get Theresa Russell the gift card.
 - e. The board also recommended a \$50 Starbucks card for Thea Tsurumoto for her help at the agility trial. Motion was made, seconded and approved to get Thea Tsurumoto the gift card.
 - f. General meeting will be informed of results of trial and asked if they want to work and to continue having this trial.
- 7. AOCNC
 - a. September meeting is on the 25th.
- 8. New Business
 - a. Special Meeting Minutes
 - i. There has been request for the special board meeting minutes in early 2016.
 - ii. According to the existing code of conduct complaint process the results of the meeting are confidential.
 - iii. Karen Jackson to look into buying a safe for the club to keep something like this secure.
 - iv. Joy Wood will print out all 2016 minutes and place in a binder.
 - v. Motion made for Karen to purchase a safe for \$250 or less.
 - vi. Motion was made, seconded and approved to buy the safe.
 - vii. Frances Anamosa to follow up with Sue about the minutes she was asking about.
 - b. Spraying Building for pests
 - i. Club will add wording to class sign ups - something about keeping dogs and preventing flea prevention. Donna Golemon will add something to the class sign ups and requests that trainers cover this at the first registration.
 - ii. Karen Jackson to get an estimate for spraying before the next general meeting and present it to the club.
 - c. Facebook
 - i. Frances Anamosa to send Donna a link to a site to upload photos and videos.
 - d. Nosework Trial
 - i. October 1 and 2 – everything is full at this time
 - ii. Club anticipates making a profit on this trial
 - iii. Donna Golemon has put something in the newsletter about working and volunteering at the trial
 - e. Code of Conduct
 - i. Develop final proposal to present to club members.
 - ii. Joy Wood will ask members by email for their edits and changes after sending it to all members again.
 - iii. If there are no changes, she will present it to the general meeting in September and let members know it will be brought up to the November annual meeting.
 - iv. Gerry Glantz reminded board that when sponsors present a new member that the new member be present. Discussion was about whether or not sponsors needed to sign the form. It does not say on the form that sponsors are to sign the form, and form does not say the new members have to be present.

- v. Discussion involved around establishing a Conduct Committee, but no decision was made.
- f. Miscellaneous
 - i. Mary Ash will take care of sending Maria Giaccio a sympathy card for her father's death.
 - ii. Mary Ash will make a club donation to Napa Humane for Maria Giaccio's father.
 - iii. Mary Ash will make a club donation to Napa Humane for Tim Dack, a club member who died recently.
- g. Sunshine
 - i. Joy Wood will ask general membership if there is anyone who wants to do Sunshine.
- h. Holiday Meeting in December
 - i. Joy Wood talked about the holiday meeting and doing something special for members.

The meeting was adjourned at 8:40 PM.

Respectfully submitted, Frances Anamosa, Secretary

Napa Valley Dog Training Club

General Meeting Minutes

September 12, 2016

Unapproved

- 1.) Call to Order at 6:30 PM Joy Wood, President
- 2.) Approval of minutes of July Meeting - Passed posted minutes without any changes. Secretary, Frances Anamosa, was absent tonight. Roxann Gracia took minutes.
- 3.) Treasurer's Report - Lori Jackson
 - a.) Money Market Account \$22,220.52
 - b.) Checking \$16,778.39
- 4.) Board Reports
 - a.) President's Report - Joy Wood

We need a Sunshine person - Brief review of duties was noted. No volunteer at this time. Joy Wood read thank you letters from Napa Humane for the donation made in memory of Tom Gracia and for the Napa Humane booth at the 2016 Walk for the Animals. Copies of the thank yous are attached to these minutes.
 - b.) Vice President's Report - Mary Ash - Nothing to report.
 - c.) Office - Coverage will only be on Mondays, Wednesdays and Thursdays by Dee, Roxann and Margretha. Positions can be rotated around if anyone wants any of these days, please let Mary Ash know. It was noted that Wednesdays are the busiest days for number of class attendees.
 - d.) Membership - Roxann Gracia

No new members tonight.
All membership lists are currently updated monthly.
Current copy in office and emailed to Sue Osborn to include in monthly newsletter lists.
It was noted that there are currently 57 members.
New Member packets - see Old Business
 - e.) Building - Karen Jackson

Flea Spraying - Discussion was held regarding whether to spray again and if so, how often. It was decided to spray Quarterly for \$95. (The every other month fee was \$85.) It was noted we cannot spray the "potty area" because the club does not control this area.
A/C report is pending complete report.
A safe has been purchased for secure storage as per last meeting.
 - f.) Publicity - Kim Leslie - Not in attendance - No report
 - g.) Training - Donna Golemon

Classes started this week. Tracking people are getting ready. Tracking event is Thursday, Oct. 27th starting at 9 am. The tracking classes are \$145 for 8 weeks. If interested call or email Donna Golemon or Debbie Craine.
Note: Tracking is done outside no matter the weather - hail-sleet-snow so you must be an outdoor type person. The dogs track a person's laid track.
 - h.) Newsletter and Website- Sue Osborn

Deadline for articles is the 20th of this month for inclusion in the next newsletter.
Note: Newsletters in printed form are in a black folder on the west wall of the club and the latest

newsletter is posted on the bulletin board.

5.) Committee Reports

AOCNC - Sue Osborn, Gerry Glantz

Seminar is September 25th at Mt. Diablo with Obedience/Rally judges Alvin Hayne and John Cox. Of note, John Cox is well known in his field. Mary Ash and Joy Wood will attend the seminar and Donna Golemon will audit.

There is a luncheon on October 15, 2016, and Joy Wood is invited to attend free of charge as the president of our club. Lunch will be at the Brass Door.

Tracking Trial March 3, 2017 - Sue Osborn - Plans are being made.

Obedience Trial - Gerry Glantz - not in attendance - no report

Agility Trial - Lori Jackson

Final report pending a check coming back to the club for the deposit.

Nose Work Trial - October 1st and 2nd, 2016

The Novice class is full with a wait list and the Advanced is almost full.

So far \$6,800 has been received in entry fees.

Workers are needed for various jobs. Contact Karen Jackson or Donna Golemon. A sign-up list was passed around. Saturday is 6 hours and Sunday is a half day, either in the AM or PM. Duties are mainly directing traffic of the dog handlers between events.

There are the Judges Scribe and Timer that are jobs for experienced members only.

Exhibitors are not encouraged in order not to disturb the working dogs.

It was noted that the jobs are not hard, and they are fun to watch. You also get free lunch.

6.) Hospitality - Thanks to Anne Stanley for the refreshments tonight.

Dee and Linda W. have volunteered for next month.

7.) Old Business

a.) Moeller Seminar - Marilane Bergfelt - Sept. 24th, Shy Dog and Enrichment Seminar You can still sign up on line. Cost is \$85 which was noted to be reasonable. See previous minutes for detail.

b.) Code of Conduct Review - Joy had several email responses to her request for comments. Some comments were generalized statements, and one response was specific wording changes. Much discussion was held regarding the Code and the Secondary Complaint Process. It was decided to have a committee review the responses and present a synopsis at the next meeting. It was suggested that if a consensus was not obtained at the annual meeting, an extension could be made.

It was indicated that maybe a panel of mediators could be nominated and a note that the AKC has a "Middle Process" although specific quoted reference was not noted.

The committee will be Vange Leonis, Roxann Gracia and Dee).

8.) New Business

a.) Nominating Committee for new officers 2017

Joy requested membership to volunteer for nominating committee for Board Members for next year. There needs to be 3 members. No volunteers. Members reminded that without a board, there will be no club. Next month nominations can come directly from the floor. Email Joy Wood if you are interested.

b.) Ad for Mt. Diablo show calendar - Sue Osborn

The NVDTC usually places an ad in the Mt. Diablo show calendar. Cost is \$10, plus we must buy \$60 worth of calendars. Total cost is \$70. Copy of Ad is due Oct. 1, 2016. Since we don't have

- dates for next year's trials, it would be a generic ad.
Motion passed to place the Ad again this year.
- c.) Newsletter Articles - Vange Leonis
It was requested that more educational articles be included in the newsletter. Discussion was held pointing out the educational items that are currently presented. More articles of the educational variety would be nice. Membership is encouraged to supply those articles to Sue Osborn for publishing.
 - d.) Board minutes and General Meeting Minutes - Joy has copied and placed minutes into a binder that will be located in the office for reference. She will continue to update as long as she is President of the club. This is in addition to them being available on line.
 - e.) New Calendar for next year's reservations of the clubhouse. Much discussion was held for reserving the building way far in advance causing potential club desires vs outside rental usage. Club will continue current practice to review club rentals as requested. If issues arise, the club will reevaluate at a later date.
 - f.) Jim Spiva provided more tennis balls for the dogs. Thanks Jim!
 - g.) Member asked regarding what acts of charity does this club do besides providing benefits to the members.
Much discussion was held regarding the Critter Comforters Are they still active - yes.
Do we do fundraising or make donations?
We give \$10 off first rescue dog class and donate to Napa Humane for various memorials.
It was suggested that the First Aid Kit flyer be given to various organizations and events.
Anyone interested in working as a group to provide more ideas?
Dee and Marilane Bergfelt volunteered to work on some ideas.

BRAGS:

Sue Osborn - 4-6 month puppy, Best of Breed, Sporting Group 3
Linda Luchsinger - CG Excellent and Barn Hunt
Sandy - Clark - Championship
Mary Ash - Cody RA2/ PI Rally Advanced/Beginner Novice with a 197 & 1/2
Joy Wood - Sierra - Novice Rally Title
Donna Golemon - Ube - 2nd leg of Novice Rally
Karen Jackson - Miss Penny – Open Preferred Jumpers with Weaves Title
Stephanie - 1st (2) points and Best Best of Winner

Attachments:

1. Thank you letter from Napa Humane for the donation made in memory of Tom Gracia
2. Thank you letter from Napa Humane for the booth at the 2016 Walk for the Animals.

Respectfully Submitted: Roxann Gracia

Napa Valley Dog Training Club
Board of Directors
Meeting Minutes

September 26, 2016
6:30 p.m., 68 Coombs Street, Napa, CA 94558

UNAPPROVED

Call Meeting to Order: _____ Joy Wood

Attendance:

qPresident: Joy Wood	Yes
qVice President: Mary Ash	Yes
qTreasurer: Lori Jackson	Yes
qPast president-Gerry Glantz	No
qFrances Anamosa-	Yes
qDonna Golemon	Yes
qKim Leslie	No
qKaren Jackson	Yes
qRoxann Gracia	Yes

The meeting was called to order at 6:35 PM.

Officer Reports

Presidents Report: Joy Wood

Joy Wood asked for a motion to approve the minutes from the August 2016 meeting. The minutes were approved with one edit, and the motion was made, seconded, and approved.

Vice President Report: Mary Ash

Mary Ash had no report.

Secretary Report: Frances Anamosa

Frances Anamosa had no report.

Treasurer Report: Lori Jackson

Checking:	\$34,114.71
Money Market:	\$22,220.59

Lori Jackson submitted the financial breakdown for the 2016 Agility Trial. Trial had a \$787.80 loss.

Committee Reports:

1. **Office:** Mary Ash
Roxann Gracia said there had been an increase in phone calls.
2. **Building:** Karen Jackson
Karen Jackson bought a safe for \$79, and Mary Ash has the keys – it is fire and water proof. Fans cost from \$300 to over \$1,000, and Karen Jackson will let the members know at the general meeting these costs. Duff Pest is coming in October during the week there are no classes, and they will come every quarter from then on.

Napa Valley Dog Training Club
Board of Directors
Meeting

September 26, 2016
6:30 p.m., 68 Coombs Street, Napa, CA 94558

3. **Publicity:** Kim Leslie

Kim Leslie was absent. Board reported that 2 ads were placed in the NV Register, but not in the correct periods. The board commented on Kim Leslie's repeated absences at board and general meetings and her lack of fulfillment of board position responsibilities. Joy Wood will send her an email about this.

Frances Anamosa presented the Facebook results including the increase in Likes and interest in Facebook posts, especially when the club pays for a Boost (between \$10 and \$25). Board approved expenses of \$25 per month to boost Facebook posts, and Frances Anamosa will do this.

4. **Membership:** Roxann Gracia

Joy Wood is not able to offer new members T-shirts or bandanas at this time.

The new member packets cannot be handed out until the code of conduct has been approved and resolved. Motion was made to table the new packets until the code has been finalized in November. The motion was seconded, and approved.

5. **Training:** Donna Golemon

1. Review of current classes

Daytime Wednesday classes did not happen. Class enrollment is down. Roxann Gracia said the dates and times for the Out & About class had been changed by Vange Leonis. Donna Golemon said this can't be done without letting her, the training chair, know. Donna Golemon will let Vange Leonis know that she cannot change the class dates without consulting with the training chair.

Judy Gamet has only 4 dogs in one class. Those classes are only 30 minutes long because of the concentration of attention. Motion was made to tell Judy Gamet that she is only paid for a half hour class when there are 4 people in a class per club rules. Motion was made for Donna Golemon to send her an email saying this, and it was seconded, and approved.

2. Submission for reimbursement from Lea for the Mik Moeller seminar. \$85 receipts were turned in from Vange Leonis and Lea. Motion was made to issue reimbursements, and it was seconded, and approved. These requests were paid out by the club with funds offered to trainer and assistant using the trainers' annual stipend for further education

3. Vange Leonis's Games Class – Vange Leonis submitted proposals for new classes. Donna Golemon asked for changes to the class, but Vange Leonis has not made them. Donna Golemon will email her to make the changes and to tell her that the club will not pay for treats or toys. Motion was made to approve this, and it was seconded, and approved.

4. Review of requests for credit vouchers/cash refunds for this session and last session.

- Allison Smith, Session 5 Puppy Class – she only attended orientation and week 2. Motion was made to issue a credit voucher, and it was seconded, and approved.
- Sarah Carlisk Session 5 Adolescent – missed 3 classes due to work and traffic. Motion was made to issue a \$65 credit voucher, and it was seconded, and approved.
- Carol Coawette Session 5 Drill Team had work meetings and was not able to make 3 classes. Motion was made to issue a \$67.50 credit voucher, and it was seconded, and approved.
- Pam Johnston Session 5 Good Manners 1 broke her wrist. Motion was made to issue a full \$115 refund, and it was seconded, and approved.

- One person came, but vet later said the dog was too young. Motion was made to issue a credit voucher, and it was seconded, and approved.
5. Request for additional voucher for Vange Leonis's Class in Session 6 for an assistant. The guidelines state 11 students requires 2 assistants, and Vange Leonis's classes have 9 or 10 students. Motion was made to tell Vange Leonis that there will only be one voucher for her classes for an assistant, and it was seconded, and approved.
 6. Review of Kim's current contract – the club does not have a copy of her insurance to use the club for individual training. Donna Golemon will send her an email and let her know she cannot use the club for individual training until the club has a copy of the insurance.

6. AOCNC

Mary Ash made report on the seminar on September 25, 2016. Joy Wood, Sue Osborn, Mary Ash, and Donna Golemon attended.

Business:

Ad for Calendar – review Sue's sample Ads

She did 2 versions. Motion was made to accept the Version A for the Mt. Diablo Show Calendar for \$10 for the ad and \$70 for the calendars. The motion was seconded and approved.

Financial Statements

This was tabled until the next board meeting

Nosework Trial

The trial is this weekend, and the club will be making between \$4,000 and \$5,000 on the trial.

Code Of Conduct

Sub Committee Recommendations

Joy Wood will ask Sue Osborn to email these to members with attachments. The new code will need to be voted on by the membership at the November meeting. If passed at the annual meeting as per the procedures, then next year the ballot will be sent out by mail. We cannot do it for this year's annual meeting because it has to be voted on first at the meeting to make any changes.

The meeting was adjourned at 8:20 PM.

Respectfully Submitted, Frances Anamosa, 9/26/2016

Attachments to Minutes:

- Versions A for the ad in the Mt. Diablo Show Calendar
- July Expense Report
- Prices on Fans – 5 documents with prices on fans

Napa Valley Dog Training Club
Board of Directors
Meeting

September 26, 2016
6:30 p.m., 68 Coombs Street, Napa, CA 94558

VERSION A



Napa Valley Dog Training Club, Inc.

VST TEST

Sunday, March 12, 2017

Judges: Mitzi A. Young & Anne Hershey

**Check our website for the dates
of our
Obedience, Rally, and Agility trials for 2017.**

CLASSES INCLUDE:

Puppy, Adolescent Dog, Good Manners, CGC, Dog Dancing,
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Special Classes and Workshops are offered year round.

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For information on building use, class schedules, tracking test or trial entries, please call *Napa Valley Dog Training Club* at (707) 253-8666 or visit www.napadogtraining.org

JULY 2016 THRU END OF THE MONTH

DISCOUNTS=\$380.00

Vouchers = \$810.00

EXPENDITURES

RENT= \$3,396.00

UTILITIES ELECTRICITY=\$206.91; AT&T=\$125.53; GARBAGE=\$29.79

TRAINING

TRAINING FEES=\$2,298.00; LEASHES=\$504.65; CLASS REFUND

REQUEST=\$125.00; NAPA VALLEY PUBLISHING=\$60.50; SPRAYER BOTTLES=\$17.97

HOSPITALITY

FAZERRATI'S PIZZA=\$150.00; WATER=\$14.54; PLATES=\$8.60

CLEANING

NAPA VALLEY P.S.I.=\$160.00; MOP HEADS=\$95.43; CLEANING LIQUIDS=\$17.54; TOILET PAPER = \$16.99; SOFT SOAP=\$2.29

BUILDIN SUPPLIES

CORNER BRACES; MIRROR KITS, PICTURE HANGERS, FASTENERS=\$59.25; CON HRT RWD S4S (POST)=\$19.71

OFFICE

LOCKS=\$19.99; PLASIC CONTAINERS=\$21.96

AGILITY TRIAL

RIBBONS=\$575.33; MAILING COSTS=\$1.30

CLUB FINANCES

EQUISURE INSURANCE =\$600.00; FRANCHISE TAX BOARD= \$15.00

SOUTHGATE MINI STORAGE=\$99.00

TOTAL EXPENDITURES = \$8,641.28

TOTAL DEPOSITS = \$9,036.51***\$1,752.00 THAT WAS DEPOSITED BY ME ON 07/31 ACTUALLY WAS DEPOSITED BY RABOBANK ON 08/01, SO THAT THE ACTUAL TOTAL DEPOSITS FOR JULY WERE \$7,284.51

JULY 2015 GENERAL MEETING CHECKING ACCOUNT = \$6,419.10; SAVINGS = \$5,361.96; C.D. = \$11,840.94. JUNE 2016 CHECKING ACCOUNT BALANCE = \$23,344.55; JULY 2016 BOARD MEETING, CHECKING BALANCE \$16,066.21, END

August thru end of the month

DISCOUNTS = \$115.00

VOUCHERS = \$770.00

EXPENDITURES

RENT = \$3,396.00

UTILITIES

ELECTRICITY = \$203.85; AT&T = \$106.95; GARBAGE = \$29.79

TRAINING

TRAINER FEES = \$1,852.00, TOYS = 724.90; COLLARS = \$129.96; NAPA

VALLEY PUBLISHING= \$63.25

MEMBERSHIP

MEMORIALS = \$246.46; DUES REIMBURSEMENTS = \$35.00

OBEDIENCE TRIAL = \$547.36 (DEBI BEST)

AGILITY TRIAL = RV FEES = \$150.00; PREMIUM REFUND = \$60.00

AOCNC QUARTERLY DINNER REFUNDS FOR TWO MEMBERS = \$66.00

CLEANING NAPA VALLEY P.S.I. = \$160.00

SOUTHGATE MINI STORAGE = \$99.00

TOTAL EXPENDITURES \$7,870.52

TOTAL DEPOSITS = \$5,686.41**INCLUDING THE 08/01 DEPOSIT OF
\$1752.00, TOTAL DEPOSITS WERE \$7,438.44

AUGUST 2015 BOARD MEETING BALANCES , CHECKING = \$5,820.96; CD ==
\$11,843.89; SAVINGS = \$5,361.96.

AUGUST 22, 2016 BOARD MEETING BALANCES; CHECKING = \$20,451.28;
MONEY MARKET = \$22,220.52 (MONEY MARKET BALANCE IS THRU 8/31). END OF
MONTH BALANCE FOR CHECKING ACCOUNT IS = \$21,584.72. BY SEPTEMBER 27,
2016 CHECKING ACCOUNT BALANCE IS \$34,114.71. MONEY MARKET BALANCE IS
.\$22,220.59

2016 AGILITY REPORT

AKC AGILITY TRIAL FEES,==\$200.00

DIXON MAY FAIR ==\$1,375.00

AGILITY RIBBONS ==\$575.33

R.V. FEES \$150.00

ENTRY REFUND ==\$60.00

JUDGES'S DINNER ==\$73.41

HOSPITALITY = =\$275.00

STARBUCKS CARDS (2) ==\$100.00

TOTAL EXPENDITURES==\$2,808.74

DIXON MAY FAIR DEPOSIT RETURNED == \$500.--

R.V. FEES ==\$125.00

LYNDA TJARKS'S CHECK == \$1,355.94

HOSPITALITY CASH ==\$40.00

TOTAL REVENUE ==\$2,020.94

TOTAL LOSS ===\$787.80



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Rating: 4.5 - 126 reviews

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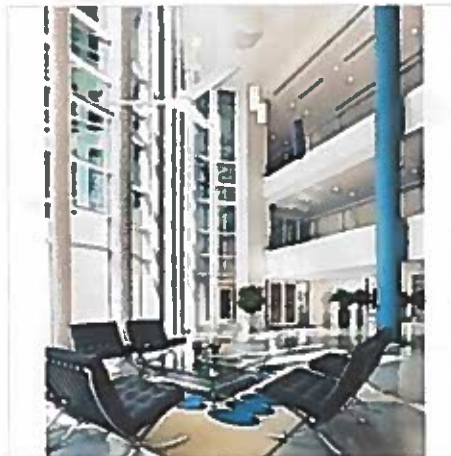


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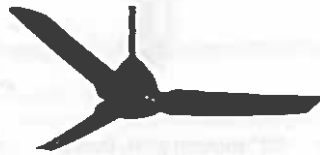
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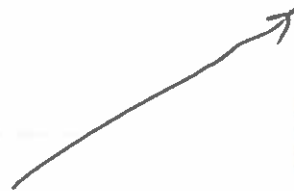
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Napa Valley Dog Training Club

General Meeting Minutes

October 10, 2016

Approved

1) Welcome the Membership-Call to Order by Joy Wood

- a) Meeting called to order at 6:34 PM

2) Secretary report-Frances Anamosa

a) **Approval of September Minutes**

- i) No changes to the minutes, and motion was made, seconded and passed to approve the minutes.

3) Treasurer's Report – Lori Jackson

- a) Checking \$28,041.04
- b) Money Market \$22,221.69
- c) Treasurer's Report - motioned, seconded and approved

4) Board Reports

a) President's Report – Joy Wood

- i) Joy Wood said that Roxann Gracia had resigned from board. We are close to end of term so no need to replace her. Roxann will continue as a member. Joy Wood thanked her for all of her work, dedication and time. Joy Wood has asked Mary Ash to do membership for the rest of the year. Joy Wood will help her.

- ii) Joy Wood said we also need a Sunshine person.

b) Vice President's Report – Mary Ash

- i) No report.

c) Office - Mary Ash

- i) Roxann Gracia cannot continue on Wednesdays for the next session. Mary Ash needs that covered and Tuesday nights. This session is in November and mid-December. Perhaps, Sue Osborn can put a note in the next newsletter asking for office help.

d) Membership – Mary Ash

- i) No report

e) Building – Karen Jackson

- i) \$1,400 to install 2 ceiling fans. All information on fans is on the club website.
- ii) Duff's will spray on November 27, 2016, when club is not in use. Joy Wood will put a sign on the club door.

f) Publicity – Kim Leslie - absent

- i) Frances Anamosa reported on Facebook posts, paying for boosts for club sessions and classes, and she encouraged all members to like, share and invite other people to like the page.

g) Training – Donna Golemon (absent)/Joy Wood

- i) Session 7 starts soon – last session of the year.
- ii) Training for tracking will start soon, and interested people are encouraged to enroll.

h) Newsletter and Website – Sue Osborn - absent

- i) Sue Osborn has been posting all minutes and all attachments in coordination with Frances Anamosa
- 5) AOCNC – Sue Osborn, Gerry Glantz**
- a) AOCNC – annual president’s lunch will be next weekend; will be used for scheduling for 2017 events; seminar was 9/27/16 at Mt. Diablo Club with John Fox and Alvin Eng who did Rally. Looking for ideas for next year and seminar ideas – please let Gerry Glantz or Sue Osborn or Mary Ash know if you have any.
 - b) Tracking Trial – Sue Osborn, March 3, 2017 (absent) – Sue Osborn reminds all that trial is on schedule; club is offering classes starting 10/27/16 for 8 weeks; more details are online and on Facebook. Committee will meet soon for VST schedule.
 - c) Obedience Trial – Gerry Glantz – committee has discussed all options re having and not having, where to have it, and no conclusions have been made. Gerry Glantz would like to see this year’s information and look at site used and then present an option with the same site so that people know it is always at the same site. This will help to build interest and encourage people to come. Gerry Glantz will meet with committee and begin the work. Mary Ash and Lori Jackson will give her the break down from this year.
 - d) Agility Trial – Lori Jackson’s final report from August Trial; Lori Jackson presented the report on the trial; loss of \$787.80. Loss was due to the cost of the ribbons and rental costs, and AKC fees. (*Attachment needed*). Joy Wood asked club if they want to continue with agility trial. Had enough exhibitors on Sunday, but not on Saturday, and did not have enough club volunteers. The cheapest rent is at Dixon, and having only one judge also keeps costs down. Joy Wood asked if anyone wanted to do it next year, but there was no reply. Member (Dee? name?) suggested that the club let club members know more about what is needed and what the position responsibilities are for each position. Sue Osborn sent emails asking for volunteers, and information is on the website, but it might be better to say in the email exactly what is needed and what time involvement is required and for how long. AKC does not mandate that you put on a trial – you have to have 2 events per year. Perhaps information on all jobs, venues, time commitment could be written up, posted in a variety of places, told to members, etc. to make sure all members were aware of what was needed and when. Members can think about it; Mary Ash will put this in the next newsletter with a description, and will discuss at the next meeting.
 - e) Nose Work Trial, October 1 and 2, 2016 – final report, Mary Ash – between \$4,000 and \$5,000 was raised, and she will have full report when all bills are in, lots of people said they liked the trial and club received lots of thank yous. Tiffany did a lot to help, Joy Wood had food set up, and it was delicious. Exhibitors were very happy; Lori was trial secretary. Mary Ash thanked the committee for all of their work. Does club want to consider concentrating on Nose Work trials, but this also requires work and volunteers.
- 6) Hospitality- Thanks for snacks to Dee and Linda Wargo**
- a) Volunteers for next meeting – need someone to volunteer for next meeting
- 7) Old Business**
- a) **Mik Moeller Seminar**
 - i) 23 paying spots; broke even for seminar; did a lot of cleaning on the building; Joy Wood helped with the PR; people that attended liked it a lot; did not have to pay for hotel room for Mik Moeller – he bought an inexpensive plane ticket; she will work on other seminars for the future; need to find a way to cover the mirrors
 - b) **Code of Conduct Review** – subcommittee report to present their findings to the membership – Vange Leonis, Roxann Gracia, Dee
 - i) Spent a lot of time over 3 sessions; all information is on club website; recommended that a paper ballot be given to members; members will vote at the November meeting. Tonight’s meeting email notice sent by Sue Osborn had all of this information in it with links to all documents. Joy Wood will take charge of getting the ballots sent to all members with help from Roxann Gracia, Lori Jackson, and Mary Ash.

8) New Business

- a) Nova Scotia Tollers is renting mats and gates Sunday morning, and Joy Wood is meeting them to give to them
- b) Volunteers & Nominations for 2017 officers – need volunteers and nominations; Joy Wood called for nominations for all offices for 2017; will ask Sue Osborn to include in next newsletter, and it looks like all positions are open at this time; be sure to include copies of each job description
- c) December Holiday Party – need chairperson – Marilane Bergfelt volunteered to do this
- d) Annual Club Awards and Appreciation Dinner – need chair person

9) Brags- Adjournment at 7:54 pm

- a) Karen Jackson and Jack did sniffing dogs, and Jack got fourth place for area search, qualified for games (nosework)
- b) Linda Wargo had Jive doing barn hunt and Mike was honored at the parade for the Golden Retriever Nationals in California
- c) Stephanie got point No. 4 with _____
- d) Sandy – Clark got 4 points for his grand champion
- e) LAPS celebrated 15 years for volunteers

Meeting was adjourned at 7:57 PM

Respectfully submitted, Frances Anamosa

NAPA VALLEY DOG TRAINING CLUB

Board Meeting Minutes

October 24, 2016

APPROVED

Call to Order

The regular board meeting was called to order at 6:35 pm.

Present: Joy Wood, Mary Ash, Lori Jackson, Donna Golemon, Gerry Glantz, Karen Jackson, & Kim Leslie

Absent: Frances Anamosa

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

REPORTS

President – Joy

1. Listing of outstanding Vouchers is emailed to Joy monthly by Linda Luchsinger
2. Ballots for policy changes were mailed out on the 21st and will be due not later than General meeting on November 14th.
3. No nominations for Board members received by mail.

Vice President – Mary

1. Question about vouchers for helpers for tracking test. After discussion it was moved to give vouchers to all workers, \$20.00 for Saturday and \$10.00 for Sunday. Motion seconded and carried

Treasurer – Lori

1. Checking balance \$33629.09
Money Market \$22,221.69
2. Check for \$115.00 returned for NSF after a refund had already been issued. Lori asked to redeposit check
3. Got request from Trainer for Shy Dog Seminar. Sandy provided verification of payment for expenditure before payment is made for reimbursement. Motion made, seconded and approved.
4. Motion to approve Treasurer's report, seconded and carried.
5. Nose Work seminar report – profit of \$4,348.28

COMMITTEE REPORTS

Office – Mary

1. Need help for 1-2 hours on Wednesday nights

Building – Karen

1. Building will be sprayed this week. Joy will open the building

Publicity – Kim Leslie

1. Ad placed in the Register on 20th and 27th.
2. Farmers Market, nothing this year
3. Downtown merchants parade in Napa. Kim will check it out.

Membership - Mary

1. Nothing to report until next year.

Training – Donna

1. See New Business

AOCNC – Gerry

1. Nothing new to report

OLD BUSINESS

1. Trollers rental of equipment – some trouble with scheduling connections resulted in our baby gates being left in Ross’ care. He is storing with the mats,
2. Mik Moeller Seminar – A full accounting was reported- no profit was generated from this seminar

NEW BUSINESS

1. A complaint was received about one of our trainers. The complaint was read and discussion followed. It was decided that more information was needed. Joy, Donna and Mary to meet with Sandy. It was moved to refund \$240.00 to student. Joy Wood will send the refund check and a letter with the Boards conclusions to the student.

It was seconded and carried with 1 opposition.

2. Trainers approving class changes – it was pointed out that a trainer must submit any changes for a class including dates changes and curriculum changes and they must be approved by the Training Chair. These requests must be made ahead of time.
3. 2017 Training Schedule – the first session will be set at the Training committee for November.

4. Review Kim's insurance – Kim was asked to provide proof of insurance. She said she would take care of it immediately.
5. 2017 Trainers Contracts- Contracts need to be changed to include signatures of both trainer and club representative. A copy of fully signed contracts needs to go to the trainer and a copy kept at the club. Trainers cannot begin teaching until this document has been executed. The changes are being worked on.
6. Motion made that Mary Ash is approved as an advanced obedience class trainer and Donna Golemon is approved to teach Good Manners One. Motion seconded and approved.

Respectfully submitted,

Gerry Glantz, Acting Secretary

Napa Valley Dog Training Club

General Meeting Minutes

November 14, 2016

1) **Call to Order** by Joy Wood

The meeting was called to order at 6:34 PM.

2) **Secretary report**-approval of minutes-Oct. 10, 2016 General Meeting

Motion was made to approve minutes with no changes, it was seconded and approved.

3) **Treasurer's Report** – Lori Jackson

a) Checking \$30,395.14

b) Money Market \$22,222.82

- Storage fee will go from \$99 to \$109 per month effective December 1, 2016.
- Obedience trial profit was \$190.60.
- Nose work trial profit was 30.28.
- Club needs to decide if they want to keep storage, Joy Wood said, considering what is now left in storage.

Motion was made to approve financial report with no changes, it was seconded and approved.

4) **Board Reports**

a) President's Report – Joy Wood

Received thank you from Napa Humane for donation in memory of Maria Giaccio's dad.

b) Vice President's Report –Mary Ash

Mary Ash had no report.

c) Office - Mary Ash

There is one worker on Thursday night, Margretta. Need worker for Wednesday night. Trainers on Wednesday will need to do the clean-up work after each class. Primary duty is to return phone calls as that is how the club makes money.

d) Membership

No report (no membership person).

e) Building – Karen Jackson

Two weeks ago the building was sprayed, and it will now be sprayed every quarter.

f) Publicity – Kim Leslie

Kim Leslie had no report.

g) Training – Donna Golemon

Third session is going on now. Classes are going smoothly, and a lot of classes are full. Tracking class began in October, and it is a full class. Training class meets soon to plan for 2017. Overall, class attendance has been good offering a variety of classes from Mighty Mightys to Step by Step with a lot of new offerings.

- h) Newsletter and Website – Sue Osborn
Sue Osborn was absent.

5) Trial Reports

Tracking Trial-
No report.

Obedience Trial- Gerry Glantz

Gerry Glantz has gone as far as she can go until the club makes a decision on its future.

Agility Trial-

Joy Wood said that some members are interested in keeping this going if the club is still active.

6) Hospitality

Karen Jackson brought the treats. Thanks to Karen Jackson.

7) Old Business

- a) Christmas Party- Marilane Bergfelt

Potluck will be on December 12, 2016. No gift exchange, but there will be an ugly sweater contest. Marilane passed out flyers. There will be presents for Napa County Animal Shelter. Bring food to the potluck and wear an ugly sweater. Bring a donation for the shelter – money or items – see flyer on Facebook. Remember all donations are tax deductible. This is the "Presents for Paws" the Animal Shelter Fundraiser. Marilane also showed a sign-up sheet for the potluck so people can say what they are bringing.

- b) Annual Club Awards and Appreciation Dinner- need chair person

Donna Golemon and Mary Ash to chair the annual club award and appreciation dinner.

- c) Club Service Award

Last year's recipient is to make a committee to coordinate the award for 2016.

- d) Code of Conduct ballot results

Marilane, Dee, and Lea counted the ballots. They returned to announce the results.

1. Sportsmanship – accepting the code, 28 yes and 13 nos, and it passed
2. New Policy on Annual, 28 yes, and 13 no, and it passed
3. Complaint Recommendations 27 yes, and 14 nos, and it passed.

Gently used items were pointed out by Vange Leonis. Vange also showed an agility board that needed some sprucing up, and she asked for volunteers to do this. Donna Golemon said she would do this.

8) New Business

- a) Nominations of new officers 2017

Job descriptions have been posted. Joy Wood asked for new officers.

- Lori Jackson said she would be treasurer, but later withdrew.
- Karen Jackson said she would remain, but she later withdrew.
- Sandi Bonieild nominated Linda Luchsinger for President.

- Linda Luchsinger nominated Sandi Bonifield as Vice President.
- Sandi Bonifield nominated Dee Barlow as Treasurer.
- Sandi Bonifield nominated Kim Leslie as board member at large.
- Sandi Bonifield nominated Stefanie Meinhardt as board member at large.
- Joy Wood to contact Carol Coalette to see if she would accept board member at large.
- Two openings left – Secretary and another board member at large.

b) Proposed Seminar date for 2017 - date February 11, 2017-Marilane

Karen Oliver is proposed for February 2017 to do a dog body language seminar. Marilane asked to reserve the club for that day. Motion was made to approve that date, it was seconded and approved.

c) Proposed dates for building rental by LAPS in 2017

Spring Training Class: 3-18, 3-25, 4-1, 4-8, 4-22, 4-30 & 5-6

Fall Training Class: 9-9, 9-16, 9-23, 9-30, 10-14, 10-22, 10-28

These are almost all Saturdays, except for one Sunday.

Motion was made to approve LAPS to use club for those days, it was seconded and approved.

9) Brags

Stefanie Meinhardt said Csavo got a Best of Opposite Sex Confirmation and Best of Breed Owner Handled, and an Owner, Handled Sporting Group Second Place

Donna said Uvi finished his Novice Rally title.

Mary Ash said Pie got her Beginning Novice Title, and Cody got his Rally RA24.

Today is Linda Luchsinger's birthday, and the club sang to her.

10) Adjournment

Meeting adjourned at 7:20 PM.

Respectfully submitted, Frances Anamosa

Napa Valley Dog Training Club Board of Directors Meeting Minutes

November 28, 2016 -6:30 p.m.

68 Coombs Street, Napa, CA 94558

Unapproved

Call Meeting to Order: Joy Wood

Attendance:

qPresident: Joy Wood Absent

qVice President: Mary Ash

qTreasurer: Lori Jackson

qPast president-Gerry Glantz

qSecretary: Frances Anamosa

qDonna Golemon

qKim Leslie

qKaren Jackson

Meeting called to order at 6:35 PM.

Presidents Report: Mary Ash

Linda Luchsinger report to Joy Wood on outstanding class vouchers:

- Approximately 647 meeting vouchers @ 10.00
- Approximately 425 assistant, office, event vouchers varying from \$10.00 to \$40.00
- Approximately 249 at \$40.00 per voucher and a few at \$12.50 and a few at \$20

Total is around \$30,000 in vouchers. Club does not know if this includes replacement vouchers for a full class – these do not have a dollar value.

Vice President Report: Mary Ash

Nothing to report

Secretary Report: Frances Anamosa

10-24-16 Minutes – edits – item 3 under Treasurer – should read that requested that Sandy provide verification of payment for expenditure before payment is made for reimbursement; under training no. 6 – motion made that Mary is approved as an advanced obedience class trainer and Donna is approved to teach Good Manners One; MSA with changes and additions

2-22-16 Minutes and 3-28-16 Minutes for board meeting – approved with no changes – MSA with no changes

Frances will send all minutes to Sue and make sure that she has all approved minutes to post online.

Joy to email Linda re hand off of materials to all incoming board members and ask who is taking over what job. Joy will follow up with current board with any necessary next steps for hand off to new board members.

Treasurer Report: Lori Jackson

Checking	\$30,945.02
Money Market Account	\$22,222.82

Motion made, seconded and approved to approve Financial Reports

Committee Reports:

1. Office: Mary Ash
 - Only one worker Thursday nights; Mary is coming in to cover until new person starts
 - Sign-ups coming in for 2017 slowly
 - New session starts 1-7-17
 - Kim Leslie will place ad in the paper re the new classes
2. Building: Karen Jackson
 - Does window need to be fixed? Mary Ash will talk with Ross about window, lights, and lights that flash
 - Karen Jackson will tape floor where tape is coming up on the floors, but she will come with help and not do by herself
 - Karen Jackson will put photos of dogs on walls of club
3. Publicity: Kim Leslie
 - Kim Leslie will do the ad in the NVR for first session in 2017 after 12/25 and it will run for 2 weeks.
4. Membership: Mary Ash assisted by Joy Wood
 - Nothing to report
5. Training Chairman: Donna Golemon report from Training Meeting

Training committee meeting on 11-21-16 and topics included equipment and toys:

- Reviewed inventory and agreed to no longer purchase 5/8" leashes and to order 4' leashes with different widths
- Discussed Martingale clip on collars ordering some in different sizes with 15% off
- 2017 training sessions – 7 sessions in 2017 starting January 9 and ending December 4, 2017
- Fourth of July week – no classes that Tuesday so Judy's class will only have 5 classes that session.

Donna Golemon passed out recommendations from training committee for changes to the guidelines and procedures for classes – there were 3 proposed changes. Designed to give more flexibility to train to assess assistants needed in sessions. See Attachment from Donna Golemon and training committee.

Motion made, seconded and approved to accept the recommendations from the Training Committee

First 2 sessions were set up for 2017.

Training contracts

- Contracts are standard, but Donna Golemon wants to add a few things.

1. No. 3 – wants to add NVDTC guidelines for number of assistants for each class
 2. Follows all NVDTC procedures
 3. Signed by trainer – add signature of board member so there are signatures from both people
 4. Gerry Glantz said to add instructor name above line where instructor signs
 5. Change name to general instructor contract
 6. Motion made, seconded and approved to approve with all changes
- Donna Golemon said Kim Leslie does not have proof of insurance for use of club for private classes. Contract states she can use building for private lessons if she uses club but contract requires that she shows club proof of insurance. Kim Leslie will need to provide copy of insurance by 12-1-16 – this will need to come from insurance carrier directly to Donna Golemon. New contract was passed to board to review. Motion made, seconded and approved to accept to approve Kim's new contract.
 - Judy Gamet contract – states she can hold classes \$45 an hour as trainer for club or can hold a private class at the club with a 60/40 split and she writes club a check for club's share. When Judy Gamet had 3 people in a class for the club she decided to make those classes a 60/40 split as if they were a private class she had scheduled herself. This represented a loss for the club. Does club want to change her contract binding her to NVDTC procedures for class sizes? Motion made, seconded and approved to accept new contract for Judy Gamet.
 - Pat White contract – she pays the club nothing for the use of the club like other trainers, such as Kim Leslie and Judy Gamet. Kim Leslie made a motion to change her contract for private lessons that she pay club 70/30 split and a 70/30 split for her classes taught through the club. Motion made, seconded and approved to accept change the contract.
6. AOCNC: Gerry Glantz
 - Meeting in January 2017 in Benicia; winter workshop coming up; booth at the Cow Palace; ad in the paper

Old Business:

- Wrap up Trainer Complaint Letter – met with Sandy, Donna, Joy and Mary – because new board would be weighing in on this issue decided that outgoing board would not make a decision. It appeared that Kim Leslie had called Sandy and discussed it with her even though she had been asked not to discuss it with anyone. Joy Wood will write up a report on the issue and sent it to the new board president.
- Christmas Party and Pot Luck - No business meeting scheduled. Email Joy Wood if you have any issues.
- Guidelines and Procedures – Donna Golemon has sent Joy Wood all updates for 2016 that board had approved. Board encouraged to let Joy Wood know if there are any changes that are not showing in the guidelines and procedures.

New Business:

1. Awards Dinner Report- Mary Ash and Donna Golemon – talked with Compadres about doing it there. They have menu ideas and prices – buffet is the best deal at \$30 per person. Would get a cake for dessert. February 4, 2017, is available for the awards dinner. MSA to recommend to general that Compadres be approved for the dinner and that general decide at December meeting. One membership gets a \$10 discount on tickets. Motion made, seconded and approved to approve this discount.

Respectfully submitted, Frances Anamosa, Secretary

Attachments:

- Training committee Approved Club Instructors List
- New contract for Kim Leslie

- New contract for general instructors
- New Capital Canine Contract
- New contract for Judy Gamet
- 2017 Sessions
- October 2016 Financials
-

NVDTC Approved Club Instructors

(updated 11-2016)

Note: All NVDTC Club Instructors can assist in Puppy, Adolescent Dog, Good Manners 1 & 2 regardless of the classes in which they are approved to teach. Instructors for Specialty Classes are excluded.

Name	Phone Contact	Email	Classes
Current Trainers			
Mary Ash	Hm – 258-1431 Cell – 326-9431	Marysone@aol.com	GM1, GM2, Agility, Puppy, Adolescent, CGC, Clicker, Rally, Advanced Obedience, CGC Evaluator
Marilane Bergfelt *	Hm – 253-8585 Cell – 812-3694	bergfelt@comcast.net	Puppy, Adolescent, and Animal-Assisted Therapy, GM1, GM2
Sandy Bonfield *	Hm – 257-2776 Cell – 337-3843	bonirose@aol.com	Puppy, Adolescent, GM1, GM2, CGC, Rally, CGC Evaluator
Debbie Crane			Tracking
Donna Golemon	Cell – 738-6163	Donnagk9@gmail.com	Puppy, Adolescent, GM1, GM2, Advanced Obedience, Agility, Scent, Clicker, Specialty Classes, CGC Evaluator
Kaye Hall	Hm – 255-0683	Hall4516@earthlink.net	Tracking
Kim Leslie *	Hm – 647-0781 Cell – 333-6330	K9clandt@yahoo.com	Puppy, Adolescent, GM1, GM2, Specialty, Advanced Obedience
Vange Leonis	Hm – 415-898-7432 Cell – 415-209-3599	vieonis@aol.com	GM1, GM2, CGC, <u>Puppy, Adolescent, Specialty</u>, CGC Evaluator
Linda Luchsinger *	Hm – 224-1500 Cell – 480-9069 Work – 225-9144	lindyckrs@aol.com	GM1, GM2, Adolescent, Advanced Obedience, Puppy, CGC, Rally and Clicker
Lea Ronald	Hm – 255-9018 Cell – 339-3158 Work –	learonald@sbcglobal.net	Puppy, Adolescent, GM1
Marlene Soldavini *	Hm – 251-9150	dagodo@att.net	Adolescent, GM1, GM2, Advanced Obedience, CGC, Rally. CGC Evaluator

Approved Outside Instructors and Professional Trainers			
Name	Phone Contact	Email	Classes
Judy Gamet	Hm – 449-1715 Cell – 530-204-7698 (Cell for staff only)	judy@dogscandance.com	Freestyle/Dog Dancing
Pat White and Capital Canines	Hm – 916-429-0739 Cell 916-202-4444	Capitalk9s@aol.com	Advanced and Competition Sports
Trainers Removed from List (various reasons)			
Deassa Binstock	Cell – 337-1562	Pitbullover4kahi@hotmail.com	Reactive Dog, CGC Evaluator
Laura Ecklin	Cell – 738-9306	lecklin@att.net	GM2, Clicker, Puppy, Adolescent, GM1, CGC, Agility
Arlene McCabe	Hm – 252-2125		Conformation
Jim Spiva	Hm – 644-4620	Kd6t@sbcglobal.net	GM1, GM2, CGC, CGC Evaluator

<u>KEY:</u>	<i>Underlined – Need to co-teach</i>
BOLD = indicates classes an instructor taught 2012-2016.	* = Indicates instructors who participated in the Assistant's In-House Training.



Napa Valley Dog Training Club
2017 INSTRUCTOR'S CONTRACT
for Professional / Private Trainers
Kim Leslie and K9 Clan

NVDTC Instructors (aka Trainers) are retained by the Napa Valley Dog Training Club as independent contractors, and they are responsible for paying federal, state and self-employment taxes. NVDTC will file the appropriate form 1099 for each calendar year.

The Training Committee Chairman, whose duty it is to oversee the development of training methods and the scheduling of classes and instructors, is responsible to the Board of Directors. Private / Professional Trainers teaching NVDTC classes participate as members of the Training Committee and are responsible for the following:

1. When teaching, or working with private clients via K9 Clan, the Professional / Private Trainer will follow the agreed fee rate.
2. There will be no fee charge for Professional / Private Trainers using the club facility to train their own dogs. The Trainer should communicate with the board to ensure the building is available for their personal use.
3. If an instructor has a problem, it should be discussed with the Training Committee Chairman immediately. If the problem is with the Chairman, then it should be submitted in writing to the President of the Board of Directors for the Board's consideration.
4. **K9 Clan** private lessons and/or client coaching will be taught onsite with _____ of the collected fee paid to the NVDTC. I will have all private students sign the NVDTC's standard liability release form and follow club safety guidelines while on the premises. K9 Clan liability insurance will be primary during these activities. Proof of insurance is due the first of the year prior to classes starting. No classes can be taught without providing the insurance.

Contract is signed by both parties, the original will be retained by the club, and a copy given to the trainer.

The Board of Directors has the option of releasing an instructor at any time due to conflicts or failure to fulfill conditions of this contract.

This contract covers one calendar year and the instructor listed below is contracted for:

 Name XXX – XX – _____
 Last 4 digits of Social Security Number

 Address

 Phone & Email

 Signature _____
 Date

 Signature of Board Member (President, Vice-President, or Training Chair) _____
 Date



Napa Valley Dog Training Club



2017 GENERAL INSTRUCTOR'S CONTRACT

NVDTC Club Instructors (aka Club Trainers) are retained by the Napa Valley Dog Training Club as independent contractors, and they are responsible for paying federal, state and self-employment taxes. NVDTC will file the appropriate form 1099 for each calendar year.

The Training Committee Chairman, whose duty it is to oversee the development of training methods and the scheduling of classes and instructors, is responsible to the Board of Directors. Instructors participate as members of the Training Committee and are responsible for the following:

1. Teaching their assigned class in the format recommended by the Training Committee.
2. Confirming proper fit of equipment necessary for the class being taught.
3. Making sure they have the necessary number of qualified assistants for each class, and that all assistants are aware of the lesson plans and actively participate in the class using approved training methods. See the NVDTC Guidelines and Procedures for details on handling each of these situations.
4. Helping assistants complete their class roles and responsibilities successfully. In that vein, instructor and assistants should make time to critique both the individual dogs in the class and the implementation of training methods, particularly the first three weeks of each new session.
5. Ensuring class paperwork is complete and accurate. This includes; having complete client contact information, payment confirmation, proof of vaccination and a signed liability waiver by all persons working pets on the training floor. This may occasionally include a refund payment request or a replacement voucher. See the NVDTC Guidelines and Procedures for details on handling each of these situations.
6. Maintaining an attendance roster and contacting absentee students.
7. Ensuring students complete pre-signups in a timely manner. These sheets should be maintained in the club office for easy access. This is especially vital for advanced and specialty classes instructors.
8. Confirming the building and training equipment are kept in good working order. This includes but is not limited to: using equipment safely; returning equipment to its proper location; notifying the Training Committee Chair when equipment is broken or damaged, and checking after class to make sure crating and training areas are clean and ready for the next class.
9. Ensuring students complete an end of course evaluation and forwarding class evaluations to the Training Committee Chairman.
10. Selecting substitute instructors from the NVDTC Approved Instructor List. When a substitute instructor is needed the instructor of record should COMMUNICATE WITH THE TRAINING COMMITTEE CHAIRMAN prior to the class date. In cases of illness or emergency, the instructor of record may ask the substitute instructor to communicate with the Training Committee Chairman directly.
11. If for any reason an instructor finds he/she cannot complete a session he/she has contracted to teach, that instructor must contact the Training Committee Chairman immediately, giving as much advance notice as possible so a replacement can be found.
12. Club Instructors are not to conduct *private lessons* on NVDTC premises for personal gain. They may use the club facility to train their own dogs and assist others as noted in the *NVDTC Guidelines and Procedures* provided no fee is charged for these services.
13. If an instructor has a problem, it should be discussed with the Training Committee Chairman immediately. If the problem is with the Chairman, then it should be submitted in writing to the President of the Board of Directors for the Board's consideration.
14. Is knowledgeable and will follow all NVDTC Guidelines and Procedures.

This contract covers one calendar year and the instructor listed below is contracted for \$ _____ per class. Once this Contract is signed by both parties, the original will be retained by the club, and a copy given to the trainer.

The Board of Directors has the option of releasing an instructor at any time due to conflicts or failure to fulfill conditions of this contract.

Instructors Name

XXX – XX – _____
Last 4 digits of Social Security Number

Address

Signature

Date

Board Member Signature (President, Vice-President Training Chair)

Date



Napa Valley Dog Training Club

2017 INSTRUCTOR'S CONTRACT
Professional / Private Trainers

Pat White and Capital Canines

NVDTC Instructors (aka Trainers) are retained by the Napa Valley Dog Training Club as independent contractors, and they are responsible for paying federal, state and self-employment taxes.

The Training Committee Chairman, whose duty it is to oversee the development of training methods and the scheduling of classes and instructors, is responsible to the Board of Directors.

- 1. Communicating with the Training Committee Chairman and/or the NVDTC Board, to ensure the building is available and open for use.
2. Ensuring clients are aware of club rules, sign the NVDTC's liability waiver and that participating pets are current on vaccinations.
3. Confirming the building and training equipment are kept in good working order.
4. If the Professional / Private Trainer is unable to hold a class as scheduled, he/she will contact the Training Committee Chairman.
5. There will be no fee charge for Professional / Private Trainers using the club facility to train their own dogs.
6. If an instructor has a problem, it should be discussed with the Training Committee Chairman immediately.

This contract covers one calendar year and the instructor listed below is contracted for:

Capital Canines classes, private lessons and/or client coaching will be taught onsite with 30% of the collected fee paid to the NVDTC. This fee does not include materials provided by Capital Canines.

Contract is signed by both parties, the original will be retained by the club, and a copy given to the trainer.

The Board of Directors has the option of releasing an instructor at any time due to conflicts or failure to fulfill conditions of this contract.

Name

XXX - XX - Last 4 digits of Social Security Number

Address

Phone & Email

Signature

Date

Signature of Board Member (President, Vice-President, Training Chair)

Date



Napa Valley Dog Training Club

2017 INSTRUCTOR'S CONTRACT Professional / Private Trainer

Judy Gamet and Dogs Can Dance

NVDTC Instructors (aka Trainers) are retained by the Napa Valley Dog Training Club as independent contractors, and they are responsible for paying federal, state and self-employment taxes. NVDTC will file the appropriate form 1099 for each calendar year.

The Training Committee Chairman, whose duty it is to oversee the development of training methods and the scheduling of classes and instructors, is responsible to the Board of Directors. Professional / Private Trainers are responsible for the following when teaching classes via the NVDTC:

1. Communicating with the Training Committee Chairman, and by extension the Board, to ensure student and class success.
2. Ensuring NVDTC class paperwork is complete and accurate. This includes; having complete client contact information, payment confirmation, proof of vaccination and a signed liability waiver by all persons working pets on the training floor. This may occasionally include a refund payment request or a credit voucher. (Refer to the *NVDTC Guidelines and Procedures* for details on handling refunds / credits.)
3. Agrees to follow the NVDTC Guidelines and Procedures for class size-

STANDARD NVDTC CLASS SIZE:

- ✓ Minimum class size is 5 handler/dog teams, maximum class size 12.
 - ✓ If there are at least 4 teams, the class may be thirty minutes, but the fee will not be prorated unless previously approved by the board.
4. Maintaining an attendance roster and contacting absentee students.
 5. Ensuring students' complete pre-signups for specialty classes prior to the end of each session, and these sheets are maintained in the club office for easy access.
 6. Confirming the building and training equipment are kept in good working order. This includes but is not limited to: using equipment safely; returning equipment to its proper location; notifying the Training Committee Chair when equipment is broken or damaged, and checking after class to make sure crating and training areas are clean and ready for the next class.
 7. Ensuring students complete an end of course evaluation and forwarding class evaluations to the Training Committee Chairman.
 8. If the Professional / Private Trainer is unable to hold a class as scheduled, he/she will contact the Training Committee Chairman directly. Together they will work to reschedule classes and communicate with students.
 9. If for any reason an instructor finds he/she cannot complete a session he/she has contracted to teach, he/she must contact the Training Committee Chairman immediately, giving as much advance notice as possible so a replacement can be found or classes can be canceled.
 10. There will be no fee charge for Professional / Private Trainers using the club facility to train their own dogs. The Trainer should communicate with the board to ensure the building is available for their personal use.
 11. When teaching, or working with private clients, the Professional / Private Trainer will follow the agreed fee / rental rates as noted on page 2 of this contract.
 12. If an instructor has a problem, it should be discussed with the Training Committee Chairman immediately. If the problem is with the Chairman, then it should be submitted in writing to the President of the Board of Directors for the Board's consideration.

This contract covers one calendar year and the instructor listed below is contracted for:

- a) \$ 45.00 per class taught for the Napa Valley Dog Training Club. I will send the NVDTC Treasurer an invoice for my services AT THE END OF EACH SESSION. This can include all levels of freestyle, drill team, Step by Step and Musical Rally Challenge classes. Other classes may be taught with prior approval and negotiations with the Board.
- b) **Dogs Can Dance (DCD)** events, workshops will be taught onsite with 40% of the collected fee (excluding DCD materials) paid to the NVDTC. I will have all participants sign the NVDTC's standard liability release form and follow club safety guidelines while on the premises. DCD liability insurance will be primary during these activities when the event is via DCD, however when the event is hosted by NVDTC this issue will be negotiated.
- c) **Dogs Can Dance (DCD)** private lessons and/or client coaching will be taught onsite with 40% of the collected fee (excluding DCD materials) paid to the NVDTC. I will have all private students sign the NVDTC's standard liability release form and follow club safety guidelines while on the premises. DCD liability insurance will be primary during these activities. Proof of insurance is due at the first of the year, before classes start. No class can be taught without providing this.

After contract is signed by all parties, the trainer will receive a copy of the signed contract.

The Board of Directors has the option of releasing an instructor at any time due to conflicts or failure to fulfill conditions of this contract.

 Name XXX – XX – _____
 Last 4 digits of Social Security Number

 Address

 Phone & Email

 Signature _____
 Date

 Signature of Board Member (President, Vice-President, Training Chair) _____
 Date

Assistant to Class Ratio

Proposed to the board to make the following changes to the Guidelines and Procedures.

1. For all classes' there will automatically be 1 assistance for any class {this will be a change from 6-students (class equals 5 paid students) at trainers' discretion for classes except puppy, adolescent, and GM1}
2. At 8-students there will be a second assistance. This will be a change from 11.
3. It will also be the trainers' discretion to add or subtract assistants as actually needed, this will let the trainer add or discharge an assistant mid-session and the assistance will receive an \$20.00 voucher for working half of the session.

Set session 1 and 2 of 2017 -

2016	Session 1	Session 2
	Jan. 9 to Feb 13	Feb. 27 to April 3
Tue. 10 am	Adolescent - Kim	Adolescent - Kim
Tue. 11 am	Puppy - Kim	Puppy - Kim
Tue. Noon	Puppy - Overflow Kim	Mighty Might's
Tue. 4:30	Judy	Judy
Tue. 5:30 pm	Judy	Judy
Tue. 6:30 pm	Judy	Judy
Tue. 7:30 pm	GM 1 - Mary	Sampler Freestyle/Rec. Agility Judy/Donna 3 weeks each
Wed. 9am	GM 1- Kim	GM 1 - Kim
Wed. 10 am	GM 2 - Kim	GM 2 - Kim
Wed. 11 am	Intro Rally - Marlene	Either Marlene with something or Kim with Tricks and Games
Wed. 12 Noon		Either Marlene with something or Kim with Tricks and Games
Wed. 5pm	Adolescent Overflow Donna	Adolescent Overflow Donna
Wed. 6pm	Puppy - Donna	Puppy - Donna
Wed. 7pm	Adolescent - Donna/Lea	Adolescent - Donna/Lea
Wed. 8pm	Puppy Overflow Lea	Puppy Overflow Lea
Thurs. 10 am	Rally/Pat White	Rally/Pat White
Thurs. 6 pm	Rally - Mary	Rally - Mary
Thurs. 7 PM	GM 2 Mary	4 Legs and Body 4 week class starting Feb. 27,
Thurs. 8 PM		
Friday 6 PM	Crate Training 4 weeks starting Jan.20th - Donna	GM1 - TBA

OCTOBER 2016 THRU END OF MONTH BOARD REPORTS

DISCOUNTS = \$ 10.00
VOUCHERS = \$ 247.50

EXPENDITURES

RENT = \$3,396.00
UTILITIES TOTAL = \$343.53
ELECTRICITY = \$205.86; AT & T = \$107.88; NRWS COLLECTIONS = \$29.79
NOSEWORK TRIAL TOTAL = \$2,536.74
HOSPITALITY = \$524.27; JUDGES' FEES = \$710.00; PAID STEWARDS =
\$225.00; SNIFFING DOG SPORTS = \$959.55 WHICH REPRESENTS (RIBBONS =
\$359.55, TRIAL SUPERVISOR FEE = \$400.00, SDS ADMINISTRATIVE FEE = \$200.00),
REFUND OF PREMIUM = \$75.00; SCENT BOXES = \$30.00; BATTERIES = \$12.92
(STOPWATCHES)
TRAINING TOTALS = \$2,103.00
TRAINING FEES = \$1,748.00; REFUND OF CLASS FEES = \$355.00
MEMBERSHIP TOTALS = \$97.00; POSTAAGE FOR CODE OF CONDUCT
BALLOTS = \$47.00; DONATION TO NAPA HUMANE = \$50.00
SOUTHGATE MINI STORAGE = \$99.00

TOTAL EXPENDITURES = \$8,695.27

TOTAL DEPOSIT = \$663.49

Money market balance is \$22,222.82

CHECKING ACCOUNT BALANCE THRU NOVEMBER 28, 2016 IS \$30,945.02

OCTOBER 2015 BOARD MEETING BALANCES; CERTIFICATE OF DEPOSIT =
\$11,843.89; SAVINGS = \$10,362.36; CHECKING = \$4,294.95

Napa Valley Dog Training Club

General Meeting Minutes

December 12, 2016

Unapproved

- 1) **Welcome the Membership-Call to Order** by President, Joy Wood
 - a) Meeting was called to order at 6:45 PM
- 2) **Secretary report**-Frances Anamosa ABS- presented by Joy Wood
 - a) **November Minutes printed in News Letter**
 - i) There was one correction to the minutes. The Nose Work Trial profit should read: \$4,630.28 not \$30.28.
M/S/C with changes
- 3) **Treasurer's Report** – Lori Jackson ABS- presented by Joy Wood
 - a) Checking \$27,763.18
 - b) Money Market \$22,223.90
 - c) The Treasurer's Report figures were not available at the meeting. These figures were added at a later date- **needs to be approved**
- 4) **Board Reports**
 - i) Newsletter and Website – Sue Osborn reported the Newsletter info due by the 20th.
There were no other board reports.
- 5) **AOCNC** – Sue Osborn, Gerry Glantz
 - a) The 2017 AOCNC Work Shop at Cow Palace will be held Feb. 12, 2017. Fliers are due out. NVDTC is sponsoring a ring.
 - b) The Tracking Trial was reported on by Sue Osborn. She reported that everything is confirmed and on track.
 - c) Obedience Trial – Gerry Glantz reported we still have no decision about holding a trial in 2017
 - d) Agility Trial – We have No Trial Chair at this time. Therefore we will not be having a trial unless someone volunteers.
- 6) **Old Business**
 - a) Annual Club Awards and Appreciation Dinner – Mary Ash/Donna Golemon ABS- presented by Joy Wood
Annual Club Appreciation Banquet will be held at Compadres-Feb 4th. More info to follow. Committee has requested that the club pay \$10.00 towards one family member's meal in appreciation for their membership and club contributions: M/S/C
 - b) Club Service Award Nominations and Awards plaques were reported on by Linda Wargo. She needs the awards materials and Club Service award nominations ASAP. Place in Linda Luchsingers box and she will forward to Linda W.
- 7) **New Business**
 - a) Sara DeCrevil from Paws For Healing has requested use of NVDTC building Jan. 21 and Jan. 28, 2017 –M/S/C
 - b) Up-Coming Seminar Report made by Marilane Bergfelt. She reported on possible seminar- Feb. 11th with Karen Oliver, 1:00 – 4:30 pm for a \$60.00 fee.
 - c) Vange reported again about gently used supplies-all moneys goes to the club
 - d) Lea Ronald reported about Baked Dog Cookies available from PSI (made by adults with disabilities) \$4.00 bag
- 8) **New Members: presented by Sandy Bonifield, we had two new members apply for membership.**
 - a) Barbara (in GMII with a Labradoodle)
 - b) Gennie (in Adolescent Dog with Beagle X)
 - c) Acceptance of new members was M/S/C
- 9) **Brag- Tabled for next meeting**
- 10) **Meeting was adjourned at @ 7:00 (Holiday Christmas Pot Luck and Party to follow)**

Respectfully submitted, Joy Wood

Napa Valley Dog Training Club

General Meeting Minutes

December 12, 2016