

**NAPA VALLEY DOG TRAINING CLUB**  
**BOARD MEETING MINUTES**  
**January 2, 2018**

**I. CALL TO ORDER**

- A. Linda Luchsinger, President, called meeting to order at 6:39 p.m.
- B. Board members present: Marilane Bergfelt, Tandi Blonigen, Carol Coawette, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn
- C. Board members absent: Sandy Bonifield, Maria Giaccio, Joy Wood

**II. MINUTES**

Minutes from the December 4, 2017 board meeting will be approved upon board members' review of minutes sent by email from Marilane Bergfelt. MSC to accept Marilane's version (a more in-depth version than set presented at tonight's meeting) with corrections, if any, as emailed to her by board members.

**III. TREASURER'S REPORT**

- A. Checking: \$31,221.37
- B. Savings: \$22,249.87
- C. As 2018 treasurer, Stefanie Meinhardt is to be added to bank account. Sandy Bonifield to be removed from bank account.
- D. January 2018 rent has been paid.

**IV. PRESIDENT'S REPORT** – Linda Luchsinger

- A. Sandy will take on duties as Office Manager and Carol Coawette will take on VP's membership duties.
- B. Linda suggested going back to having snacks at board and general meetings brought by volunteers.

**V. VICE PRESIDENT'S REPORT** – Sandy Bonifield - Absent

- A. There are no speakers scheduled for general meetings for the next couple of months.
- B. The February meeting will be a "Bring Your Dog to Meeting" night. Regarding the May general meeting (the next "Bring Your Dog to Meeting" night) ideas about sharing information on AKC Trick Titles at the meeting will be brought up at the January 8th general meeting.

**VI. TRAINING** - Marilane Bergfelt

- A. Trainer contracts were turned into Linda Luchsinger, Linda signed and turned all contracts over to Marilane with the exception of Lea Ronald's, which has yet to be turned in.
- B. Marilane will be setting up a time at clubhouse to get together with Tandi for training orientation.

**VII. BUILDING** - Maria Giaccio - Absent

Stephanie will bring the information binder she has on building to Monday's general meeting to hand over to Maria.

**VIII. PUBLICITY** – Tandi Blonigen

Sue will re-email Tandi (and all board members) the incoming board packet emailed out in early December. Packet includes job responsibilities (including those for publicity), Bylaws, and Guidelines & Policies.

**IX. MEMBERSHIP** - Carol Coawette

- A. Carol shared a copy of the membership list noting 2018 membership status.
- B. It is not certain if Anne Stanley is a member. Marilane will call Anne to check.
- C. Marilane will also call training staff members who have not yet renewed their membership.

**X. NEWSLETTER/WEBSITE** - Sue Osborn

Sue brought up how the calendar for members to reserve the building is no longer working and reported she see about setting up a more workable calendar through Dreamhost, the new hosting company for the NVDTC website.

**XI. AOCNC** - Sue Osborn, Mary Ash

- A. AOCNC 's quarterly meeting will be held at the NVDTC clubhouse on January 14, 2018.
- B. AOCNC's Winter Workshop will be at the Cow Palace on February 11, 2018.

**XII. OLD BUSINESS**

- A. Clean Up and Renovation of Building
  - 1. Sue will send an email blast to remind members about January 6th workday.
  - 2. Marilane continues organizing what needs to be done.
  - 3. Robert Osborn still has a truck available for hauling.
  - 4. There was a suggestion to put up signs showing where things go.
  - 5. Painting of walls is on hold.
  - 6. Marilane is looking at NVDTC's off-site storage unit to determine what can be stored there and what can be stored at clubhouse.

**XIII. NEW BUSINESS**

A. Tax Return

1. Linda is looking for an extension on NVDTTC's tax return. Linda wrote a letter however because of mail crossing there is a possible penalty. She doesn't see a problem but wanted the Board to know what is going on.
2. Linda will call tomorrow to check on status.

B. Annual Awards Dinner

1. Will be at Compadres in Napa.
2. Dinner will be individually ordered off menu.
3. Donna Golemon has requested members let her know if they will be attending.

C. NVDTTC Crates

1. Storage and maintenance of crates to be brought up at the January 8th general meeting.
2. Marilane is looking at laying down tape at entry and in front of crates to mark areas to be kept clear for safety.

D. SUNSHINE

1. With no one stepping up to do Sunshine, Sue suggested board members take turns acknowledging a loss by a club member.
2. Sue will send a card on behalf of the club to Christy Rose for her loss of Rollo.
3. Linda will remind members at the general meeting to convey knowledge of losses by club members.

**XIV. MEETING ADJOURNED** at 8:21 p.m.

Respectively submitted,  
Sue Osborn, Secretary

# NAPA VALLEY DOG TRAINING CLUB

## GENERAL MEETING MINUTES

January 8, 2018

### I. CALL TO ORDER

- A. Linda Luchsinger, President, called meeting to order at 6:37 p.m.
- B. Board members present: Marilane Bergfelt, Carol Coawette, Linda Luchsinger, Sue Osborn, Stefanie Meinhardt, and Joy Wood. Board members absent: Sandy Bonifield, Maria Giaccio, and Tandi Blonigen.

**II. MINUTES**—M/S/C to accept minutes from the November 13 and December 11, 2017 general meetings, both of which copies were available at tonight's meeting.

### III. TREASURER'S REPORT

, Stefanie Meinhardt

- A. Checking: \$31,221.37 as of 1/2/18
- B. Money Market: \$22, 249.87 as of 1/2/18
- C. Stefanie to be put on bank account.

### IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger  
Linda introduced the 2018 board members and reported on who is doing what. Sandy Bonifield is office manager with Vange Leonis being office support. Carol Coawette will take care of membership and vouchers. Tandi Blonigen is publicity. Maria Giaccio is building. Marilane Bergfelt is training. Other roles announced: Sue Osborn and Mary Ash are the AOCNC representatives. Sue Osborn handles Website and the Newsletter. Frances Anamosa and Sue Osborn handle Facebook.

- B. **VICE-PRESIDENT**—Sandy Bonifield, Absent  
The next meeting in February is the first "Bring Your Dog to the Meeting" night this year. Additional "Bring Your Dog to Meeting" nights are scheduled for May, September, and possibly October or November. There will be fun things for the dogs to do after the meeting. Also looking at doing things related to AKC's Trick Title at this meeting or future meetings.

- C. **AOCNC**—Sue Osborn, Mary Ash
  1. AOCNC is holding their quarterly meeting on January 14, 2018 at the NVDTC clubhouse. Members are welcome to attend.
  2. The AOCNC Winter Workshop is scheduled for February 11, 2018. Sue passed a sign-up sheet around for members to sign up to help with the novice obedience ring sponsored by NVDTC at the workshop.
  3. AOCNC will be setting up an educational table at the Golden Gate Kennel Club show at Cal Palace on January 27 and 28, 2018. Anyone who can help man the table for a couple of hours will be reimbursed for show entry and parking.

- D. **BUILDING**—Maria Giaccio, Absent
  1. Successful and very productive turnout by members and family last Saturday to clean and organize the building! Stefanie put new pipes on shelves at end of training floor. Vange donated a filing cabinet: old ones were thrown out. Old files pulled to be shredded. Robert Osborn brought a truck to take discarded items to dump. All training equipment was cleaned. For more details and costs, see attached Renovation Report from Marilane Bergfelt.
  2. West wall is now essentially mudded, taped, and primed. Crew will come back after meeting tonight and possibly this weekend to finish. There was no cost for a scissor lift as scaffolding was borrowed from neighbors and at no cost to the club.

- E. **MEMBERSHIP**—Carol Coawette: No Report

- F. **OFFICE** —Sandy Bonifield
  1. With classes starting this week, Sandy Bonifield, Vange Leonis, Stefanie Meinhardt, Marilane Bergfelt, and Mary Ash will be handling calls.
  2. Comments or suggestions for the office are welcomed.

- G. **PUBLICITY**—Tandi Blonigen: Absent, No Report

- H. **TRAINING** —Marilane Bergfelt
  1. Marilane is looking at scheduling a training meeting between sessions 1 and 2.
  2. With this week being orientation, Marilane is concerned about enough help. Donna Golemon will have assistants coming in. Mary Ash and Linda Luchsinger will be helping as well.

- I. **WEBSITE/NEWSLETTER/FACEBOOK** —Sue Osborn/Frances Anamosa
  1. Meeting announcement will be emailed at the end of this month for the February meeting. If anyone has items to be included, let Sue know.
  2. The next newsletter edition will come out end of February for March and April.

### V. REFRESHMENTS

- A. Tonight's refreshments provided by Linda Luchsinger.
- B. Donna Albini will provide February's refreshments.

### VI. OLD BUSINESS

- A. Bring Your Dog To Meeting Nights
  1. Planned for February, May, September and October or November.
  2. At February meeting: Fun activities for dogs planned for after meeting.

B. Annual Banquet

1. To be held February 24th at Compadres
2. Let Donna Golemon know by February 10th if attending.
3. Everyone will be ordering off menu.

C. Building Renovations: See IV-D-2 above and attached Renovation Report provided by Marilane. MSC to sheetrock and paint walls outside office.

D. Tracking Trial

1. Will be held second weekend in March.
2. Kaye Hall is working to see if Veteran's Home can still be used this year.

E. Awards – Forms made available at tonight's meeting

1. Linda Wargo is taking care of year-end awards.
2. Donna Golemon is chair for Gerry Glantz Memorial Club Service Award – Deadline for member nominations is January 15.

**VII. NEW BUSINESS**

A. Building Use Request

Loving Animals Providing Smiles (LAPS) requested use of NVDTC building for Caring Canines Assessment on June 2, 2018—MSC.

B. Keying of Member's Car

Roxanne Gracia reported her car parked along building was keyed along with other cars. She suggested installing cameras. Mary Ash has been talking to Ross Mini who is looking into putting in more lighting.

**VIII. BRAGS**

Mary Ash and Donna Golemon attended first AKC's Nose Work and the Norcal Retriever Club Nose Work trials wherein both their dogs qualified.

**IX. MEETING ADJOURNED AT 7:15 p.m.**

Attachment: NVDTC Renovation Update

Respectfully submitted by  
Sue Osborn, Secretary

## **NVDTC Renovation Update**

(January 8, 2018 // Prepared by M. Bergfelt)

### Work accomplished:

- West wall mudded and taped in prep for painting.
- West wall painted with primer.
- Workers – Two men 33 hours // \$1,650.00 to date

Material Costs includes joint compound & tape, primer, paint, rollers, shop vac filters, etc.

Expenses to date: \$660.00

---

### **Equipment Clean-up**

Volunteer Hours - over 120 hours in December 2017 & early January 2018

*Thank you to the 12 members plus husbands who helped!*

### Building Improvements:

- Heavy Duty Shelves in office (\$150.00) for training materials
- Thick Plastic Sheeting and magnets over shelves in back room (approx. \$34.00)
- Donated standing file for office (replacing 2 older ones) – included cleaning out files and miscellaneous boxes for shredding.
- Materials for Weave Poles (approx. \$32.00) and miscellaneous items to fix Wooden Agility Table and legs.
- Relocate Bulletin Board and Weave Poles
- Dump run with broken items

### Equipment Cleaned:

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| • Dog Crates                         | • Weave s & Poles                 |
| • Storage Bins (throughout building) | • Blue Agility Tunnel             |
| • Sheets                             | • Wooden Agility Table            |
| • Toys                               | • Wooden Puppy A-Frame and Teeter |
| • Jumps & Bars                       | • Carpeted steps and ramp         |
| • Gutters                            |                                   |
- 

### **OPTIONS for Office Walls**

Currently Planned Work is paint Unfinished Walls only. This is part of the \$5,000.00 approved in 2017.  
(Estimate cost of \$370.00 – \$400.00 for man time and materials)

#### **OR – We could ADD . . .**

A) Finish Walls with drywall plus prime and paint  
Estimated costs of \$1,100.00 - \$1,250.00 (man time and materials)  
\*\* Additional expense of approximately \$800.00 \*\*

B) Add of Office Window  
Estimated costs of \$445.00 - \$600.00 (man time and materials)

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

February 5, 2018

Page 1 of 2

## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:36 PM.
- B. Board members present: Marilane Bergfelt, Tandi Blonigen, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Sue Osborn, and Stefanie Meinhardt. Board members absent: Joy Wood. Guest: Donna Golemon.

## II. MINUTES

MSC to accept minutes from the January 2, 2018 board meeting with the following corrections: Under section II, change November to December. Under section IX, change members to training staff members.

## III. TREASURER'S REPORT

- A. Checking: \$35,388.11
- B. Money Market: \$22,255.92
- C. Linda Luchsinger reported books are completed through December; she still needs to break down training fees.

## IV. ITEMS FROM DONNA GOLEMON

- A. Dog Toys—Even with price per toy substantially increasing, decision is to continue buying toys for the next three months at which time purchasing of toys will be revisited. First priority will be to purchase toys on sale when available.
- B. Annual Dinner—One member from each club member family will receive a \$10 discount on their meal. Everyone will order off menu. Compadres not charging NVDTTC for banquet room. Donna will buy a cake using funds from the \$250 allotted to use for the annual dinner.
- C. Online Registration—Donna will work with Sue to move forward on setting up online registration possibly using PayPal.
- D. Baby Gates for Safer Puppy Play—MSC to purchase two metal sets as presented by Donna for \$99.99 each plus shipping. Donna was given one of three debit cards to make purchase. Stefanie and Sandy have the other two debit cards.

## V. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger  
No Report.
- B. **VICE-PRESIDENT**—Sandy Bonifield  
Office is running well. Membership list sent out to board members by Carol Coawette. Call to Anne Stanley confirmed she did not turn in her membership application for 2017. Pat Martin is not renewing her membership in 2018 and has turned in the keys she had on hand for managing member usage of building. Sue is going to take over managing member usage of building.
- C. **TRAINING**—Marilane Bergfelt
  1. Marilane to touch base with Sally Wall to check on her request for a class refund.
  2. Vouchers for Assistants—Change Guidelines and Procedures to state assistants for a 4 to 6 week class will receive a \$40 voucher and assistants for a 2 to 4 week class will receive a \$20 voucher. Currently the Guidelines and Procedures state assistants must assist at least five classes in order to receive a voucher.
  3. Depending on people's availability, next training meeting is February 21 or February 22.
  4. Marilane will follow up at general meeting to ask who took NVDTTC rack cards to vets.
- D. **OFFICE**—Sandy Bonifield  
Carol will check with Kim Leslie about working in the office. Mary Ash will receive one voucher for working Thursdays. Carol will also check with Mary about working Wednesdays.
- E. **NEWSLETTER**—Sue Osborn  
Deadline for newsletter is February 20.
- F. **PUBLICITY**—Tandi Blonigen
  1. Marilane has printed up flyers for upcoming special classes.
  2. Students are being invited to next general meeting and to bring their dogs, as this is a "Bring Your Dog to the Meeting Night." Marilane is placing flyers at club for trainers to use to invite their students.
  3. Tandi has yet to receive publicity binder from Kim Leslie. Marilane and Tandi will visit pet stores to hand out NVDTTC flyers.
- G. **BUILDING**—Maria Giaccio  
Maria met with Ross Mini and was given a tour of the building along with Marilane. They looked at matting and kiddy gates Ross has in storage. A possibility of not having classes in session five so as to re-mat the floors and take care of other building related work is being considered. Stephanie will look into a TAP Plastics glue that may work on mats.

## VI. OLD BUSINESS

## NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

February 5, 2018

Page 2 of 2

- A. Building Clean Up—Marilane will provide a list to Carol to issue vouchers to the most outstanding and hardest-working members. Four hours of work equals one \$10 voucher.
- B. Voucher Scholarship Fund—Someone needs to be designated to take charge.
- C. Donations—Thank you letters/notes were received from Napa Humane, UC Davis, and Roxanne Gracia for donations from NVDTC. Marilane took in-club donations to Napa Humane.

### VII. NEW BUSINESS

- A. Tracking—New personnel at Veteran's Home where tracking test is being held in March requested between \$300 and \$400 for use of grounds plus high insurance coverage. However negotiations resulted in no payment required and acceptance of NVDTC's standard insurance coverage.
- B. Building Use Approval
  - 1. MSC to approve use of building by Miniature Schnauzers Club of Northern California on March 11, 2018.
  - 2. MSC to approve use of building by Irish Terrier Club of Northern California on March 18, 2018.
  - 3. MSC to approve use of building by Paws for Healing on April 28, 2018.
- C. Liability Forms for Paws for Healing—forms were signed but inadvertently tossed. Suggestion is to have participants sign for liability at their next scheduled event in April.
- D. Marilane will send out an email about cars being parked in the foyer right outside the entrance door. Ross has made it clear he does not want cars parked in this area.
- E. Money missing in cash box. Resolution was made to balance cash box.
- F. Welcome cards to send to new members were presented and will be looked at for consideration.

### VIII. MEETING ADJOURNED at 8:53 PM

Respectively submitted by  
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
February 12, 2018

**I. CALL TO ORDER**

- A. Linda Luchsinger, President, called meeting to order at 6:37 p.m. and welcomed members, friends and all dogs for "Bring Your Dog to the Meeting Night."
- B. Board members present: Marilane Bergfelt, Tandi Blonigen, Sandy Bonifield, Carol Coawette, Linda Luchsinger, Sue Osborn, Stefanie Meinhardt, and Joy Wood. Board member absent: Maria Giaccio

**II. MINUTES**—M/S/C to accept minutes from the January 8, 2018 general meeting.

**III. TREASURER'S REPORT**, Stefanie Meinhardt

- A. Checking: \$35,388.11
- B. Money Market: \$22,255.92
- C. Linda Luchsinger reported bookkeeping done for the year; she just needs two more checks then will do the tax return. Final profit-loss will be posted.

**IV. PRESIDENT'S REPORT**, Linda Luchsinger

- A. After the meeting, Cheryl Meyer will be demonstrating dog massage.
- B. Condolences to Sandy Bonifield, Bobbie Honsvick and Heather Kearn for the loss of loved ones. The club will make memorial donations.

**V. VICE PRESIDENT'S REPORT**, Sandy Bonifield

- A. OFFICE: All is going smoothly. Sandy works Tuesdays. Mary Ash works Wednesdays and Thursdays. Vange Leonis comes in on weekends.
- B. No new members tonight.

**VI. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **TRAINING**, Marilane Bergfelt
  - 1. Training meeting will be held Wednesday, February 22nd at 6:30 pm.
  - 2. Two sets of panels to be used as Play Pens for puppy play will be purchased at about \$100 each.
  - 3. Donna is keeping an eye on the cost of toys for puppy, adolescent and GM1 classes. Prices going up.
  - 4. Rack Cards —Members who took cards to distribute to let Marilane know.
  - 5. Flyers for upcoming special classes are available online and posted.
- B. **BUILDING**, Maria Giaccio—Absent
  - 1. With wall recently painted, the NVDTC banner was re-hung. Thank you to Marilane & Ben Bergfelt, Mary Ash, Stefanie Meinhardt and Donna Golemon for re-hanging.
  - 2. **RENOVATIONS**:
    - a. Maria and Marilane met with Ross Mini for a tour of the building. Looked at matting and bins Ross has in storage. Working at moving bins to storage unit. Considering re-matting training floor sometime this year.
    - b. Still looking for people to do woodwork and other renovation jobs. Please contact Marilane.
    - c. The wall by office will be sheet rocked, primed and painted.
  - 3. Building use approved for Miniature Schnauzer Club for March 11, Irish Terrier Club for March 18, and Paws for Healing for April 28.
- C. **PUBLICITY**, Tandi Blonigen
  - 1. Tandi will be getting together with Marilane.
  - 2. Still waiting on the publicity binder.
  - 3. Looking at places to place publicity materials, suggestion by guest was to post on "Next Door."
  - 4. Class schedules are available online and at clubhouse.
  - 5. Flyers on special classes have been created. Colored copies online with photocopies available tonight.
- D. **WEBSITE/NEWSLETTER**, Sue Osborn
  - 1. Deadline is February 20 for the March-April Newsletter.
  - 2. Thank you to Sue for the nicely designed website.
- E. **TRACKING TEST**, Linda Wargo
  - 1. Tracking VST Test will be held March 11, 2018 at Yountville Veteran's Home
  - 2. New personnel at Veteran's home asked for new conditions that were expensive. Linda Wargo negotiated with them to accept our 1 million dollar liability for the event. She will be putting on a presentation at end of February for them.

**F. AOCNC, Sue Osborn, Mary Ash**

1. The AOCNC All-Breed Obedience and Rally Winter Workshop was held February 11, 2018. Mary Ash, Barbara Niemann, Sue Osborn and Joy Wood worked the NVDTC Novice Ring.
2. Presidents Luncheon will be held March 11, 2018. Neither Linda Luchsinger as NVDTC president nor Sandy Bonifield as NVDTC Vice-President substituting for president can attend. If anyone can attend in place of NVDTC president, let Sue Osborn know.
3. The AOCNC Summer Workshop will be held end of July. NVDTC will not do a ring if there are not enough NVDTC members to help. Linda Luchsinger will help if she is available.
4. The AOCNC Seminar on Scent Work will be September 23, 2018.

**VII. REFRESHMENTS**

Thank you to Donna Albini for tonight's refreshments!

**VIII. OLD BUSINESS**

ANNUAL DINNER: Dinner is February 24, 2018. Dog club will cover \$10 of each family's dinner. Everyone will order off the menu. No host cocktails at 6:00 pm, dinner at 6:30 pm.

**IX. NEW BUSINESS**

AKC TRICK TITLE: Sue passed out handouts on information about AKC's Trick Titles. Some kind of trick training may be set up at the next "Bring Your Dog to the Meeting Night" in May.

**X. BRAGS**

Linda Wargo and Donna Golemon

**XI. MEETING ADJOURNED** AT 7:05 p.m. followed by massage presentation by Cheryl Meyer. Thank you Cheryl!

Respectfully submitted by  
Sue Osborn, Secretary

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

March 5, 2018

Page 1 of 2

## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:37 PM.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Sue Osborn, and Stefanie Meinhardt, Absent: Tandi Blonigen and Joy Wood. Guest: Donna Golemon.

## II. MINUTES

MSC to accept minutes from the February 5, 2018 board meeting with the following correction: Under section VII-B-2, change March 11 to March 18.

## III. TRESURER'S REPORT

- A. Checking: \$33,974.93
- B. Money Market: \$22,258.68
- C. Debit card used for Xpens and annual awards dinner at Compadres.

## IV. ONLINE REGISTRATION

- A. After communicating with other clubs as to what they use and researching online software options, Donna Golemon and Sue Osborn are recommending Dog Biz Pro software as an online registration system for the club. After being presented with the timesaving and convenience benefits by having an online registration system, all board members are in favor of moving forward with the implementation of such a system.
- B. MSC to move forward with a presentation about online registration costs and features, pros and cons to general membership at next general meeting.

## V. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger  
No Report.
- B. **VICE-PRESIDENT**—Sandy Bonifield
  1. Kaye Hall will be guest speaker at the March 12th general meeting and present information about tracking as well as a demo. Not everyone on the Board received word about this, which brought up subject about communication between board members: All board members need to be included in this type of information. Also to improve on email responses from board members, subject line is to be prefixed with "Response Required" and include a deadline for response. If response is not received, a follow-up phone call will be made.
  2. Tim Bringman, who attended last general meeting, filled out application to become a member after the meeting was adjourned thus was not voted in. Sandy will make contact with him to attend next meeting to be officially voted in as a member.
- C. **OFFICE**—Sandy Bonifield
  1. Office desk area was cleaned over weekend; other end of office still needs more cleaning.
  2. Sandy will be going on vacation. Note will be put in office to show dates she will be away.
  3. Phone message will be updated to include "Run by volunteers."
- D. **TRAINING**—Marilane Bergfelt
  1. Vouchers: Assistants are to see that their name is on list for classes they are assisting to assure they receive their vouchers.
  2. At recent training meeting:
    - a. It was agreed to use draft outline for session 2 puppy classes.
    - b. Staff will take turns taking the sheets that are stored in bins home to clean.
    - c. Marilane told staff not to park in area in front of entry door to clubhouse.
    - d. Happy Tails classes for summer are being considered.
    - e. Training staff agreed it would be okay to close building during session 5 for installation of new matting, painting of roll-up door and taking care of other miscellaneous items.  
Final decision pending.
- E. **PUBLICITY**—Tandi Blonigen – Absent
  1. Tandi has received publicity binder from Kim Leslie.
  2. Tandi looking into Marketplace advertising.
- F. **NEWSLETTER/WEBSITE**—Sue Osborn

## NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

March 5, 2018

Page 2 of 2

1. Deadline for next meeting announcement is March 20th.
  2. Deadline for next newsletter is April 20th.
- G. **BUILDING**—Maria Giaccio
1. Maria gave original building lease to Linda Luchsinger to be put in safe.
  2. All walls are finished, sheet-rocked and painted. Everything in training area is cleaned.
  3. Marilane to turn in receipts for building work expenses including food she purchased to serve to workers and volunteers.
  4. Marilane is looking at some way of displaying dog photos as well as awards in space on wall by office, possibly a nice painted frame. Board members will think about ideas and revisit at next board meeting.
  5. A package needs to be put together to present to general membership about costs involved for closing building during session 5.

### VI. OLD BUSINESS

- A. **VST Test:** Variable Surface Tracking Test takes place this coming weekend. Insurance paperwork given to Donna Golemon to give to Linda Wargo.
- B. **Awards Dinner:** Cost report will be given at general meeting.

### VII. NEW BUSINESS

- A. **Donation Request:** Vanessa Struven from Alta Heights Magnet School requested a class donation for their upcoming fundraiser—MSC.
- B. **AKC Tricks Title Work for May Meeting:** The board will organize. Marilane will make up a sign-up sheet for next general meeting. Forms can be downloaded from AKC website. Likely will be limited to 20 spots for members and students along with a wait list. Liability releases will need to be signed. CGC evaluators will need to be present. Linda Luchsinger will help Marilane with organization. Marilane will email people to see who else can help.
- C. **Safe Key:** Key to safe given to Marilane Bergfelt, Linda Luchsinger has a key as well.
- D. **Mural:** Sue presented design of mural for wall with mirrors, which was well received. Sue will now present design to membership at next general meeting.

### VIII. MEETING ADJOURNED at 8:47 PM.

Respectively submitted by  
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUBMS  
GENERAL MEETING MINUTES  
March 12, 2018

**I. CALL TO ORDER**

- A. Linda Luchsinger, President, called meeting to order at 6:33 p.m.
- B. Board members present: Marilane Bergfelt, Tandi Blonigen, Carol Coawette, Maria Giaccio, Linda Luchsinger, Sue Osborn, and Joy Wood. Board members absent: Sandy Bonifield and Stefanie Meinhardt.

**II. MINUTES**—M/S/C to accept minutes from the February 12, 2018 general meeting as published in the newsletter.

**III. TREASURER'S REPORT**, Stefanie Meinhardt - Absent

- A. Checking: \$33,472.13
- B. Money Market: \$22,258.65

**IV. PRESIDENT'S REPORT**, Linda Luchsinger

- A. Presentation on tracking and the canine nose will be given by Kaye Hall after tonight's meeting.
- B. Linda presented the Gerry Glantz Memorial Club Service Award to Vange Leonis tonight as she was not able to attend the Annual Dinner. Sandy Bonifield, who was also nominated for the club service award, received her award at the Annual Dinner.

**V. VICE PRESIDENT'S REPORT**, Sandy Bonifield – Absent

Sandy is looking at a presentation for a future meeting about canine scenting on imports for the postal service, UPS and FedEx.

**VI. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **OFFICE**, Sandy Bonifield – Absent
  - 1. Desk area and front area of office has been cleaned up, the back part of the office still needs to be cleaned and dusted
  - 2. Office help is covered for this session including while Sandy is on vacation.
- B. **TRAINING**, Marilane Bergfelt
  - 1. Committee meeting was held a few weeks ago, trainers are up for doing The AKC Trick Title for the May 14th meeting. A sign-up sheet was passed around tonight. This activity is limited to 20 teams. Participants are to attend the meeting with their dog ready to do tricks from the AKC Trick Novice Title list, 10 total with two of own choice. Marilane will have more information available soon.
  - 2. Training committee is looking at bringing back "Summer Tails" classes again this summer.
  - 3. If you have ideas for classes you like to see implemented, send them to Marilane.
- C. **PUBLICITY**, Tandi Blonigen

The farmer's market is an additional outlet for club publicity and will allow a certain number of vendors each month, no fee. Tandi will confirm details, exact requirements and available time frames to present to members and to see who is interested in participating.
- D. **BUILDING**, Maria Giaccio
  - 1. Marilane passed out summary of costs, proposed future work and wish list for the NVDTC building. Session 5 may be canceled to re-matt floors. Marilane's summary is attached to these minutes.
  - 2. Parking is not allowed in space outside entrance door; not safe for people coming and going. Unloading & loading is okay.
  - 3. Subject (to be revisited at later time) came up that if trainers are teaching classes after dark, they may have assistants.
  - 4. Sue presented mural design for mirrored wall; design was well received. She will next submit budget and schedule.
- E. **WEBSITE/NEWSLETTER**, Sue Osborn
  - 1. Deadline is March 20th for the April meeting announcement. Deadline is April 20 for the May-June Tattle Tails newsletter.
  - 2. A request for newsworthy items will be emailed to members.
- F. **TRACKING TEST**, Linda Wargo
  - 1. Tracking Variable Surface Tracking Test scheduled for March 11th at Veteran's Home was cancelled at request of director of the Veteran's Home because of March 9th hostage situation there.
  - 2. There are expenses that will need to be reimbursed. Judge Kaye Hall donates her judging fee. Judge Rita Crawford said she didn't want to be reimbursed.
  - 3. The VST Test will not be rescheduled for this year.
- G. **AOCNC**, Sue Osborn, Mary Ash
  - 1. On March 11th, AOCNC held a member club appreciation luncheon to honor members and presidents of AOCNC clubs.
  - 2. The AOCNC Summer Workshop will be held July 29th at Cal State Hayward. NVDTC has volunteered to host the beginning novice ring. Four volunteers are needed. Let Mary know by the April 14th Meeting. If there are not enough volunteers, NVDTC will have to decline hosting a ring at this workshop.

3. The AOCNC Seminar for all levels of Scent Work will be held September 23, 2018. Two handlers and participating dogs from each club will be able to attend through a draw in July or August of those interested in attending.
4. Joy attended the March 11th AOCNC appreciation luncheon to represent our club as immediate past president and was presented with a certificate. She shared the certificate with members tonight. The certificate will be displayed at the clubhouse.
5. A photo of Gerry Glantz has been given to NVDTC by AOCNC and will be framed to be displayed at the club with the club service awards plaques showing past awardees. NVDTC's club service award is now known as the Gerry Glantz Memorial Club Service Award.

**VII. REFRESHMENTS**

Thank you to Maria, Tandi, and Linda for tonight's refreshments!

**VIII. OLD BUSINESS**

**ANNUAL DINNER:** Everyone had a good time at the dinner held at Compadres wherein each person ordered off the menu. Four members received awards in a variety of venues: Agility, Herding, Nose Work, Rally, and Barn Hunt.

**IX. NEW BUSINESS**

- A. **Class Donation:** Vanessa Struven from Alta Heights Magnet School was given a class donation for the school's upcoming fundraiser.
- B. **Safe Key:** Linda Luchsinger and Marilane Bergfelt each have a key to the safe.
- C. **Online Registration:** Sue Osborn passed out online registration information handouts. Sue and Donna Golemon then presented information about online registration with recommendation to use Dog Pro Biz, a longstanding online program for managing dog-related businesses. MSC to move forward with a month-to-month subscription to Dog Pro Biz. Exact processes will be worked out upon implementation of Dog Pro Biz.
- D. **Earth Day at Oxbow:** Earth Day Oxbow is an event brought to the club's attention as a possible outlet for publicity for the dog club however NVDTC will not pursue involvement this year since no one showed interest in taking it on.
- E. **New Member:** MSC to vote James Blake as a new member! Welcome James!
- F. **Tracking Dog Collar:** Vange Leonis introduced a collar dogs can wear for tracking their movement through a cell phone and has loaned it out for trial followed by a report back on how it works.

**X. BRAGS**

Linda Luchsinger announced her granddaughter, Rochelle, has joined the army!

**XI. MEETING ADJOURNED** AT 7:29 p.m. followed by Kaye Hall's tracking presentation with her 14-year-old Belgian Sheepdog, Julot. Thank you Kaye!

Respectfully submitted by  
Sue Osborn, Secretary

# NVDTTC Renovation 2018 - Walls and More

Work performed in January through early March 2018

(Summary by Marilane Bergfelt, March 12, 2018)

## Summary

Work included: Installed 620 sf of drywall  
Prepped and painted drywall primer on 2,240 sf of new interior walls  
Painted 4,020 sf of interior walls  
Installed heavy plastic sheeting to cover shelving in rear area  
Installed heavy duty shelving for training equipment in office  
Cleaned and fixed existing training equipment

Total Expense: estimated \$5,900.00

Cost of Materials: approximately \$1,800.00  
[\$ 1,629.11 materials receipts from Marilane. Includes: + \$200.00 of drywall;  
+ \$95.00 of primer; + \$400.00 of paint; and + \$150.00 office shelving]

Cost for Labor: \$ 3,990.00 for 157 man hours

### Lucky Breaks:

- No cost to rent scaffolding – borrowed from Linda Luchsinger's neighbor.
- No cost for project admin, prepping room for construction and supply runs = + 40 hours (club member)
- No cost for cleaning equipment; moving materials to storage; prepping & painting shelving on training floor; etc. = approximately 100 hours by club members (over 3 separate days).

---

## Proposed Future Work

- Paint Mural on Wall
- Paint interior side of metal rolling and wooden entry doors.  
Doors were primed but not painted in 2015. Color of wall and back of entry door to blend with existing gray.
- Remove and replace existing rubberize floor mats.  
Mats previously purchased and stored. Work would include moving and cleaning prior to installation.
- Wood Work: Replace the office counter top, under class clipboards.  
Update or revamp current 'counter' on training floor  
Frame floor mirrors

## Wish List

### Lateral File Cabinets

Locking preferred. To replace old equipment drawers in office, under clipboards.

### Card Tables

Need 3 (minimum) in good working condition to replace existing.

### Office-Style Chairs

To replace the fabric chairs previously on training floor. Easy to keep clean is a must!

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

April 2, 2018

Page 1 of 2

## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:38 PM.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Sue Osborn, Stefanie Meinhardt, and Joy Wood. Absent: Tandi Blonigen. Guests: Mary Ash, and Donna Golemon.

## II. MINUTES—Sue Osborn

Approval overlooked.

## III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$33,099.86
- B. Money Market: \$22,261.57

## IV. NOSE WORK TRIAL PRESENTATION—Mary Ash, Donna Golemon, Joy Wood

- A. JMD Dog Sports presented a proposal to hold an AKC sanctioned nose work trial between JMD and NVDTTC—See attachment.
- B. MSC for JMD Dog Sports to move forward on filing an application with AKC to start things moving toward holding a nose work trial as proposed.
- C. NVDTTC will form a committee after AKC approves application.

## V. ONLINE REGISTRATION—Donna Golemon, Sue Osborn

- A. Sue presented printouts showing how class rosters, class schedules, client invoices, student and dog information are handled in Dog Biz Pro.
- B. Last week board members were asked by Sue to try out the registration form now set up on Dog Biz Pro and give their input. Biggest input was how questions were set up, i.e., duplicity, unneeded questions and too many requiring a typed response.
- C. Donna will review and streamline questions on registration form before Sue sends out to board again and also to trainers to try out.

## VI. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger  
No Report
- B. **VICE-PRESIDENT**—Sandy Bonifield  
No Report
- C. **MEMBERSHIP**—Carol Coawette
  1. Sandy will remind Tim Bringman, who has filled out a membership application, to come to general meeting to be officially voted in as a member.
  2. Membership Packets are not being handed out to new members. Sue will send a current version to Linda Luchsinger for her to print up a bunch after Marilane makes changes to the NVDTTC Guidelines and Procedures.
- D. **OFFICE**—Sandy Bonifield  
Vange Leonis comes in on the weekend, Sandy Bonifield comes in on Tuesday, Kim Leslie comes in on Wednesday, and Mary Ash comes in on Thursday.
- E. **TRAINING**—Marilane Bergfelt
  1. Marilane has sent out an email to trainers about session 4 & 5 and is moving forward on planning session 5 contingent to it being held.
  2. Due to illness, Norma Canavesio was unable to attend classes. MSC to give Norma a voucher for one class.
  3. Marilane has yet to start using a draft version for puppy and adolescent handouts.
  4. Full color flyers have been produced by Marilane to show all the special classes for session 3—trainers and members are not distributing as hoped, Marilane encouraged distribution to better PR classes.
  5. Marilane posted on Nextdoor, a private social network for neighborhoods, about session 3 classes
  6. Frances Anamosa is posting each special session 3 class one at a time on facebook through next week.
- F. **PUBLICITY**—Tandi Blonigen, Absent  
See #4, #5 and #6 under TRAINING above for current PR activities.

## NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

April 2, 2018

Page 2 of 2

- G. **BUILDING**—Maria Giaccio
  - 1. Maria took care of having the building sprayed. Cost is \$95 each quarter. MSC to spray through end of September with the service then stop service at which time the club itself will spray building.
  - 2. Sue Osborn submitted painting materials costs for the mural. Since cost is over \$200, submittal will go before general membership for approval. De Brilz and Sue DeMille will be working on the mural with Sue.
- H. **NEWSLETTER/WEBSITE**—Sue Osborn  
Submittal deadlines of information for newsletter and meeting announcements remains the same, the 20th of each month.
- I. **TRACKING**  
With cancellation of Tracking Test, half of the fees have been refunded.
- J. **AOCNC**—Sue Osborn, Mary Ash
  - 1. Next AOCNC quarterly meeting is April 14th
  - 2. The AOCNC July Summer workshop needs workers; Sue will have a sign-up form at next NVDTTC general meeting.
  - 3. AOCNC is planning a nose work seminar for September.

### VII. OLD BUSINESS

**Donation Barrel:** Marilane took donations from members to Napa County Animal Shelter.

### VIII. NEW BUSINESS

- A. **Stolen Items:** Items belonging to a trainer used for classes were stolen from the office. MSC for club to replace stolen items. Trainers will be told to lock up valuable items.
- B. **Donation of Mirrors:** Someone called to donate mirrors and before waiting for a response, brought them to the club. Club has no use for them so they are available to anyone who wants them. They are currently sitting in the office area.

### IX. MEETING ADJOURNED at 8:48 PM.

Respectively submitted by  
Sue Osborn, Secretary

Attachment: JMD's AKC Nose Work Proposal



## **AKC - Nose Work Trial Proposal**

between Napa Valley Dog Training Club and JMD Dog Sports

Responsibilities for hosting a Nose Work trial will be divided between NVDTTC, and JMD Dog Sports. This is a **proposal**. The first step -submit an AKC application for NVDTTC to put on Nose Work Trials. When approved:

### **JMD will be responsible for the following Trial requirements:**

#### **PRETrial**

1. Application to AKC with **NVDTTC** input
2. Establishing Cost of Entry/Entry limits
3. Select classes /levels -with **NVDTTC** input
4. Select/contact Judges
5. Prepare Premium List
6. Draw for entries if required
7. Accept/process entries
8. Contact Participants
9. Send out final letter to Participants  
(start times, parking, etc.)
10. Prepare and post catalog
11. Purchase necessary supplies for all searches

#### **DAY OF TRIAL**

12. Prepare for each hide
13. Prepare Day of trial Running Orders
14. Prepare score sheets
15. Maintain and manage all score keeping records
16. Complete final score sheets/ print one for participant at end of trial
17. Maintain any and all communication with AKC regarding trial

### **NVDTTC will be responsible for the following Trial requirements:**

#### **PRETrial**

1. Select & Secure Trial Site (**JMD** will work with NVDTTC to select best site)
2. Secure & purchase liability insurance
3. Per AKC a 5 member committee is required-**JMD** can be part of this committee

#### **DAY OF TRIAL**

4. Supply 8-16 volunteers **mandatory** (exact number to be determined closer to trial date)
5. Set-Up Trial
6. Clean-Up
7. Hospitality-NVDTTC financially responsible
8. Lunch for judges & volunteers-NVDTTC financially responsible
9. Order Ribbons (JMD will confirm quantities required)
10. Distribute awards

**Net profit will be divided 25% (NVDTTC), 75% (JMD), except for hospitality which NVDTTC will have full responsibility.**

NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
April 9, 2018

**I. CALL TO ORDER**

- A. Following a presentation by Donna Golemon on AKC Trick Titles, President Linda Luchsinger called meeting to order at 6:43 p.m.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Linda Luchsinger, Sue Osborn, and Joy Wood. Board members absent: Tandi Blonigen, Maria Giaccio, and Stefanie Meinhardt.

**II. MINUTES**—M/S/C to accept minutes from the March 12, 2018 general meeting with one correction: Under brags, item X, change Michelle to Rochelle.

**III. TREASURER'S REPORT**, Stefanie Meinhardt - Absent

- A. Checking: \$27,851.08
- B. Money Market: \$22,261.57
- C. Request for \$25 refund from Kyla Smay for upfront money sent to AKC for tracking test. Judge from Novato didn't charge anything. Kaye Hall may have some minimal expenses to turn in for reimbursement.

**IV. PRESIDENT'S REPORT**, Linda Luchsinger

No report.

**V. VICE PRESIDENT'S REPORT**, Sandy Bonifield

No report.

**VI. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **MEMBERSHIP** – Tonight's guests were invited to join the club.
- B. **OFFICE**, Sandy Bonifield
  - 1. Phone calls are being taken – Sandy needs to poll current office staff to find out who can work next session.
  - 2. Sandy asked members to volunteer to work in office. She will train. Office workers only need to put in an hour a week.
- C. **TRAINING**, Marilane Bergfelt
  - 1. Next session starts in a week.
  - 2. Canine Fitness is not filling.
  - 3. Session 4 will be finalized and posted on website.
- D. **PUBLICITY**, Tandi Blonigen – Absent
  - Posters for special classes were made and handed out, some students and members took some posters and put them up around town.
- E. **BUILDING**, Maria Giaccio – Absent
  - There was a flood in the bathroom caused by next-door neighbor's sink overflowing, which they handled.
- F. **WEBSITE/NEWSLETTER**, Sue Osborn
  - Deadline is April 20th for the May-June newsletter. Deadline is May 20th for the June meeting announcement.
- G. **TRACKING TEST**, Linda Wargo
  - 1. Committee held a final meeting for this year's tracking test. The Yountville Veteran's Home has been contacted about using their grounds for 2019. No word from Veteran's Home yet.
  - 2. A committee will need to be formed for 2019. Linda Wargo announced she is not going to be chair. Secretary for 2018 is leaving the state thus a new secretary will also need to be found.
- H. **AOCNC**, Sue Osborn, Mary Ash
  - 1. The AOCNC Summer Workshop will be held July 29th at Cal State Hayward. NVDTA has volunteered to host the beginning novice ring. Sue passed around a sign-up sheet for volunteers.
  - 2. The AOCNC Seminar for Scent Work will be held September 23rd. Decision to be made what levels will be covered. There will be two working dogs allowed from each club and auditing openings. If there is a lot of interest from members a draw will be held, most likely in August.

**VIII. OLD BUSINESS**

- A. **Online Registration:** Sue and Donna are working with Dog Biz Pro software and are looking at session 4 to have online registration in place using Paypal for payment.

## Napa Valley Dog Training Club General Membership Meeting Minutes • April 9, 2018

### Page 2 of 2

- B. **Novice AKC Trick Title Event:** This event will take place after the May 14th general meeting. Before tonight's meeting, Donna put on a very nice demo showing the many tricks that can be done to earn a trick title from AKC.

#### IX. NEW BUSINESS

- A. **Bark for Life Raffle Donation:** NVDTC donated a class certificate donation to Bark for Life for their raffle last year. MSC to donate a class certificate to them again this year.
- B. **Mural Funding Approval:** MSC for up to \$500 for materials for painting a mural on the west wall at the clubhouse. Sue Osborn showed revised artwork to accommodate the weave poles mounting and will display upcoming artwork for mural at clubhouse. Sue DeMille and De Brilz will also be working on the mural with Sue Osborn. Linda Luchsinger will follow up with scaffolding.
- C. **AKC Nose Work Trial:**
  - 1. Joy Wood presented information to general about nose work and how AKC has jumped on board to start nose work trials.
  - 2. Joy, Mary Ash and Donna Golemon of JMD Dog Sports presented board with a proposal to hold a NVDTC nose work trial and have received approval from board to file an application with AKC for NVDTC to hold nose work trials. This application is now waiting on AKC's approval.
  - 3. MSC to approve NVDTC to move forward on holding an AKC nose work trial in conjunction with JMD Dog Sports once AKC approves submitted application. Joy and Mary will be part of AKC's required 5-member committee. Linda Luchsinger and Linda Wargo volunteered to be on this committee.
- D. **Pizza Party:** The June 11, 2018 general meeting will also be a pizza party.

#### X. NEW MEMBERS

- A. MSC to accept new member Bobbie Lee. Bobbie has an 8-year-old Basset Hound.
- B. MSC to accept new members George and Elizabeth Flora. They have three dogs, ages 13 years, 9 years, and a 13 week-old Red Merle Aussie.

#### XI. BRAGS

- A. Linda Luchsinger's Teddy received his final Championship points with a 4-point major at the Washington State Cocker Spaniel Specialty in Bremerton, Washington. At just one-year-old, he completed his championship with 4 majors.
- B. Sandy Bonifeld's one and half year-old Salt and Pepper Schnauzer, Bliss, received her championship at the Bakersfield show last weekend.
- C. Donna Golemon received four first places and second high in trial at recent herding trial.
- D. Linda Wargo's Bill received his premiere jumping title. Two of her dogs also received a fast CAT title and an advanced nose work title.

#### XII. MEETING ADJOURNED at 7:26 p.m.

Respectively submitted by  
Sue Osborn, Secretary

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

May 7, 2018

Page 1 of 2

## I. CALL TO ORDER

- A. Vice President, Sandy Bonifield, called the meeting to order at 6:34 PM.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Sue Osborn, and Stefanie Meinhardt. Absent: Tandi Blonigen, Linda Luchsinger, and Joy Wood.

## II. MINUTES—Sue Osborn

MSC to approve March 5, 2018 and April 2, 2018 board minutes.

## III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking balance not available.
- B. Money Market balance not available.
- C. Stefanie will look into providing a monthly Quickbooks summary of income and expenditures.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger, Absent  
No Report
- B. **VICE-PRESIDENT**—Sandy Bonifield
  1. **Novice Trick Title Event**
    - a. To be held after May 14th general meeting.
    - b. Marilane will email CGC evaluators to remind them to wear their CGC badges.
    - c. Dogs with special situations will do their tricks early.
    - d. Sandy will put together gifts for participants. MSC to spend up to \$25 for these gifts.
  2. A pizza party is scheduled for the June 11th general meeting.
- C. **MEMBERSHIP**—Carol Coawette
  1. Although paying dues, Tim Bringman and Deassa Binstock were not voted in at a general meeting for membership. Tim's paperwork was turned in after the meeting he attended. MSC with one abstention to make Tim a member being this was a one-time incident. Deassa's membership expired. Sandy will call Deassa to ask her to come to a meeting to be voted in.
- D. **OFFICE**—Sandy Bonifield  
No report.
- E. **TRAINING**—Marilane Bergfelt
  1. A full refund was given to a client whose puppy bit a trainer during class. A free private class for the client will be given at the dog's home.
  2. In good manners 2 (a 3-session class), a student requested a credit for one class. Because of circumstances in this one class, he will not be given a credit.
- F. **PUBLICITY**—Tandi Blonigen, Absent
  1. Posts on NVDTC's facebook page will be done for session 4 classes.
  2. Email blast for session 4 classes and flyers has been sent to members and past students.
  3. Marilane has made copies of flyers, designed by Sue Osborn, for distribution. She strongly encouraged everyone to share them.
- G. **BUILDING**—Maria Giaccio
  1. **Bid Package for Re-matting Training Area:**
    - a. To date a contractor has not been secured making it impractical to put together a bid package.
    - b. MSC to find a contractor and work around contractor's schedule to set up a time to replace floor mats, be it now or later and to move forward with holding session 5.
    - c. Sandy will ask her son, who is a contractor, about finding someone who can do matting type work.
  2. Keys to the building were given to Sue de Mille and De Brilz for access to work on the mural
  3. Marilane is working on a way to hang the old banner on another wall now that west wall is being painted with mural.
- H. **NEWSLETTER/WEBSITE**—Sue Osborn
  1. The May-June newsletter was published May 5th and includes information about online registration, the trick title event, mural photos and link to ongoing photos, Information on the free screening and educational event for LAPS, an article by Cheryl Meyer about Napa County Animal Shelter, and more.

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

May 7, 2018

Page 2 of 2

2. Submittal deadline for June Meeting Announcement is May 16, 2018. Submittal deadline for July-August newsletter is June 16, 2018

I. **TRACKING**

No report.

J. **AOCNC**—Sue Osborn, Mary Ash

1. Next AOCNC quarterly meeting is July 8th, 2018.
2. The AOCNC July Summer workshop is July 29th for which NVDTC needs workers.
3. AOCNC will have a nose work seminar in September.

V. **OLD BUSINESS**

- A. **Nose Work Trial:** On Monday, April 30th, board members met with Donna Golemon, Mary Ash and Joy Wood of JMD Dog Sports for clarifications on a contract they presented to the Board to hold a nose work trial in conjunction with NVDTC. Sandy Bonifield signed the contract as presented to the board. A nose work trial will now be scheduled.
- B. **Online Registration:** Online registration is now live. Discounts were adjusted to accommodate online set up. Marilane will post revised Class Fees, Discounts and Voucher Allowances sheets in the office.
- C. **Guidelines and Procedures** have been updated by Marilane and Sue and were reviewed at tonight's meeting. MSC to approve and post after correcting misspelling of REIMBURSEMENTS on page 6. With completion of updated Guidelines and Procedures, membership packets can now be updated for handing out to newly joined members.
- D. **Vouchers for serving on the 2018 board** were handed out to attending board members and will be given to board members not at tonight's meeting.
- E. **Donations:** Marilane has made two more donation runs to Napa County Animal Shelter making a total of three for the year. Everyone has been really great about bringing donations to the clubhouse!

VI. **NEW BUSINESS**

- A. **Rattlesnake Aversion Training:** Fred Presson sent an email to Sue Osborn asking if NVDTC would be interested in working with him on holding rattlesnake aversion training clinics in our area in conjunction with NVDTC and splitting profits. Sue will let him know we are interested and will get more details about the training. She will also ask if he would be interested in doing a presentation at a general meeting.
- B. **Building Use by Groups:** After receiving a request to use building from Bay Area Rhodesian Ridgeback Club only a few days before their April 8th event, Sue suggested a policy be put into place for handling last minute bookings. Tabled until next board meeting.
- C. **Mural:** Sue suggested holding an open house and having an article in the newspaper once mural is completed.
- D. Sandy will send a card on behalf of the club to Lea Ronald for her loss of Walter.

VII. **MEETING ADJOURNED** at 9:15 PM.

Respectively submitted by  
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
May 14, 2018

**I. CALL TO ORDER**

- A. President Linda Luchsinger called meeting to order at 6:38 p.m.
- B. Board members present: Marilane Bergfelt, Tandi Blonigen, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Joy Wood.

**II. MINUTES**—M/S/C to accept minutes from the April 9, 2018 general meeting as published.

**III. TREASURER'S REPORT**, Stefanie Meinhardt

- A. Checking: \$32,499.00
- B. Money Market: \$22,264.60
- C. MSC for an itemized expenses and income report to be presented at each meeting.

**IV. PRESIDENT'S REPORT**, Linda Luchsinger

No Report

**V. VICE PRESIDENT'S REPORT**, Sandy Bonifield

There will be a pizza party at the June 11th meeting. Several members volunteered to bring salads and desserts.

**VI. MEMBERSHIP**

MSC to accept Diana Mobley as a new member; Diana has two dogs, a Vizsla named Marty and a Lab/Cattle Dog named Lexie.

**VII. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **OFFICE**, Sandy Bonifield  
Sandy will be asking current office members if they will continue working in office and, if needed, finding additional members so there is someone working the office every night.
- B. **TRAINING**, Marilane Bergfelt
  - 1. Session 4 is about to start.
  - 2. Session 5 will be held as Board decided to obtain a bid package at a later date for re-matting floors.
- C. **PUBLICITY**, Tandi Blonigen  
Tandi will be distributing session 4 information to the community.
- D. **BUILDING**, Maria Giaccio  
No concerns with building at this time.
- E. **WEBSITE/NEWSLETTER**, Sue Osborn
  - 1. The May-June newsletter was published May 5th and includes information about online registration, the trick title event, mural photos with note about ongoing mural photos being on our website, information on free screening and educational event for LAPS, an article by Cheryl Meyer about Napa County Animal Shelter, and more. Next submittal deadline for meeting announcement is May 20, 2018. Next submittal deadline for newsletter is June 20, 2018.
  - 2. Website has been converted to online registration.
- F. **VARIABLE SURFACE TRACKING (VST) TEST**, Linda Wargo  
Organization of the 2019 VST test is in the works.
- G. **ASSOCIATED OBEDIENCE CLUBS OF NORTHERN CALIFORNIA (AOCNC)**, Sue Osborn, Mary Ash
  - 1. Next AOCNC quarterly meeting is July 8th.
  - 2. The AOCNC July Summer workshop is July 29th. Workers are still needed.
  - 3. AOCNC will have a nose work seminar in September.

**VIII. OLD BUSINESS**

- A. **Online Registration:** People are now signing up and paying for classes through the website.
- B. **Novice AKC Trick Title Event:** Tonight several dogs will be working on their titles. A number of dogs took the novice trick title event before tonight's meeting.
- C. **Mural:** The mural is about half completed. When completed, an open house and an article in the Napa Valley Register is being considered.
- D. **AKC Nose Work Trial:** The contract with JMD Dog Sports has now been signed, this after board members met with Joy Wood, Mary Ash and Donna Golemon for clarifications on the contract.
- E. **Guidelines and Procedures:** Marilane Bergfelt and Sue Osborn have updated Guidelines and Procedures.

**IX. NEW BUSINESS**

**A. Snake Aversion Clinics with Fred Presson:**

1. Fred inquired about NVDTTC acting as a host and partnering with him to put on snake aversion clinics in our area. Requirements for partnering organization are as follows:
  - a. The partnering organization does the advertising by posting flyers on community bulletin boards, veterinary hospitals, feed stores and even local newspapers etc.
  - b. The host organization sets the appointments (typically about six dogs an hour are trained) and keeps a log of appointments with contact info for each client.
  - c. The host also collects the money. Fred strongly recommends clients pay before the event to insure they will attend. The going rate for the training is \$75 per dog and the money is split 50/50 with the host and Fred Presson's organization.
  - d. To execute the event, a few members of the host organization will need to help during the event. Someone will need to check the clients in, have them sign a liability release while one or two others will need to collar and un-collar the dogs as they come and go. The training is done with e-collars and live rattlesnakes that are muzzled so they cannot bite.
2. Marilane offered to take Fred Presson's information and check it out in more depth and get back to members.

**B. Handouts, Bark for Life, Caring Canines:**

Marilane announced there are session 4 handouts on the educational table now available for distribution, the Bark for Life event is this Saturday, May 19th, & LAPS is holding their Caring Canines event June 2nd.

**X. BRAGS**

- A. Novice trick titles were awarded to De Brilz, Carol Coawette, and Sue Osborn's dogs before the meeting. More dogs will be working on their Novice Trick Titles after the meeting.
- B. Brooklyn, Sue Osborn's GSP, took winners at the last dog show in Vallejo receiving one point bringing Brooklyn's total to 5 points.
- C. Mary Ash has new puppies.

**XI. MEETING ADJOURNED** at 7:09 p.m.

Respectively submitted by  
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

June 4, 2018

Page 1 of 3

**I. CALL TO ORDER**

- A. President, Linda Luchsinger, called the meeting to order at 6:42 PM.
- B. Board members present: Marilane Bergfelt, Carol Coawette, Maria Giaccio, Linda Luchsinger, Sue Osborn, and Stefanie Meinhardt. Absent: Tandi Blonigen, Sandy Bonifield, and Joy Wood.

**II. MINUTES**—Sue Osborn

May 7, 2018 board minutes were approved—MSC.

**III. TREASURER'S REPORT**—Stefanie Meinhardt

- A. Checking: 35,164.65
- B. Money Market: 22,264.60
- C. \$ 4,200 profit reported
- D. Stefanie presented a current balance and profit & loss report (attached) and will coordinate it with numbers from Dog Biz Pro numbers
- E. Sue will provide PayPal access to Stefanie.
- F. Financial reporting as requested at May 14 general meeting:
  - 1. Reports in a simple, workable format will be attached to board minutes only.
  - 2. After going through the last few years of general and board minutes, Marilane presented all financial reports that were attached to just the board minutes (attached).
- G. Linda Luchsinger has not heard anything back from IRS after she sent information to them regarding extension. NVDTC's 2017 return was filed mid-April.

**IV. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **PRESIDENT**—Linda Luchsinger
  - 1. Pizza party will be held at June 11th general meeting.
  - 2. Board members volunteered to bring desserts and salads for pizza party. Marilane will pick up pizza. Stefanie will bring tablecloths. Set up needs to be done between 5:00-5:30 PM.
  - 3. Formation of a committee for nominating 2019 board to be brought up at June 11th meeting.
- B. **VICE-PRESIDENT**—Sandy Bonifield – Absent
  - 1. Novice Trick Title Event
    - a. This event went very well!
    - b. All those who participated received their title.
    - c. Michelle Antonia sent a thank you card with a \$10 donation to the club (attached).
  - 2. Next "Bring Your Dog to Meeting" is planned for August 13, 2018.
- C. **MEMBERSHIP**—Carol Coawette
  - 1. Carol will touch base with Deassa Binstock regarding her membership.
  - 2. Maria presented a sample thank you card for new members. Board agreed to make thank you cards to give to new members.
- D. **OFFICE**—Sandy Bonifield – Absent
  - 1. Vange Leonis, Marilane, and Mary Ash are covering phones.
  - 2. Donna is working on online registrations.
  - 3. Donna set up mail box outside of building through Ross Mini to receive Dog Biz Pro invoices. Maria will check with Donna about obtaining a second key for this box.
  - 4. With box now set up at building location, PO Box key Donna picked up in office needs to be returned.
- E. **TRAINING**—Marilane Bergfelt
  - 1. MSC to approve Diana Mobley as an assistant for Puppy Aco, and GM1. She will be non-provisional since she was approved by training committee as an assistant when she previously was a member of the club.
  - 2. In 2016, Sara Scott was interested in teaching on weekends. It was agreed at tonight's meeting to reach out to her to see if she is still interested.
  - 3. Classes seem to be filling up but there are a lower number of assistants available to help.
  - 4. Session 3:
    - a. Instructors asked about vouchers. They appeared mid-week and missed some assistants.
    - b. Training apps and evaluations for session 3 are in Training Committee box for Vange and Sue's use.
- F. **PUBLICITY**—Tandi Blonigen, Absent

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

June 4, 2018

Page 2 of 3

1. Tandi is working with contacting the Napa Valley Register for optional ways to run our ad.
  2. Marketplace ad is \$215 a month.
  3. Tandi has dropped off information at several vet offices.
  4. Postings on pet related facebook pages were made by Tandi.
  5. Marilane presented recommendations for ways to make the best use of NVDTC's facebook page
- G. **BUILDING**—Maria Giaccio
1. Marilane will ask Dante, Ben Bergfelt, and Robert Osborn to help re-hang banner.
  2. Courtyard has been cleaned and sawhorses moved because of wasps.
  3. Maria called AT&T about non-working line 2 on office phone.
- H. **NEWSLETTER/WEBSITE**—Sue Osborn
1. Meeting announcement sent out May 31<sup>st</sup> and will be sent out again.
  2. Submittal deadline for July-August newsletter is June 20, 2018.
  3. Links to class descriptions on website have been revamped for easier access.
- I. **TRACKING**  
No report.
- J. **AOCNC**—Sue Osborn, Mary Ash
1. Next AOCNC quarterly meeting is July 8th, 2018.
  2. The AOCNC July Summer workshop is July 29th at Cal State Hayward.
  3. AOCNC will have a nose work seminar in September.

V. **OLD BUSINESS**

- A. **Building**  
MSC for Judy Gamet to use building on June 17, 2018. Future requests from Judy for use of building for privates will be approved at Sue Osborn's discretion.
- B. **Nose Work Trial:**  
No committee meeting has been scheduled yet.
- C. **Membership Packet**  
With packet finalized by Sue, Linda Luchsinger will now put 10 packets together for handing out to new members.
- D. **Rattlesnake Aversion Training, Fred Presson**  
Marilane reported a lot of dates have already been set by Fred Presson and is checking with him to see if a clinic can be held inside our building.
- E. **Mural**
1. For protecting mural, suggestion was made to cover back of weave pole mounts with felt and to paint a protective coating on lower area of mural.
  2. Sue will present number of hours spent working on mural at next board meeting.
- F. **Yearend Awards**  
Remind members about requirements to earn a yearend award and give suggestions for activities that can be done for eligibility for awards by sending out an email blast and publishing in newsletter.

VI. **NEW BUSINESS**

- A. **Building Use by Groups**
1. The following two policies will be added to building use packet:
    - a. "Date must be booked 14 days prior to holding your event."—MSC.
    - b. "If you cancel within seven calendar days of your event, you will be charged 25% of the rental fee."—MSC.
  2. Marilane will help Sue with reminding groups to renew their insurance coverage in a timely manner.
- B. **Napa Humane Walk for Animals**
1. Board agreed to do the walk.
  2. Maria, Vange Leonis, and Linda Luchsinger will be on a committee to organize activities and decide on giveaways, etc. at the walk.
- C. **Lifetime Request for Lifetime Membership – Bobbie Honsvick**  
On hold. Will look further into contingencies/qualifications for lifetime membership.
- D. **Vouchers**
1. Suggestion made for board members to receive \$40 vouchers at end of each quarter based on attending meetings, participation, and involvement in projects.

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES**

**June 4, 2018**

**Page 3 of 3**

2. Suggestion made to award vouchers for additional responsibilities and/or special projects such as newsletter, online registration duties, bookkeeping, building enhancements, organizing seminars, etc., with the board determining voucher amount based on level of effort given.

**E. Napa Parks and Recreation Request**

Marilane is looking into request from Napa Parks and Recreation to partner with NVDTC to offer training classes; she will provide more information to board and training staff.

**VII. MEETING ADJOURNED** at 9:06 PM.

Respectively submitted by  
Sue Osborn, Secretary

Attachments:

- 1) Treasurer's Balance Sheet & Profit & Loss Sheet
- 2) Financial reports from past board minutes
- 3) Thank you card from Michelle Antonia

5:30 PM  
06/06/18  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of May 31, 2018

	<u>May 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Cash - Rabobank	35,164.65
105 · Savings - Rabobank	22,264.60
110 · Paypal Clearing Account	433.84
<b>Total Checking/Savings</b>	<u>57,863.09</u>
<b>Total Current Assets</b>	<u>57,863.09</u>
<b>TOTAL ASSETS</b>	<u><b>57,863.09</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
300 · Equity	52,972.13
Net Income	4,890.96
<b>Total Equity</b>	<u>57,863.09</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>57,863.09</b></u>

**Napa Valley Dog Training Club**  
**Profit & Loss**  
 January through May 2018

	Jan - May 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>400 · Class Fees</b>	
401 · Ado Dog	10,555.00
402 · Puppy	11,028.00
403 · GM1	8,770.00
404 · GM2	1,270.00
405 · Rally	3,980.00
406 · Puppy Playtime	1,217.00
407 · Small Dog Social	885.00
408 · Scent Work	4,260.00
409 · Dog Dancing	4,152.00
410 · CGC	625.00
411 · Beyond Basics	1,500.00
413 · Tricks & Games	130.00
<b>Total 400 · Class Fees</b>	48,372.00
420 · Equipment	979.00
430 · Dues	735.00
440 · Building Rental	1,224.00
445 · Donation	36.00
450 · Discounts	-2,037.50
455 · Class Credit	0.00
460 · Vouchers	-3,340.00
<b>Total Income</b>	45,968.50
<b>Expense</b>	
500 · AOCNC	185.00
503 · Advertising	73.69
505 · Building	
506 · Repairs & Maintenance	133.00
507 · Renovation	6,133.06
<b>Total 505 · Building</b>	6,266.06
510 · Bank Charges	128.96
513 · Class Supplies	460.61
515 · Events & Trials	25.00
520 · Instructor Fees	8,827.20
530 · Leashes/Collars/Treat Pouches	1,455.35
533 · Licenses & Permits	125.00
535 · Office Supplies	433.91
538 · Outside Services	1,224.00
539 · Postage/PO Box	120.00
540 · Rent	18,000.00
550 · Toys	202.41
555 · Storage	654.00
560 · Telephone	766.68
575 · Utilities	1,368.45
580 · Special Events	573.65
585 · Website	199.47
<b>Total Expense</b>	41,089.44
<b>Net Ordinary Income</b>	4,879.06
<b>Other Income/Expense</b>	
<b>Other Income</b>	
910 · Interest Income	11.90
<b>Total Other Income</b>	11.90
<b>Net Other Income</b>	11.90
<b>Net Income</b>	4,890.96

**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; TRAININGING COPIES =

\$262.66

SOUTHGATE MINI STORAGE = \$99.00

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

PUBILITYTY = \$25.02 (FACEBOOK)

OFFICE PHOTOCOPIES = \$24.50

TOTAL DEPOSITS = \$14414.75

TOTAL EXPENDITURES = \$8375.53

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

EXPENDITURES

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

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

HOSPITALITY

FA2ERRATI'S PIUA=\$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

BUILDING SUPPLIES

CORNER BRACES; MIRROR KITS, PICTURE HANGERS, FASTENERS=\$59.25;

CONCRETE RAILS (POST)=\$19.71

OFFICE

LOCKS=\$19.99; PLASTIC 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.5.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

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; POSTAGE 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



lavande

5/16/18

Thank you very  
much for the  
Movie Trick event  
on Monday.

My Boyer, Bo, and I  
enjoyed the fun  
experience.

I'd like to donate  
\$10.00 to your club.

Thanks again,  
Michelle Antonia  
& BO ☺

NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
June 11, 2018

**I. CALL TO ORDER**

- A. After everyone enjoyed pizza, salad, and dessert for NVDTTC's annual pizza party, President Linda Luchsinger called meeting to order at 7:00 p.m.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Joy Wood. Absent: Tandi Blonigen

**II. SECRETARY, Sue Osborn**

- A. Minutes: M/S/C to accept minutes from the May 14, 2018 general meeting as published online with one change: Under item III, remove note stating Stefanie Meinhardt was absent.
- B. The club received a thank you card from Michelle Antonia about the novice trick title event. Michelle included a \$10 donation to the club. Copy of her card is posted on bulletin board.

**III. TREASURER, Stefanie Meinhardt**

- A. Checking: \$35,164.65 as of 5/31/18.
- B. Money Market: \$22,264.60 as of 5/31/18
- C. Paypal: \$433.84 (non-transferred funds for accommodating refunds) as of 5/31/18.
- D. An itemized financial report was passed around to general membership.

**IV. PRESIDENT'S REPORT, Linda Luchsinger**

No Report

**V. VICE PRESIDENT'S REPORT, Sandy Bonifield**

- A. Tonight's meeting event was a pizza party.
- B. Mary Ash and Joy Wood volunteered for hospitality for July general meeting.

**VI. MEMBERSHIP, Carol Coawette/Sandy Bonifield**

- A. MSC to accept Jackie McGrath as a new member. Jackie has a new puppy, an Irish Terrier, named Tierney.
- B. MSC to accept Deassa Binstock as a member who is unable to attend a meeting because of her very busy schedule. Deassa has been a member for many years and has already filled out an application and paid dues.

**VII. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **OFFICE, Sandy Bonifield**
  - 1. While Sandy was on vacation, Mary Ash, Donna Golemon and Marilane Bergfelt covered office.
  - 2. Office is now covered Tuesdays, Wednesdays, and Thursdays. More help could be used for other days.
- B. **TRAINING, Marilane Bergfelt**
  - 1. Classes are full.
  - 2. There is a shortage of assistants, typical at this time of year.
  - 3. Until some items are worked out with online registration & Dog Biz Pro rosters, Marilane is recommending using the office printed rosters.
- C. **PUBLICITY, Tandi Blonigen - Absent**
  - 1. Tandi is working with Napa Valley Register on a bid for a regular ad.
  - 2. She is also working on facebook links for sharing our information.
- D. **BUILDING, Maria Giaccio**
  - 1. AT&T is in process of fixing a non-working office phone line.
  - 2. Maria thanked mural artists Sue Osborn, Sue de Mille, and De Brilz for all their work on the mural and gave each artist an orchid as a thank-you gift. Sue de Mille will received hers later as she was not able to attend tonight's meeting.

- E. **WEBSITE/NEWSLETTER**, Sue Osborn
  - 1. The July-August newsletter will be published at the end of June. Submittal deadline is June 20, 2018.
  - 2. Class descriptions are now more accessible on the website.
- F. **VARIABLE SURFACE TRACKING (VST) TEST**, Linda Wargo
  - 1. A committee has been formed and judges have been selected.
  - 2. A chairperson has not yet been appointed.
  - 3. The 2018 tracking test is scheduled for second week in March hopefully at the Yountville Veteran's Home.
- G. **ASSOCIATED OBEDIENCE CLUBS OF NORTHERN CALIFORNIA (AOCNC)**,  
Sue Osborn, Mary Ash
  - 1. Next AOCNC quarterly meeting is July 8th, hosted by Vallejo Dog Training Club in Benicia.
  - 2. The AOCNC July Summer workshop is July 29th. Sandy Bonifield volunteered to help. More volunteers are still needed.
  - 3. AOCNC's nose work seminar is September 23, 2018 at Mt. Diablo Dog Training Club

#### VIII. OLD BUSINESS

- A. **Online Registration:**
  - 1. Because of late registrations, some classes did not show all students on Dog Biz Pro rosters. Students were told to come to class without signing up online thus classes were overpopulated.
  - 2. There is now a mailbox outside the clubhouse (#7) set up just for checks for online registrations.
  - 3. Donna Golemon thanked everyone for working with the new online system and going online to register.
  - 4. Current students who did not register online will be entered into the Dog Biz Pro system by Donna and given a password, which they can change once they sign into their account.
  - 5. Donna will set up a meeting between those involved with online registration to review process.
  - 6. Carol reported a number of people said the online registration system is awesome.
- B. **AKC Nose Work Trial:**
  - 1. Meeting was held and tentative dates for trial will now be sent to AKC for approval; February or March of 2019 are possible months for this trial.
  - 2. For trial to be a success and run smoothly, a lot of volunteers will be needed.
  - 3. Once dates are confirmed, Linda Luchsinger will send out a signup sheet along with a save-the-date flyer plus have it published in the club newsletter.
  - 4. Donna announced people are welcome to come to Tuesday evening scent work class to watch what nose work is like.
- C. **Snake Aversion Clinic, Fred Presson:**
  - 1. Marilane has been communicating with Fred Presson and reported he prefers to do a clinic outdoors.
  - 2. If clinic cannot be held in our building we would need to rent an outdoor place to host a clinic. Marilane, instead, is looking at the possibility of our club helping Fred by promoting the clinics he has going in our community.
- D. **Group Building Use, Policy Additions:**
  - 1. Date for use must be booked 14 days prior to holding event.
  - 2. If event is cancelled within seven calendar days of date scheduled, there will a charge of 25% of the rental fee.
  - 3. Sue Osborn will include the above additions in the group building use packet.

**IX. NEW BUSINESS**

**A. Walk for Animals:**

1. Board agreed to be part of Napa Humane's Walk for Animals August 5, 2018 event.
2. Maria Giaccio, Linda Luchsinger, and possibly Vange Leonis, will be involved. More volunteers appreciated.

**B. Napa Valley Antique and Vintage Show:**

1. Benefit for Loving Animals Providing Smiles (LAPS).
2. June 29-30 and July 1, 2018 — includes a silent auction on Saturday, June 30th.

**X. BRAGS**

- A. Linda Wargo: 1) **Mike**: Earned two SDS advanced nose work legs at the JMD trial—Mike 15 years and 9 months old; 2) **Jive** earned his first Novice Rally Q at the Mount Diablo DTC trial; 3) **Bill** finished his AKC Premier Agility Dog title at the Two Rivers Agility Club trial AND 4) **Doc's You Had Me At Hello (Happy)**, sable cocker spaniel puppy, joined the family.
- B. Sue Osborn: On May 19 & 20th at Coyote Hills Kennel Club show, **Brooklyn** took Best of Winners and Best of Breed Owner Handled first day. On second day she was Best of Winners, Best of Breed, and Best of Breed Owner Handled for a 4-point major, her first major. At Woofstock Show on June 9th, Brooklyn went reserve to a five point major. Brooklyn now has 10 points.
- C. Carol Coawette: **Jacques** received his Novice Trick Title.
- D. Mary Ash: **Kitt**: 1) AKC Nose work Trial Friday, May 25th - Title Novice Interiors, 1st leg Advanced Containers. 2) ASCA Obedience Saturday, May 26th - 1st leg Beginning Novice with a 1st place and 2nd leg Beginning Novice with a 3rd place. 3) ASCA Rally Sunday, May 27th - 1st leg Rally Novice with a 1st place and 2nd leg Rally Novice with a 3rd place. 4) AKC Rally Intermediate 1st leg with a 3rd place at MDDTC Trial on June 10th.
- E. Donna Golemon: 1) **Nickel**: First leg AKC novice interior, May 26; First Leg AKC novice exterior, May 26; AKC Novice Trial Title; and 2) **U-be**: 2nd Leg AKC novice for interior, exterior and buried, May 19; Title AKC Novice Interior; 1st Leg AKC Advanced Interior, May 26; 1st and 2nd Leg AKC Advanced containers, May 25/26.

**XI. MEETING ADJOURNED** at 7:43 p.m.

Respectively submitted by  
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

July 2, 2018

Page 1 of 2

**I. CALL TO ORDER**

- A. President, Linda Luchsinger, called the meeting to order at 6:40 PM.
- B. Board members present: Sandy Bonifield, Maria Giaccio, Linda Luchsinger, Sue Osborn, and Stefanie Meinhardt. Absent: Marilane Bergfelt, Tandi Blonigen, Carol Coawette, and Joy Wood.

**II. MINUTES**—Sue Osborn

June 4, 2018 board minutes were approved as posted—MSC.

**III. TREASURER'S REPORT**—Stefanie Meinhardt

- A. Checking: \$38,250.08
- B. Money Market: \$22,270.46
- C. PayPal: \$482.71
- D. Stefanie presented a current balance sheet and profit & loss report for June (attached)
- E. Stefanie also presented a report on how much each class brought in and how much each class lost due to vouchers and old free class vouchers.

**IV. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **PRESIDENT**—Linda Luchsinger  
No Report.
- B. **VICE-PRESIDENT**—Sandy Bonifield
  1. The August general meeting will be a "Bring Your Dog to the Meeting Night."
    - a. Possible activities: Relay Race, Dress for Success, and Musical Chairs.
    - b. To encourage attendance, prizes and ribbons will be given out.
    - c. Members will be asked at next general meeting to bring refreshments for August.
  2. The next Trick Title event will be planned for a different night other than a meeting night.
- C. **MEMBERSHIP**—Carol Coawette - Absent  
No Report
- D. **OFFICE**—Sandy Bonifield  
Sandy is going into office this week, the off week, to check phone messages.
- E. **TRAINING**—Marilane Bergfelt - Absent
  1. Training Meeting is scheduled for July 25, 2018 at which time assistant applicants will be reviewed. Session 6 & 7 will be set.
  2. Marilane is making copies of upcoming classes and updated session 5 (Beyond Basics moved from Monday to Friday night. This change is now online).
  3. The recent LAPS Caring Canine event resulted in several class signups.
  4. MSC to approve Mary Ash as an assistant for scent work classes.
- F. **PUBLICITY**—Tandi Blonigen - Absent. Tandi reported via email the following:
  1. Marketplace charges \$215 a month for an ad. (Decision tonight was that this is too much money to spend.)
  2. Posted the Open House flyer to several community facebook groups within the Napa/Solano area.
  3. Contacted the VINE radio station and as of today they announced the Open House on air.
  4. Looking into passing out Open House flyers at the Fourth of July parade.
- G. **BUILDING**—Maria Giaccio
  1. NVDTC banner has been re-hung on wall opposite mural - thank you to Ben Bergfelt and Robert Osborn!
  2. Second phone line is still not working. Maria has been working with AT&T and now has a second service date for them to come out July 12th.
  3. Property manager is going to spray wasps outside of building.
  4. Maria will be contacting property manager to clean courtyard before open house.
- H. **NEWSLETTER/WEBSITE**—Sue Osborn
  1. Newsletter was sent out Friday, June 29—Deadlines for submittals are the same as always.
- I. **TRACKING**  
No report.
- J. **AOCNC**—Sue Osborn, Mary Ash  
Activities are the same as reported at last meeting.

**V. OLD BUSINESS**

- A. **Online Registration Meeting** - June 26, 2018
  1. Attended by Mary Ash, Donna Golemon, Vange Leonis, and Sue Osborn

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES**

**July 2, 2018**

**Page 2 of 2**

2. Once a week, Donna Golemon will print a dated report showing classes, instructors, and current class counts and place this report under plastic on office desk.
  3. Most current class counts can be viewed by office and trainers by clicking on the word "Counts" on homepage of website. This link is not to be shared with clients as it bypasses information they need to know when registering through the official registration page.
  4. Online registration will be closed the mid-week before a new session starts. Once closed, office phone signups will be allowed.
  5. Opening up overflow classes after 8 dogs are registered was suggested (this will be discussed at next training meeting).
  6. Address of each client to be added to the class roster to handle any materials (class vouchers, class credits, etc.) that need to be mailed to clients.
  7. Donna needs to receive all information for registrations not done online as she is entering all students into the Dog Biz Pro database so such clients can register online for future classes. Once she does this for each client, she will email him or her a password.
- B. **Nose Work Trial**  
Committee meeting has been held.
- C. **Open House/Mural Planning Meeting** – June 29, 2018
1. Attended by Marilane Bergfelt, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.
  2. Extensive PR underway with flyers being distributed to vets, pet stores and more.
  3. A gift basket using donations from club members and a free class will be raffled off. Sue will ask Joy Wood if Lixit can donate a gift basket.
  4. Request for food for refreshments and raffle items has been emailed out to membership.
- D. **Napa Humane Walk for Animals** – August 5, 2018
1. Meeting will be set up to pin down exactly what activities the club will do at their booth.
  2. Sandy will buy leis to give out to visitors to club's booth.
  3. Creation of a coupon to use toward a class with 6-month expiration date to go in Napa Humane's goodie bag will be run by general for input.
  4. Coupons and flyers from NVDTC need to be provided to Napa Humane by mid-July.
  5. A leash and a certificate for a class will be donated to Napa Humane's raffle.
- C. **Allocation of Vouchers**  
To be put on August board meeting agenda.

**VI. NEW BUSINESS**

**Nominating Committee** –Needs to be formed. This will be brought up at general. Traditionally, nominating committee consists of one board member and two general members.

**VII. MEETING ADJOURNED** at 8:30 PM.

Respectively submitted by  
Sue Osborn, Secretary

Attachments:

- 1) Treasurer's Balance Sheet & Profit & Loss Report for June

5:58 PM  
07/04/18  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of June 30, 2018

	<u>Jun 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Cash - Rabobank	38,250.08
105 · Savings - Rabobank	22,270.46
110 · Paypal Clearing Account	482.71
<b>Total Checking/Savings</b>	<u>61,003.25</u>
<b>Total Current Assets</b>	<u>61,003.25</u>
<b>TOTAL ASSETS</b>	<b><u>61,003.25</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
300 · Equity	52,972.13
Net Income	8,031.12
<b>Total Equity</b>	<u>61,003.25</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>61,003.25</u></b>

**Napa Valley Dog Training Club**  
**Profit & Loss**  
 January through June 2018

	Jan - Jun 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>400 · Class Fees</b>	
401 · Ado Dog	11,970.00
402 · Puppy	12,291.64
403 · GM1	11,125.00
404 · GM2	2,270.00
405 · Rally	4,530.00
406 · Puppy Playtime	1,412.00
407 · Small Dog Social	970.00
408 · Scent Work	4,335.00
409 · Dog Dancing	5,097.00
410 · CGC	625.00
411 · Beyond Basics	1,750.00
412 · Community Walks	390.00
413 · Tricks & Games	470.00
<b>Total 400 · Class Fees</b>	57,235.64
420 · Equipment	1,166.00
430 · Dues	752.50
440 · Building Rental	1,511.00
445 · Donation	46.00
450 · Discounts	-2,541.90
455 · Class Credit	-625.00
460 · Vouchers	-3,195.00
<b>Total Income</b>	54,349.24
<b>Expense</b>	
500 · AOCNC	185.00
503 · Advertising	73.69
505 · Building	
506 · Repairs & Maintenance	189.16
507 · Renovation	6,133.06
<b>Total 505 · Building</b>	6,322.22
510 · Bank Charges	184.93
513 · Class Supplies	460.61
515 · Events & Trials	25.00
520 · Instructor Fees	8,827.20
525 · Insurance	600.00
530 · Leashes/Collars/Treat Pouches	1,455.35
533 · Licenses & Permits	125.00
535 · Office Supplies	481.08
538 · Outside Services	1,224.00
539 · Postage/PO Box	120.00
540 · Rent	21,816.00
550 · Toys	202.41
555 · Storage	763.00
560 · Telephone	939.86
575 · Utilities	1,622.24
580 · Special Events	638.83
585 · Website	269.46
<b>Total Expense</b>	46,335.88
<b>Net Ordinary Income</b>	8,013.36
<b>Other Income/Expense</b>	
<b>Other Income</b>	
910 · Interest Income	17.76
<b>Total Other Income</b>	17.76
<b>Net Other Income</b>	17.76
<b>Net Income</b>	8,031.12

NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
July 9, 2018

**I. CALL TO ORDER**

- A. President Linda Luchsinger called meeting to order at 6:33 p.m.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Joy Wood. Absent: Tandi Blonigen and Maria Giaccio.

**II. SECRETARY**, Sue Osborn

M/S/C to accept minutes from the June 11, 2018 general meeting as published in the newsletter.

**III. TREASURER**, Stefanie Meinhardt

- A. Checking: \$38,250.08 as of 6/30/18.
- B. Money Market: \$22,270.46 as of 6/30/18
- C. Paypal: \$482.71 as of 6/30/18.
- D. An itemized financial report was passed around to general membership.

**IV. PRESIDENT'S REPORT**, Linda Luchsinger

No Report

**V. VICE PRESIDENT'S REPORT**, Sandy Bonifield

- A. The August 13th general meeting will be a "Bring Your Dog to Meeting Night." There will be games with ribbons and prizes. A meeting will be held to organize. Dogs attending are to be well behaved. No dogs in season.
- B. The September 10th meeting will be NVDTC's annual potluck night.

**VI. MEMBERSHIP**, Carol Coawette/Sandy Bonifield

MSC to vote in the following new members:

- A. Katie Garvey who has a Bichon Frise named Bella.
- B. Tracy Zerba who has two Miniature Schnauzers, Fausto and Stracci.
- C. Pari Alavi who has two Border Collies, Tara and Paco.

**VII. HOSPITALITY**

- A. Mary Ash and Joy Wood provided hospitality for tonight's meeting.
- B. Sandy Bonifield and Jackie McGrath will provide hospitality for the August 13th meeting.

**VIII. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **OFFICE**, Sandy Bonifield  
The same members as last session are working the office this session on Tuesdays, Wednesdays, and Thursdays. Weekends are also being covered.
- B. **TRAINING**, Marilane Bergfelt
  - 1. With a change to session 5, Marilane will make sure new copies are posted at clubhouse.
  - 2. Training meeting is scheduled in a couple of weeks: the rest of sessions for this year and the first one for next year will be set.
- C. **PUBLICITY**, Tandi Blonigen – Absent  
Open House PR: Information has been shared on community websites, online community calendars, facebook and Next Door. Flyers for open house have been distributed in the Napa and Solano areas to vets and pet stores. Local radio is making on-air announcements.
- D. **BUILDING**, Maria Giaccio - Absent

1. Banner has been re-hung; thank you to Ben Bergfelt and Robert Osborn.
  2. Second phone line still not working – Maria has set up a second service call date with AT&T.
  3. Property Manager Ross Mini will be spraying wasp nests.
  4. Ross Mini has been asked to clean the courtyard in readiness for open house.
  5. A new, large clock has been hung in the training area.
- E. **WEBSITE/NEWSLETTER**, Sue Osborn
1. The July-August newsletter was published June 29th. Submittal deadline is July 20th, for meeting announcement for the August 13th meeting.
  2. Session 5 is on the website with online registration underway.
- F. **VARIABLE SURFACE TRACKING (VST) TEST**, Linda Wargo
1. There is a committee in place however a chairperson is still needed. Members are welcome to join the committee.
  2. Judges have been selected and test location to be verified.
- G. **ASSOCIATED OBEDIENCE CLUBS OF NORTHERN CALIFORNIA (AOCNC)**, Sue Osborn, Mary Ash
1. AOCNC's quarterly meeting hosted by Vallejo Dog Training Club in Benicia was held July 8th.
  2. The AOCNC July Summer workshop is July 29th. Sandy Bonifield has already volunteered to help. Linda Luchsinger stepped up to volunteer as well. One more volunteer is needed.
  3. AOCNC's nose work seminar is September 23, 2018 at Mt. Diablo Dog Training Club.

## VIII. OLD BUSINESS

- A. **Online Registration:**
1. Online registration meeting was held June 26th and attended by Mary Ash, Donna Golemon, Vange Leonis, and Sue Osborn.
  2. Logistics for online registrations, such as closing several days before classes start, were reviewed.
- B. **AKC Nose Work Trial:**
1. Dates have been set for February 16 and 17, 2019.
  2. Donna Golemon and Mary Ash are in process of securing judges.
  3. Mary is recommending ribbons from past trials be repurposed for the nose work trial.
  4. Judges charge \$150 each plus \$1 per dog.
  5. Trials will be held rain or shine.
  6. Linda Luchsinger will be sending a volunteer sign-up sheet around when dates get closer—*lots* of volunteers are needed!
- C. **Open House:**
1. Date for open house is July 14th from 1 to 4 PM.
  2. PR is well underway.
  3. Over a dozen members have stepped up to donate snacks for guests and items for gift basket raffle (enough for two baskets). Thank you to Joy wood, Lixit is donating a third gift basket. There is also a free class raffle.
  4. Raffle is not open to NVDTTC members.
- D. **Napa Humane's Walk for Animals:**
1. Date is August 5th, 2018
  2. A \$15 coupon with an expiration date of 6 months will be provided for goodie bags being handed out by Napa Humane to participants.

3. A Leash and a certificate for a free class from NVDTTC are being donated to Napa Humane's raffle.
4. NVDTTC will set up a booth at this event staffed by Linda Luchsinger, Maria Giaccio, Vange Leonis, and Sandy Bonifield. Leis to be handed out to visitors to NVDTTC's booth.

**X. NEW BUSINESS – Nominating Committee**

- A. Committee is comprised of three members, one of them a board member. Board member Linda Luchsinger volunteered to be chairperson. Sue will send out a request, along with job descriptions, for additional volunteers.
- B. Linda will poll current board members to see who will continue to serve on the board.
- C. Nominations need to be published in September. Nominations from the floor are taken in October and voting is done in November.

**X. BRAGS**

Linda Wargo, Linda Luchsinger and Gwen Redfield all had brags tonight

**XI. MEETING ADJOURNED** at 7:17 p.m.

Respectively submitted by  
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

August 6, 2018

Page 1 of 3

**I. CALL TO ORDER**

- A. President, Linda Luchsinger, called the meeting to order at 6:39 PM.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Sue Osborn, and Stefanie Meinhardt. Absent: Tandi Blonigen and Joy Wood.

**II. MINUTES**—Sue Osborn

MSC to approve the July 2, 2018 board minutes with the following correction: In section V-C-1, add Carol Coawette as one of the members attending the Open House planning meeting.

**III. TREASURER'S REPORT**—Stefanie Meinhardt

- A. Checking: \$38,828.69
- B. Money Market: \$22,273.58
- C. PayPal: \$1,192.82
- D. Stefanie presented a current balance sheet and profit & loss for July (attached).
- E. Profit for month of July: \$797.34
- F. Stefanie presented an Income Per Class Balance Sheet.
- G. Linda Luchsinger sent yet another letter to IRS for tax return extension.

**IV. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **PRESIDENT**—Linda Luchsinger  
No Report
- B. **VICE-PRESIDENT**—Sandy Bonifield
  - 1. The August general meeting will be a "Bring Your Dog to the Meeting Night."
    - a. Activities: Relay Race, (spoon and cotton ball or paper cup and water) and Musical Chairs or Hoops. There will be a meeting to organize all this.
    - b. Jackie McGrath and Sandy Bonifield are providing refreshments.
  - 2. The September meeting is NVDTC's annual Potluck.
  - 3. October is another "Bring Your Dog to the Meeting Night"— may have a Halloween costume contest.
- C. **MEMBERSHIP**—Carol Coawette
  - 1. New membership rosters were emailed to board members today.
  - 2. Sue sent voucher masters to Linda for reprinting; once printed, vouchers will be given to Carol.
  - 3. Stefanie had welcome cards printed and sent one to each new member who joined in July.
- D. **OFFICE**—Sandy Bonifield  
Phone messages, the few that there were, all have been handled.
- E. **TRAINING**—Marilane Bergfelt
  - 1. Assistant Vouchers
    - a. Vouchers will be issued to Mary Ash from time of her being approved as a scent work class assistant (approved 7/2/18) but not for prior scent work class sessions. Linda will send letter regarding this.
    - b. Carol suggested assistants let her know when they are eligible for vouchers.
  - 2. Spray canister for spraying the floors has been missing since open house.
  - 3. Napa County Animal Shelter's "Clear the Shelters" is August 18th from 11am to 5pm. NVDTC will set up a table at this event. Maria, Linda, and Marilane have volunteered to help. More help is welcome.
  - 4. Linda will print updated insurance contract for the club office, which states on page 13 that NVDTC is covered for everything, including trainers. Additional \$200 was added to cost of policy.
  - 5. De Brilz is taking over management of training equipment in 2019.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

August 6, 2018

Page 2 of 3

6. The time for PSI's janitorial services done on Mondays has been changed from 11 am to 9am.
7. Marilane presented a recommended list of guidelines sent to Frances for posting on NVDTC's Facebook page.
8. MSC to approve Gwen Redfield and Tracy Zerba as assistants for puppy and adolescent dog.
9. Session 6 has not been posted yet as it needs to be reviewed by Judy and Donna. Beyond Basics was cancelled for session 5.
10. Next training meeting will be held October 24th, 2018.
11. A date for next Trick Title event still to be set; the plan is to not hold it on a general meeting night.
12. Marilane is encouraging NVDTC, Napa Humane, and Napa County Animal Shelter to cross-share events.
13. Vouchers
  1. MSC to award \$120 in vouchers to each mural artist for their dedication and time painting the mural.
  2. MSC to give \$40 vouchers to board members at the end of the first, second and third quarter based on participation. To receive vouchers, board members must be active participants, including attending meetings, working on projects, etc.
  3. List of possible additional responsibilities and or special projects that could be considered for vouchers was tabled for future meeting.
- F. **PUBLICITY**—Tandi Blonigen - Absent  
Stefanie shared a note from Adrienne of Napa to thank NVDTC for inviting them to be a part of NVDTC's open house.
- G. **BUILDING**—Maria Giaccio
  1. Second phone line in office is now working.
  2. Since wasps are not showing up outside of building, it has been determined spraying has been done.
  3. Box of foam cups in office needs to be moved.
  4. Toilets were reported to be running. Suggestion is to just jiggle handle when this happens.
- H. **NEWSLETTER/WEBSITE**—Sue Osborn
  1. Meeting announcement was sent out Friday, August 3rd—Deadline for September-October newsletter is August 15.
- I. **TRACKING**  
No report.
- J. **AOCNC**—Sue Osborn, Mary Ash
  1. September 23, 2018 Scent Work Seminar
    - a. Will be presented by Laurie Leach.
    - b. Each club may send one handler/dog team and two auditors.
    - c. Time permitting; each team will have three practice opportunities.
    - d. The dog may not have any titles in any scent work venue.
    - e. Signup form and more information will be sent soon.
    - f. Any questions please call Mary Ash: 707-258-1431.
  2. July 29, 2018 Summer Workshop
    - a. Workshop went very well. A potluck lunch was served.
    - b. Sandy Bonifield, Linda Luchsinger and Mary Ash helped out at this workshop.
  3. Mileage and Expenses for AOCNC
    - a. NVDTC pays for mileage and bridge tolls to AOCNC meetings. Currently \$30 is being turned in for these expenses for AOCNC meetings.
    - b. Representatives attending AOCNC meetings have their meal paid for by NVDTC.
    - c. Consider adding wording to NVDTC Guidelines and Procedures regarding what NVDTC covers for expenses and meals for AOCNC representatives who attend AOCNC meetings.

**V. OLD BUSINESS**

**A. Scent Work Trial**

AKC Event Operations has sent approval of scent work trial to be held February 16 & 17, 2019.

**B. Open House**

1. Raffle Winners:

- a. David Greenland: Lixit Gift Basket
- b. Patty Topia – Gift Basket 2
- c. Marilee Muller – Gift Basket 3
- d. Erika Gamez – Free NVDTTC Class

2. NVDTTC's open house received coverage in Napa Valley Register (Faces and Places) and the Marketplace Magazine (Community Snapshots).

**C. Napa Humane Walk for Animals**

1. Walk for Animals was held August 5, 2018.
2. Maria Giaccio, Stefanie Meinhardt, Sandy Bonifield, and Linda Luchsinger all worked at the table NVDTTC set up at the Walk for Animals event.
3. Stefanie made a spinner wheel for people to spin to choose color of leis that NVDTTC handed out.
4. Small rally ring was set up for dogs and their owners.

**VI. NEW BUSINESS**

**A. Napa County Animal Shelter August 18th "Clear the Shelters" Event**

Covered above under IV-E-3.

**B. Allocation of Vouchers**

Covered above under IV-E-13.

**VII. MEETING ADJOURNED** at 8:44 PM.

Respectively submitted by  
Sue Osborn, Secretary

Attachments:

- 1) Treasurer's Balance Sheet for July
- 2) Treasurer's Profit & Loss for July

1:17 PM  
08/04/18  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of July 31, 2018

	<u>Jul 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101 - Cash - Rabobank	38,828.69
105 - Savings - Rabobank	22,273.58
110 - Paypal Clearing Account	<u>1,192.82</u>
<b>Total Checking/Savings</b>	<u>62,295.09</u>
<b>Total Current Assets</b>	<u>62,295.09</u>
<b>TOTAL ASSETS</b>	<u><b>62,295.09</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
300 - Equity	52,972.13
Net Income	<u>9,322.96</u>
<b>Total Equity</b>	<u>62,295.09</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>62,295.09</b></u>

**Napa Valley Dog Training Club**  
**Profit & Loss**  
 January through July 2018

	Jan - Jul 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>400 · Class Fees</b>	
401 · Ado Dog	14,320.00
402 · Puppy	14,033.00
403 · GM1	12,175.00
404 · GM2	2,965.00
405 · Rally	5,205.00
406 · Puppy Playtime	1,716.80
407 · Small Dog Social	1,410.00
408 · Scent Work	4,930.00
409 · Dog Dancing	5,557.00
410 · CGC	625.00
411 · Beyond Basics	1,905.00
412 · Community Walks	390.00
413 · Tricks & Games	470.00
<b>Total 400 · Class Fees</b>	65,701.80
420 · Equipment	1,265.50
430 · Dues	805.00
440 · Building Rental	1,547.00
445 · Donation	86.50
450 · Discounts	-2,892.40
455 · Class Credit	-625.00
460 · Vouchers	-3,685.00
<b>Total Income</b>	62,203.40
<b>Expense</b>	
500 · AOCNC	240.00
503 · Advertising	73.69
505 · Building	
506 · Repairs & Maintenance	189.16
507 · Renovation	6,133.06
<b>Total 505 · Building</b>	6,322.22
510 · Bank Charges	311.78
513 · Class Supplies	662.98
515 · Events & Trials	25.00
520 · Instructor Fees	9,711.20
525 · Insurance	800.00
530 · Leashes/Collars/Treat Pouches	1,736.35
533 · Licenses & Permits	125.00
535 · Office Supplies	481.08
538 · Outside Services	1,512.00
539 · Postage/PO Box	120.00
540 · Rent	25,632.00
550 · Toys	202.41
555 · Storage	872.00
560 · Telephone	1,113.04
575 · Utilities	1,834.03
580 · Special Events	787.09
585 · Website	339.45
<b>Total Expense</b>	52,901.32
<b>Net Ordinary Income</b>	9,302.08
<b>Other Income/Expense</b>	
<b>Other Income</b>	
910 · Interest Income	20.88
<b>Total Other Income</b>	20.88
<b>Net Other Income</b>	20.88
<b>Net Income</b>	9,322.96

NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
August 13, 2018

**I. CALL TO ORDER**

- A. President Linda Luchsinger called meeting to order at 6:34 p.m.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Marilane Bergfelt, Tandi Blonigen and Joy Wood.

**II. SECRETARY, Sue Osborn**

M/S/C to accept minutes from the July 9, 2018 general meeting as published online.

**III. TREASURER, Stefanie Meinhardt**

- A. Checking: \$38,828.69 as of July 31.
- B. Money Market: \$22,273.58 as of July 31
- C. Paypal: \$1,192.82 as of July 31.
- D. Stefanie passed around financial reports.

**IV. PRESIDENT'S REPORT, Linda Luchsinger**

No Report

**V. VICE PRESIDENT'S REPORT, Sandy Bonifield**

The September 10th meeting will be NVDTC's annual potluck night.

**VI. MEMBERSHIP, Carol Coawette/Sandy Bonifield**

MSC to approve Pauline Seago as a returning member.

**VII. HOSPITALITY**

Thank you to Sandy Bonifield and Jackie McGrath both of whom provided hospitality for tonight's meeting. Next general meeting is a potluck.

**VIII. BOARD, COMMITTEE & CHAIR REPORTS**

A. **OFFICE, Sandy Bonifield**

- 1. If anyone is interested in working in the office, let Sandy know.
- 2. Phone message to be updated.

B. **TRAINING, Marilane Bergfelt - Absent**

- 1. Mary was approved as an assistant for scent work class.
- 2. Missing spray canister has been found.
- 3. De Brilz is taking over from Donna Golemon the management of equipment.
- 4. Frances Anamosa has been contacted regarding Facebook advertising guidelines.
- 5. Board has approved Gwen Redfield and Tracy Zerba as assistants for adolescent and puppy classes.
- 6. October 24th has been set for the next training committee meeting.
- 7. Trick title date to be set, will not be held on a general meeting night.
- 8. Online registration is going well; 20 people have already registered.
- 9. Judy Gamet will be having Freestyle workshops on Sunday, September 23rd.

C. **PUBLICITY, Tandi Blonigen – Absent**

No Report

D. **BUILDING, Maria Giaccio**

Biggest concern right now is people don't read the sign above the sink to turn the faucet to right position when they finish using water.

- E. **WEBSITE/NEWSLETTER**, Sue Osborn
  - 1. The September-October newsletter will be published end of this month. Submittal deadline is August 20th. Articles are welcomed.
  - 2. Session 6 is on the website with online registration underway.
- F. **VARIABLE SURFACE TRACKING (VST) TEST**, Linda Wargo
  - 1. Stefanie Meinhardt has volunteered to be chairperson.
  - 2. Tracking Test will be held the second weekend in March of 2019.
- G. **ASSOCIATED OBEDIENCE CLUBS OF NORTHERN CALIFORNIA (AOCNC)**, Sue Osborn, Mary Ash
  - 1. **July 29, 2018 Summer Workshop**

Sandy Bonifield, Linda Luchsinger, and Mary Ash worked at the workshop. Joy came over to help as well. Workshop was successful and finished early. Thank you to all members for their help.
  - 2. **Scent Work Seminar—Sunday, September 23, 2018**
    - a. To be presented by Laurie Leach at Mt. Diablo Dog Training Club.
    - b. Each club may send one handler/dog team and two auditors.
    - c. The dog may NOT have any titles in any scent work venue.
    - d. Signup form and more information will be sent soon.
    - e. If interested, please call Mary Ash: 707-258-1431.
    - f. Each participant will be asked to pay \$12 to cover lunch.

## IX. OLD BUSINESS

- A. **Napa Humane Walk for Animals**
  - 1. Maria Giaccio, Stefanie Meinhardt, Sandy Bonifield, and Linda Luchsinger all worked at the table NVDTTC set up at the Walk for Animals event.
  - 2. Stefanie made a spinner wheel for people to spin to select a dog trick to do or a color of leis that NVDTTC handed out. Stefanie also branded leis with information about NVDTTC. Leis on people showed who visited the NVDTTC booth.
  - 3. Small rally ring was set up for dogs and their owners, which had lots of participation.
- B. **Clear the Shelters – August 18th** – NVDTTC plans to have a table at this event. Marilane Bergfelt, Linda Luchsinger, Maria Giaccio, and Tracy Zerba will come by to help.
- C. **AKC Scent Work Trial:**
  - 1. NVDTTC is putting on a scent work trial February 16th and 17th in 2019.
  - 2. There will be four different types of searches.
  - 3. Linda Luchsinger will be the Chief Volunteer Recruiter. Volunteers will be needed for food and other jobs (all of which members will be trained to do). All volunteers will be provided breakfast and lunch.
- D. **Nominating Committee**

Most all of the 2018 board members are planning to serve on the board in 2019. Only two new members will need to step in to fill positions. Linda Wargo and Donna Golemon have shown interest.

## X. NEW BUSINESS

- A. **“Bring Your Dog To The Meeting Night”** is scheduled for the October 8th general meeting. There will be a Halloween costume contest for dogs.
- B. **Approval of Building Usage Requests**
  - 1. MSC to approve Sara DeCreval, on behalf of Paws for Healing (a non-profit organization), to use the building from 8 am to 1 pm on January 26, May 4 and October 5 in 2019.

2. MSC to approve Steph Bunch, on behalf of Kooikerhondje Society (a non-profit organization), to use the building from about 4 to 6pm on Saturday, November 10, 2018.
3. Board approved usage of building through email for Judy Gamet to hold freestyle workshops on September 23, 2018, three different ones at \$5 each. Times are 10:00am, 10:45am and 11:30am.

**C. Insurance**

Due to concerns about the club not having enough coverage for volunteers and trainers, page 5 of insurance now shows we are covered; NVDTTC paid additional \$200 for coverage. A copy of insurance document will go in the safe.

**XIII. BRAGS**

- A. Mary Ash's Kit received numerous scent work titles.
- B. Donna Golemon's Ube received the following: Advanced container title and Novice exterior title for AKC Scent Work.
- C. Donna Golemon's Nickel received 1st leg in AKC started for Cattle (5th), duck (3rd) and sheep on July 6th for AKC Herding. On July 7<sup>th</sup>, Nickel received 2nd leg cattle, 2nd place and RESERVE HIGH in TRIAL, 2nd leg ducks 5th place, and 2nd leg in sheep. On July 8th, Nickel received Titled Started Ducks, Cows, Sheep, Highest scoring Border Collie, Highest scoring started dog, and Highest scoring overall dog.

**XIV. MEETING ADJOURNED** at 7:08 p.m. followed by fun and games for dogs and owners for tonight's "Bring Your Dog to the Meeting Night." Linda Luchsinger organized a relay race with cups of water and musical chairs with dogs having to perform a sit, down or stand before their owners could sit down in a chair.

Respectively submitted by  
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES  
September 3, 2018

Page 1 of 2

**I. CALL TO ORDER**

- A. President, Linda Luchsinger, called the meeting to order at 6:40 PM.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, and Sue Osborn. Absent: Stefanie Meinhardt, Tandi Blonigen and Joy Wood. Guest: Donna Golemon.

**II. MINUTES**—Sue Osborn

MSC to approve the August 6, 2018 board minutes as published online.

**III. TREASURER'S REPORT**—Stefanie Meinhardt - Absent

- A. Checking: \$41,312.71
- B. Money Market: \$22,276.61
- C. Paypal: \$608.54
- D. Stefanie provided board members a current balance sheet, profit & loss, and income by class report (attached).

**IV. ONLINE REGISTRATION POLICIES**—Donna Golemon

- A. Need to determine who is responsible for following up when a client cancels a class they signed up for. Suggestion is to have specific trainer follow up.
- B. Resolution needs to be made as to what to do about clients who register online and do not send in their payment soon enough.
- C. Stefanie is to be notified if refunds need to be done and if they are to be refunded by Paypal or by check.

**V. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **PRESIDENT**—Linda Luchsinger  
No Report
- B. **VICE-PRESIDENT**—Sandy Bonifield
  - 1. The September meeting is NVDTTC's annual Potluck. Board will bring main dishes.
  - 2. October is a "Bring Your Dog to the Meeting Night." There will be a Halloween costume contest with prizes.
- C. **MEMBERSHIP**—Carol Coawette  
Request for Anne Stanley to be approved as a returning member without attending a meeting will go to general membership.
- D. **OFFICE**—Sandy Bonifield
  - 1. No calls this weekend.
  - 2. Online registration will be closed on Wednesday, August 5th.
  - 3. Sandy will make sure office is covered from now until session 6 classes start.
- E. **TRAINING**—Marilane Bergfelt
  - 1. Refund for Marge Griffin was approved by board via email.
  - 2. Trick Title
    - a. MSC to set aside September 17, October 1 and October 15 as practice nights for working on anything attendees want toward a trick title. The actual test is scheduled for October 22nd.
    - b. Suggestion is to charge a \$5 donation to the club for each practice night to encourage attendees to show up on test night.
  - 3. MSC to approve Gwen Redfield and Tracy Zerba as an assistant for puppy and adolescent.
  - 4. Sue Osborn volunteered to make calls to people who haven't sent in their payment for a class in a timely fashion.

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES**  
**September 3, 2018**

Page 2 of 2

5. Board agreed to mail a class credit with a one-year expiration date to Bruce Bradley and Lisa McClung, both of whom did not show up after paying for class and were unreachable by phone or email after numerous attempts.
- F. **PUBLICITY**—Tandi Blonigen - Absent  
No Report
- G. **BUILDING**—Maria Giaccio  
There are a number of overhead lights in the training area that are not working. Maria to ask Ross Mini about fixing.
- H. **NEWSLETTER/WEBSITE**—Sue Osborn  
Newsletter was sent out Thursday, August 30th—Deadline for items to be included with next meeting announcement is September 20.
- I. **AOCNC**—Sue Osborn, Mary Ash  
AOCNC's Scent Work Seminar is being held on September 23, 2018 at Mt. Diablo Dog Training Club wherein one team and two auditors from each AOCNC member club can attend. Questions can be directed to Mary Ash: 707-258-1431.

## **VI. OLD BUSINESS**

- A. **Tracking Judges Seminar**  
Information about this mandatory seminar for all tracking judges was forwarded to Kaye Hall to disseminate as she sees fit.
- B. Scent Work Trial
  1. Premium list is approved and online.
  2. Suggestion was brought up to book PSI to come in the Friday before the trial to clean building otherwise volunteers will be needed to do this.
- C. **2019 Board Nominations**
  1. De Brilz said she would serve on the Board.
  2. Linda Luchsinger is Nominating Committee Chair. Linda Wargo and Donna Golemon are on the nominating committee. Linda Luchsinger will email them to see if they have contacted anyone about filling empty spots.
  3. Linda Luchsinger sent email to Joy Wood to see if she would like to stay on the board in a courtesy role.
  4. Marilane Bergfelt is going off the board.
- D. **Vouchers**  
Making special projects such as doing the newsletter, working on the building, helping at trials and seminars, etc. eligible for vouchers will be taken to general.

## **VII. NEW BUSINESS**

**Napa County Animal Shelter August 18th "Clear the Shelters" Event**—Marilane Bergfelt, Maria Giaccio, and Linda Luchsinger set up a table for NVDTTC and handed out information about our club. Linda Luchsinger reported it was a fun event.

## **VIII. MEETING ADJOURNED** at 8:24 PM.

Respectively submitted by  
Sue Osborn, Secretary

### Attachments:

- 1) Treasurer's Balance Sheet for August
- 2) Treasurer's Profit & Loss for August & YTD
- 3) Income by Class Report

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of August 31, 2018

	<u>Aug 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Cash - Rabobank	41,312.71
105 · Savings - Rabobank	22,276.61
110 · Paypal Clearing Account	608.54
<b>Total Checking/Savings</b>	<u>64,197.86</u>
<b>Total Current Assets</b>	<u>64,197.86</u>
<b>TOTAL ASSETS</b>	<u><b>64,197.86</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
300 · Equity	52,972.13
Net Income	11,225.73
<b>Total Equity</b>	<u>64,197.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>64,197.86</b></u>

**Napa Valley Dog Training Club**  
**Profit & Loss**  
 January through August 2018

	Jan - Aug 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>400 · Class Fees</b>	
401 · Ado Dog	17,221.50
402 · Puppy	18,001.10
403 · GM1	13,669.30
404 · GM2	3,390.00
405 · Rally	5,780.00
406 · Puppy Playtime	1,966.80
407 · Small Dog Social	1,785.00
408 · Scent Work	6,645.00
409 · Dog Dancing	6,267.00
410 · CGC	625.00
411 · Beyond Basics	2,280.00
412 · Community Walks	390.00
413 · Tricks & Games	470.00
414 · Tracking	145.00
<b>Total 400 · Class Fees</b>	78,635.70
420 · Equipment	1,448.00
430 · Dues	840.00
440 · Building Rental	1,690.00
445 · Donation	88.00
450 · Discounts	-3,667.10
455 · Class Credit	-625.00
460 · Vouchers	-4,275.00
<b>Total Income</b>	74,134.60
<b>Expense</b>	
500 · AOCNC	270.00
503 · Advertising	73.69
505 · Building	
506 · Repairs & Maintenance	189.16
507 · Renovation	6,133.06
<b>Total 505 · Building</b>	6,322.22
510 · Bank Charges	504.46
513 · Class Supplies	662.98
515 · Events & Trials	25.00
520 · Instructor Fees	13,881.20
525 · Insurance	800.00
530 · Leashes/Collars/Treat Pouches	1,736.35
533 · Licenses & Permits	125.00
535 · Office Supplies	481.08
537 · Outside Services	2,376.00
538 · Postage/PO Box	120.00
539 · Property Taxes	57.06
540 · Rent	29,448.00
550 · Toys	202.41
555 · Storage	981.00
560 · Telephone	1,286.27
575 · Utilities	2,112.82
580 · Special Events	1,057.80
585 · Website	409.44
<b>Total Expense</b>	62,932.78
<b>Net Ordinary Income</b>	11,201.82

10:16 PM  
09/02/18  
Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss**  
January through August 2018

	<u>Jan - Aug 18</u>
Other Income/Expense	
Other Income	
910 - Interest Income	23.91
Total Other Income	<u>23.91</u>
Net Other Income	<u>23.91</u>
Net Income	<u><u>11,225.73</u></u>

Napa Valley Dog Training Club  
Profit & Loss by Class  
January through August 2018

	Ado Dog	Beyond Basics	CGC	Community Walks	Dog Dancing	GM1	GM2	Puppy	Puppy Playtime	Rally	Scent Work	Small Dog Social	Tracking	Tricks & Games	Unclassified	TOTAL
Ordinary Income/Expense																
Income																
400 - Class Fees																
401 - Ado Dog	17,221.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,221.50
402 - Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,001.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,001.10
403 - GM1	0.00	0.00	0.00	0.00	0.00	13,669.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,669.30
404 - GM2	0.00	0.00	0.00	0.00	0.00	0.00	3,390.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,390.00
405 - Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,780.00	0.00	0.00	0.00	0.00	0.00	0.00	5,780.00
406 - Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,966.80	0.00	0.00	0.00	0.00	0.00	0.00	1,966.80
407 - Small Dog Social	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,785.00	0.00	0.00	0.00	0.00	1,785.00
408 - Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,645.00	0.00	0.00	0.00	0.00	0.00	6,645.00
409 - Dog Dancing	0.00	0.00	0.00	0.00	6,267.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,267.00
410 - CGC	0.00	0.00	625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	625.00
411 - Beyond Basics	0.00	2,280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,280.00
412 - Community Walks	0.00	0.00	0.00	390.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
413 - Tricks & Games	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	470.00	0.00	0.00	470.00
414 - Tracking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.00	0.00	0.00	0.00	145.00
Total 400 - Class Fees	17,221.50	2,280.00	625.00	390.00	6,267.00	13,669.30	3,390.00	18,001.10	1,966.80	5,780.00	6,645.00	1,785.00	145.00	470.00	0.00	78,635.70
420 - Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,448.00	1,448.00
430 - Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.00	840.00
440 - Building Rental	0.00	0.00	0.00	0.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,672.00	1,690.00
445 - Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.00	88.00
450 - Discounts	-767.50	-135.00	0.00	-35.40	-40.00	-763.00	-158.70	-649.40	-61.20	-305.00	-310.50	-106.00	0.00	-15.40	-320.00	-3,667.10
455 - Class Credit	-375.00	0.00	0.00	0.00	0.00	-125.00	0.00	-125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-625.00
460 - Vouchers	-330.00	-280.00	0.00	0.00	-570.00	-330.00	-110.00	-280.00	-20.00	-580.00	-1,685.00	-90.00	0.00	0.00	0.00	-4,275.00
Total Income	15,749.00	1,865.00	625.00	354.60	5,675.00	12,451.30	3,121.30	16,946.70	1,885.60	4,895.00	4,649.50	1,589.00	145.00	454.60	3,728.00	74,134.60
Expense																
500 - AOCNC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	270.00	270.00
503 - Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.69	73.69
505 - Building																
506 - Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189.16	189.16
507 - Renovation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,133.06	6,133.06
Total 505 - Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,322.22	6,322.22
510 - Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	504.46	504.46
513 - Class Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	662.98	662.98
515 - Events & Trials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00
520 - Instructor Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,881.20	13,881.20
525 - Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00
530 - Leashes/Collars/Treat Pouches	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,736.35	1,736.35
533 - Licenses & Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	125.00
535 - Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	481.08	481.08
537 - Outside Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,376.00	2,376.00
538 - Postage/PO Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	120.00
539 - Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.06	57.06
540 - Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,448.00	29,448.00
550 - Toys	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202.41	202.41
555 - Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	981.00	981.00
560 - Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,286.27	1,286.27
575 - Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,112.82	2,112.82
580 - Special Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,057.80	1,057.80
585 - Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	409.44	409.44
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62,932.78	62,932.78
Net Ordinary Income	15,749.00	1,865.00	625.00	354.60	5,675.00	12,451.30	3,121.30	16,946.70	1,885.60	4,895.00	4,649.50	1,589.00	145.00	454.60	-59,204.78	11,201.82
Other Income/Expense																
Other Income																
910 - Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.91	23.91
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.91	23.91
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.91	23.91
Net Income	15,749.00	1,865.00	625.00	354.60	5,675.00	12,451.30	3,121.30	16,946.70	1,885.60	4,895.00	4,649.50	1,589.00	145.00	454.60	-59,180.87	11,225.73

NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
September 10, 2018

**I. CALL TO ORDER**

- A. President Linda Luchsinger called meeting to order at 6:36 p.m.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Tandi Blonigen, and-Joy Wood.

**II. SECRETARY**, Sue Osborn

M/S/C to accept minutes from the August 13, 2018 general meeting, as published in the newsletter, with the following corrections: Under item III, change amount for PayPal from \$11,928 to \$1,192.82. Under item VIII B-4, change "contracted" to "contacted."

**III. TREASURER**, Stefanie Meinhardt

- A. Checking: \$41,312.71 as of August 31, 2018.
- B. Money Market: \$22,276.61 as of August 31, 2018.
- C. Paypal: \$608.54 as of August 31, 2018.
- D. Stefanie passed around financial reports.

**IV. PRESIDENT'S REPORT**, Linda Luchsinger

Condolences to Linda Wargo who lost her Golden Retriever, Mike.

**V. VICE PRESIDENT'S REPORT**, Sandy Bonifield

Tonight is the NVDTTC annual potluck. Next meeting is "Bring Your Dog to the Meeting Night" with a Halloween costume contest.

**VI. MEMBERSHIP**, Carol Coawette/Sandy Bonifield

- A. MSC to approve new member Marion Sigel. Marion has a Mini-Goldendoodle named Jewel.
- B. Anne Stanley's membership has lapsed and she has requested to be reinstated as a member however she cannot attend Monday night meetings because of work. MSC to approve Anne Stanley as a member.

**VII. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **OFFICE**, Sandy Bonifield  
Phones have been well covered. More people have signed up. Online registration is taken care of.
- B. **TRAINING**, Marilane Bergfelt
  1. Classes have filled up nicely. However because of lack of interest, one Good Manners 1 class was cancelled.
  2. Pari Alavi will receive a refund for cancelled Good Manners 1 class.
  3. The board previously approved Bruce Bradley to receive a class voucher. He prefers to receive a refund instead. MSC to send a refund to Bruce.
  4. Tracking class starts in a couple of weeks with one slot left. Register online for this class.
  5. Judy Gamet is holding three mini-workshops on September 23rd.
  6. Trick Titles
    - a. September 17, October 1 and October 15 have been set up as practice nights for those interested in working toward a trick title. The actual test is scheduled for October 22nd.
    - b. There is a \$5 donation to the club for each practice night. Online registration will be set up for the practice nights.
- C. **PUBLICITY**, Tandi Blonigen - Absent  
No Report from Tandi. Sue Osborn has been making flyers and posting on Facebook.
- D. **BUILDING**, Maria Giaccio  
Ross Mini fixed several overhead lights without any charge.

- E. **WEBSITE/NEWSLETTER**, Sue Osborn  
September-October newsletter was sent out on August 30th. Deadline for the next meeting announcement is September 20th.
- F. **ASSOCIATED OBEDIENCE CLUBS OF NORTHERN CALIFORNIA (AOCNC)**  
Tiffany Wilson will be attending the AOCNC Scent Work Seminar as a working team. Anne Stanley, and Donna Golemon will be attending as auditors. As AOCNC board members, Sue Osborn will be attending with her dog and Mary Ash will be attending with her dog (as a demo).

## VIII. OLD BUSINESS

### A. 2019 Board Nominations

Joy is not going to return in 2019 because of her health. De Brilz said she would serve on the board. Diana Mobley may join board as a member at large–Linda Luchsinger to confirm. Slate will be included with October meeting announcement.

### B. Building Use Reminder:

Recent building use was approved at last general meeting for the Kooikerhondje Society on November 10, 2018 and for Paws for Healing on January 26, May 4 and October 5, 2019.

## IX. NEW BUSINESS

### A. New Request for NVDTC Building Use

MSC to approve Irish Terrier Club to use building on December 9, 2018 from 11:30am to 4:00pm

### B. Vouchers for Special Projects

MSC to give vouchers for anything that is over and above i.e., newsletter work, website, working on the building, helping at trials and seminars, etc. using same time frame used for vouchers given out for other activities.

## X. BRAGS

Sandy Bonifield with Ink, and Mary Ash with Kit. Carol Coawette has a new puppy.

## XI. MEETING ADJOURNED at 6:57 p.m.

Respectively submitted by  
Sue Osborn, Secretary

## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:40 PM.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, and Sue Osborn. Absent: Tandi Blonigen and Joy Wood.

## II. MINUTES—Sue Osborn

MSC to approve the September 3, 2018 board minutes as published online.

## III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$43,915.77
- B. Money Market: \$22,279.34
- C. Paypal: \$624.39
- D. Stefanie provided board members a current balance sheet and profit & loss statement.
- E. MSC fro reimburse Donna Golemon \$130 for attending seminar.
- F. Flyer on "Structure In Action" workshop being held January 12, 2019 presented by Stefanie, can go in newsletter.
- G. Marion Sigel never supplied a check with her membership application. Sandy will talk to her tomorrow in class.
- H. De turned in a reimbursement form for buying more toys. She ordered \$150 worth of toys. Toy purchases need to be pre-approved.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger  
MSC to donate \$275.47 for 1,000 custom-woven labels to Critter Comforters.
- B. **VICE-PRESIDENT**—Sandy Bonifield
  - 1. October 8th general meeting is a "Bring Your Dog to the Meeting Night." There will be a Halloween costume contest. Board members will bring food..
  - 2. The December Meeting is Christmas party and there will be a gift exchange.
- C. **MEMBERSHIP**—Carol Coawette  
Carol sent board members an updated membership list 9/30/18. Board approved sending Mary Ash a membership list as an AOCNC representative.
- D. **OFFICE**—Sandy Bonifield  
Office is running fine. There have been few phone calls. Marilane took care of doing 2019 schedules and setting up office binders for session 7 and session 1 for 2019.
- E. **TRAINING**—Marilane Bergfelt
  - 1. The 2019 session schedule was approved via email. Copies already posted in office.
  - 2. Committee Meeting planned for Wednesday, October 24th. All staff has been emailed a reminder. Marilane is working on schedule and staffing for first quarter 2019.
  - 3. Staff shortage in current session. Mary and Marilane are filling in.
  - 4. Entry-level class signups for Session 7 are filling up online.
  - 5. Marilane has copied Session 6 class schedules and made ½ page fliers for Freestyle/ Session 6. Colored posters are now hanging on front door and inside. Marilane also made office binder covers for Session 7, 2018 & Session 1, 2019.
  - 6. There was confusion regarding a few vouchers/cancelled classes:
    - a. Joan Bird is taking Good Manners 2 in Session 6 for free. Full class voucher for previous class was not sent. No paper trail.
    - b. Jackie McGrath is taking Beyond Basics in Session 6 for free. Paid for 5-week class in Session 5 that was cancelled. Class fee paid online and that payment was transferred to new session. Difference in class fee waived by Marilane.

- c. Diana Mobley transferred to rally in Session 5 because requested class was cancelled. Paid for 5-week session but Rally was only 4-weeks. She will be given a \$20 voucher
  7. Stefanie needs to know if a refund is to be given by check or by Paypal. She suggested and marked changes to the Request for Class Refund form for Sue Osborn to update.
  8. There are two cage crates folded up in electrical room and a hard sided crate now by water heater. What to do with them will be brought up at training meeting.
- F. **PUBLICITY**—Tandi Blonigen  
Marilane is posting generic flyers in the community advertising our club and has taken some to pet stores. She has made different sizes but will just do smaller sizes (and laminate) to better fit on bulletin boards.
- G. **BUILDING**—Maria Giaccio  
What to do with extra file cabinet and large mirrors in office will be taken to general.
- H. **NEWSLETTER/WEBSITE**—Sue Osborn
1. Meeting announcement was sent out Friday, September 28<sup>th</sup> and included trick title and scent work trial information.
  2. Deadline for items for November-December newsletter is October 20.
  3. NVDTC's Scent Work Trial Premium is now on the NVDTC website.
- I. **AOCNC**—Sue Osborn, Mary Ash
1. Scent Work Seminar was great; Laurie Leach is a wonderful presenter.
  2. Next quarterly meeting is October 13th in Richmond.
  3. The Winter Workshop is being organized with date of February 10, 2019.

## V. OLD BUSINESS

### A. Tracking Test

Approved by AKC. Kaye Hall is working with Veteran's Home for test venue.

### B. Scent Work Trial

Approved by AKC.

### C. 2019 Board Nominations

Nominations are as follows: President: Linda Luchsinger, Vice-president: Sandy Bonifeld, Treasurer: Stefanie Meinhardt, Secretary: Sue Osborn, At Large Board Members: Carol Coawette, De Brilz, and Maria Gracia. Two more at-large board members needed. Joy Wood is definitely not interested. Nominations will be taken from the floor at the October general meeting. Voting will take place at the November general meeting.

## VI. NEW BUSINESS

### A. Sunshine

Sandy has agreed to be the Sunshine person.

### B. Training Committee

Marilane wrote up training committee jobs.

### C. Use of Building by LAPS

MSC to approve following dates:

1. Spring 2019 Team Training – 7 days total—Saturdays: March 2, 9, 16, 23 & 30 plus April 13. Team Evaluations on Sunday, April 7 (clean and set up building April 6)
2. Fall 2019 Team Training – 7 days total—Saturdays: September 14, 21, 28, October 5 (after Paws for Healing is done), 12 & 26. Team Evaluations on Sunday, October 20 (clean and set up building October 19)

**D. Request for Donation**

Mondavi asked for a raffle donation for fundraiser however not enough details are known—tabled.

**VII. MEETING ADJOURNED** at 8:27 PM.

Respectively submitted by  
Sue Osborn, Secretary

Attachments:

- 1) Treasurer's Balance Sheet for September
- 2) Treasurer's Profit & Loss for September

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of September 30, 2018

	<u>Sep 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Cash - Rabobank	43,915.77
105 · Savings - Rabobank	22,279.34
110 · Paypal Clearing Account	624.39
<b>Total Checking/Savings</b>	<u>66,819.50</u>
<b>Total Current Assets</b>	<u>66,819.50</u>
<b>TOTAL ASSETS</b>	<b><u>66,819.50</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
300 · Equity	52,972.13
Net Income	13,847.37
<b>Total Equity</b>	<u>66,819.50</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>66,819.50</u></b>

3:27 PM

09/30/18

Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss YTD Comparison**  
**September 2018**

	Sep 18	Jan - Sep 18
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>400 · Class Fees</b>		
401 · Ado Dog	500.00	17,721.50
402 · Puppy	2,885.00	20,886.10
403 · GM1	1,077.50	14,746.80
404 · GM2	155.00	3,545.00
405 · Rally	525.00	6,305.00
406 · Puppy Playtime	0.00	1,966.80
407 · Small Dog Social	0.00	1,785.00
408 · Scent Work	1,125.00	7,770.00
409 · Dog Dancing	580.00	6,847.00
410 · CGC	0.00	625.00
411 · Beyond Basics	500.00	2,780.00
412 · Community Walks	0.00	390.00
413 · Tricks & Games	0.00	470.00
414 · Tracking	580.00	725.00
415 · Trick Dog	25.00	25.00
<b>Total 400 · Class Fees</b>	7,952.50	86,588.20
420 · Equipment	264.25	1,712.25
430 · Dues	0.00	840.00
440 · Building Rental	280.00	1,970.00
445 · Donation	280.00	368.00
450 · Discounts	-377.80	-4,044.90
455 · Class Credit	0.00	-625.00
460 · Vouchers	-1,005.00	-5,280.00
<b>Total Income</b>	7,393.95	81,528.55
<b>Expense</b>		
500 · AOCNC	0.00	270.00
503 · Advertising	0.00	73.69
505 · Building		
506 · Repairs & Maintenance	0.00	189.16
507 · Renovation	0.00	6,133.06
<b>Total 505 · Building</b>	0.00	6,322.22
510 · Bank Charges	49.55	554.01
513 · Class Supplies	0.00	662.98
515 · Events & Trials	0.00	25.00
520 · Instructor Fees	144.00	14,025.20
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	0.00	1,736.35
533 · Licenses & Permits	0.00	125.00
535 · Office Supplies	0.00	481.08
537 · Outside Services	0.00	2,376.00
538 · Postage/PO Box	0.00	120.00
539 · Property Taxes	0.00	57.06
540 · Rent	3,816.00	33,264.00
550 · Toys	143.71	346.12
555 · Storage	109.00	1,090.00
560 · Telephone	175.00	1,461.27
575 · Utilities	267.79	2,380.61
580 · Special Events	0.00	1,057.80
585 · Website	69.99	479.43
<b>Total Expense</b>	4,775.04	67,707.82
<b>Net Ordinary Income</b>	2,618.91	13,820.73

3:27 PM

09/30/18

Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss YTD Comparison**  
September 2018

	<u>Sep 18</u>	<u>Jan - Sep 18</u>
Other Income/Expense		
Other Income		
910 - Interest Income	2.73	26.64
Total Other Income	<u>2.73</u>	<u>26.64</u>
Net Other Income	<u>2.73</u>	<u>26.64</u>
Net Income	<u><u>2,621.64</u></u>	<u><u>13,847.37</u></u>

NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING MINUTES  
October 8, 2018

**I. CALL TO ORDER**

- A. President Linda Luchsinger called meeting to order at 6:37 p.m.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Tandi Blonigen, Maria Giaccio, and Joy Wood.

**II. SECRETARY**, Sue Osborn

M/S/C to accept minutes from the September 10, 2018 general meeting, as published online.

**III. TREASURER**, Stefanie Meinhardt

- A. Checking: \$43,915.77 as of September 30, 2018.
- B. Money Market: \$22,279.34 as of September 30, 2018.
- C. Paypal: \$624.39 as of September 30, 2018.

**IV. PRESIDENT'S REPORT**, Linda Luchsinger

MSC to have a gift exchange at Christmas potluck meeting in December. Gift limit to be \$15.

**V. VICE PRESIDENT'S REPORT**, Sandy Bonifield

- A. Tonight is "Bring Your Dog to the Meeting Night" and dog Halloween costume contest.
- B. Mary Ash and Sandy Bonifield are looking into asking a canine officer to give a presentation at an upcoming meeting.

**VI. MEMBERSHIP**, Carol Coawette/Sandy Bonifield

MSC to accept Chantal Wikstrom as a new member. Chantel has a 9-month-old German Shepherd.

**VII. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **OFFICE**, Sandy Bonifield  
Sandy welcomed members to volunteer to work in the office.
- B. **TRAINING**, Marilane Bergfelt
  1. Session 7 starts the end of October; the schedule is online and classes will be promoted as much as possible.
  2. Sessions 2 & 3 will likely be set up at training meeting on October 24th.
  3. Trick Title slots have all filled up for the October 22nd Trick Title event. If interested in a spot, email Donna Golemon.
- C. **PUBLICITY**, Tandi Blonigen - Absent  
Sue has designed flyers and Marilane is posting them at clubhouse and throughout the community.
- D. **BUILDING**, Maria Giaccio - Absent  
There have been issues with flooding water in the bathroom likely caused by neighboring tenant's air conditioning unit. Marilane will contact George from property maintenance.
- E. **WEBSITE/NEWSLETTER**, Sue Osborn
  1. Meeting announcement was sent out on September 30th and included info on Trick Title event, Scent Work trial, and proposed slate for 2019 board.
  2. Deadline for the November-December newsletter is October 20th.
  3. Scent Work Trial premium is now posted on website.
  4. Service Award and Year End Award Forms will go in the next newsletter. Sue will contact people involved for details.

**F. ASSOCIATED OBEDIENCE CLUBS OF NORTHERN CALIFORNIA (AOCNC)**

Mary Ash, Sue Osborn

1. Scent Work Seminar held on September 23rd was great; Laurie Leach put on a wonderful presentation providing a wealth of information about the sport of scent work.
2. Next quarterly meeting is October 13th in Richmond.
3. The Winter Workshop is being organized with date of February 10, 2019.

**VIII. OLD BUSINESS–2019 Board Nominations**

Nominations presented by the nominating committee are as follows:

- President: Linda Luchsinger
- Vice-president: Sandy Bonifield
- Treasurer: Stefanie Meinhardt
- Secretary: Sue Osborn
- At Large Board Members: De Brilz, Carol Coawette, and Maria Giaccio.

There were no nominations from the floor. Two additional board members needed. Voting will take place at the November general meeting.

**IX. NEW BUSINESS–Sunshine**

Sandy Bonifield has agreed to take on the role of sunshine.

**X. BRAGS**

Chris Mayer, Roxanne Gracia, and Sandy Bonifield all had brags.

**XI. MEETING ADJOURNED** at 7:00 pm followed by the Halloween dog costume contest for members and guests, which included prizes and lots of yummy refreshments.

Respectively submitted by  
Sue Osborn, Secretary

**I. CALL TO ORDER**

- A. President, Linda Luchsinger, called the meeting to order at 6:37 PM.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, and Sue Osborn. Absent: Tandi Blonigen and Joy Wood.

**II. MINUTES**—Sue Osborn

MSC to approve the October 1, 2018 board minutes as published.

**III. TREASURER'S REPORT**—Stefanie Meinhardt

- A. Checking: \$43,660.46 as of Oct 31
- B. Money Market: \$22,282.56 as of Oct 31
- C. Paypal: \$961.24 as of Oct. 31
- D. Stefanie presented Balance Sheet and Profit & Loss Reports. See attached.
- E. Board approved Donna Golemon's request for toner cost reimbursement.

**IV. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **PRESIDENT**—Linda Luchsinger  
No Report.
- B. **VICE-PRESIDENT**—Sandy Bonifield  
December general meeting is annual Christmas potluck.
- C. **MEMBERSHIP**—Carol Coawette  
Chantal Wilstrom, who took membership application home, expects to attend next meeting to pay her membership dues.
- D. **OFFICE**—Sandy Bonifield  
Everything is going fine. Sandy, Mary Ash, Marilane Bergfelt, and Vange Leonis all work the office.
- E. **TRAINING**—Marilane Bergfelt
  - 1. MSC to give a full refund to Nicole Price, student in GM1 due to a work conflict.
  - 2. Board approved removal of requirement to include 3-weeks of lesson plans when proposing a new class. Instead suggestion was made for trainers to note what was taught each week followed by a report.
  - 3. Training committee endorsed proposed Scent Work-Handler Discrimination class and was approved by board.
  - 4. Training committee role written up and presented by Marilane. She suggested this be added to the Guidelines and Procedures. See attached.
  - 5. Linda Luchsinger will review staff requirements as shown in the Guidelines & Procedures to ensure they still relate to NVDTTC staff. She will report on this at next board meeting.
  - 6. Training Report was presented to board members. See attached.
- F. **PUBLICITY**  
Sue designs posters, Marilane prints out for posting. Permanent posters for Rally and Freestyle are being designed.
- G. **BUILDING**—Maria Giaccio  
There are concerns about loose dogs belonging to others running around the complex.
- H. **NEWSLETTER/WEBSITE**—Sue Osborn
  - 1. Newsletter was sent out November 1st and included Trick Title photos, Halloween Party photos, Christmas Party announcement, Session 1, 2019 schedule, photos of puppy, ado and GM1 graduates, an article about Neosporin, and brags.
  - 2. Deadline for items for January-February newsletter is December 20th. Deadline for items for December Meeting Announcement is November 20th.
  - 3. Membership Applications for 2019 are now online.

- I. **AOCNC**—Sue Osborn, Mary Ash
  1. Next quarterly meeting is scheduled for January 13, 2019 with Napa DTC hosting.
  2. Club Appreciation Lunch is set for March 10, 2019 hosted by Vallejo DTC.
  3. AOCNC will have an educational table at the Golden Gate Kennel Club

## V. OLD BUSINESS

### A. **White Ballot Election**

The following slate will be presented at the November meeting: President: Linda Luchsinger, Vice-president: Sandy Bonifield, Treasurer: Stefanie Meinhardt, Secretary: Sue Osborn, At Large Board Members: Carol Coawette, De Brilz, and Maria Gracia. The slate is short two at-large board members.

### B. **Christmas Potluck**

Potluck will be announced at next general meeting. \$15 limit on gifts for the gift steal.

### C. **Hauling**

Stefanie will call a hauling outfit to remove mirrors in office area.

### D. **Parks and Recreation Classes**

Linda Luchsinger has sent an email to Parks & Recreation about NVDTTC doing classes.

## VI. NEW BUSINESS

### A. **Awards Banquet**

1. Linda Wargo will be doing the awards.
2. Members will be asked at next general to volunteer to work on banquet.
3. Suggested banquet dates, February 9th and February 23rd, will be presented to general.

### B. **Use of Building**

1. MSC to approve LAPS use of building on June 1, 2019 by Caring Canines.
2. MSC for AOCNC to use NVDTTC building for their quarterly meeting on January 13, 2019.

### C. **Training Reimbursement**

MSC to reimburse Lea Ronald for training from Ian Dunbar, "Simple Solutions for Common Dog Behavior and Training Problems. Lea to be reminded about procedures on training reimbursement, as spelled out in the Guidelines and Procedures.

## VII. MEETING ADJOURNED at 7:46 PM.

Respectively submitted by  
Sue Osborn, Secretary

### Attachments:

- 1) Treasurer's Balance Sheet for October
- 2) Treasurer's Profit & Loss for October
- 3) Treasurer's Classes Profit & Loss for October
- 4) Training Committee Role
- 5) Training Report

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of August 31, 2018

	<u>Aug 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Cash - Rabobank	41,312.71
105 · Savings - Rabobank	22,276.61
110 · Paypal Clearing Account	608.54
<b>Total Checking/Savings</b>	<u>64,197.86</u>
<b>Total Current Assets</b>	<u>64,197.86</u>
<b>TOTAL ASSETS</b>	<u><b>64,197.86</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
300 · Equity	52,972.13
Net Income	11,225.73
<b>Total Equity</b>	<u>64,197.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>64,197.86</b></u>

**Napa Valley Dog Training Club**  
**Profit & Loss**  
 January through August 2018

	Jan - Aug 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>400 · Class Fees</b>	
401 · Ado Dog	17,221.50
402 · Puppy	18,001.10
403 · GM1	13,669.30
404 · GM2	3,390.00
405 · Rally	5,780.00
406 · Puppy Playtime	1,966.80
407 · Small Dog Social	1,785.00
408 · Scent Work	6,645.00
409 · Dog Dancing	6,267.00
410 · CGC	625.00
411 · Beyond Basics	2,280.00
412 · Community Walks	390.00
413 · Tricks & Games	470.00
414 · Tracking	145.00
<b>Total 400 · Class Fees</b>	78,635.70
420 · Equipment	1,448.00
430 · Dues	840.00
440 · Building Rental	1,690.00
445 · Donation	88.00
450 · Discounts	-3,667.10
455 · Class Credit	-625.00
460 · Vouchers	-4,275.00
<b>Total Income</b>	74,134.60
<b>Expense</b>	
500 · AOCNC	270.00
503 · Advertising	73.69
505 · Building	
506 · Repairs & Maintenance	189.16
507 · Renovation	6,133.06
<b>Total 505 · Building</b>	6,322.22
510 · Bank Charges	504.46
513 · Class Supplies	662.98
515 · Events & Trials	25.00
520 · Instructor Fees	13,881.20
525 · Insurance	800.00
530 · Leashes/Collars/Treat Pouches	1,736.35
533 · Licenses & Permits	125.00
535 · Office Supplies	481.08
537 · Outside Services	2,376.00
538 · Postage/PO Box	120.00
539 · Property Taxes	57.06
540 · Rent	29,448.00
550 · Toys	202.41
555 · Storage	981.00
560 · Telephone	1,286.27
575 · Utilities	2,112.82
580 · Special Events	1,057.80
585 · Website	409.44
<b>Total Expense</b>	62,932.78
<b>Net Ordinary Income</b>	11,201.82

10:16 PM  
09/02/18  
Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss**  
January through August 2018

	<u>Jan - Aug 18</u>
Other Income/Expense	
Other Income	
910 - Interest Income	23.91
Total Other Income	<u>23.91</u>
Net Other Income	<u>23.91</u>
Net Income	<u><u>11,225.73</u></u>

**Napa Valley Dog Training Club**  
**Profit & Loss by Class**  
**January through October 2018**

7	Ado Dog	Beyond Basics	CGC	Community Walks	Dog Dancing	GM1	GM2	Puppy	Puppy Playtime	Rally	Scent Work	Small Dog Social	Tracking	Tricks & Games
<b>Ordinary Income/Expense</b>														
<b>Income</b>														
400 · Class Fees														
401 · Ado Dog	19,971.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402 · Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,731.10	0.00	0.00	0.00	0.00	0.00	0.00
403 · GM1	0.00	0.00	0.00	0.00	0.00	16,246.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404 · GM2	0.00	0.00	0.00	0.00	0.00	0.00	4,045.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
405 · Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,255.00	0.00	0.00	0.00	0.00
406 · Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,966.80	0.00	0.00	0.00	0.00	0.00
407 · Small Dog Social	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,785.00	0.00	0.00
408 · Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,615.00	0.00	0.00	0.00
409 · Dog Dancing	0.00	0.00	0.00	0.00	7,582.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
410 · CGC	0.00	0.00	625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
411 · Beyond Basics	0.00	2,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
412 · Community Walks	0.00	0.00	0.00	390.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
413 · Tricks & Games	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	470.00
414 · Tracking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	725.00	0.00
415 · Trick Dog	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 400 · Class Fees</b>	<b>19,971.50</b>	<b>2,780.00</b>	<b>625.00</b>	<b>390.00</b>	<b>7,582.00</b>	<b>16,246.80</b>	<b>4,045.00</b>	<b>22,731.10</b>	<b>1,966.80</b>	<b>7,255.00</b>	<b>8,615.00</b>	<b>1,785.00</b>	<b>725.00</b>	<b>470.00</b>
420 · Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440 · Building Rental	0.00	0.00	0.00	0.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
445 · Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450 · Discounts	-877.50	-175.00	0.00	-35.40	-60.00	-873.00	-198.70	-774.40	-61.20	-358.10	-476.50	-106.00	-22.80	-15.40
455 · Class Credit	-375.00	0.00	0.00	0.00	0.00	-125.00	0.00	-125.00	0.00	0.00	0.00	0.00	0.00	0.00
460 · Vouchers	-530.00	-300.00	0.00	0.00	-680.00	-450.00	-110.00	-675.00	-20.00	-670.00	-2,335.00	-90.00	-130.00	0.00
<b>Total Income</b>	<b>18,189.00</b>	<b>2,305.00</b>	<b>625.00</b>	<b>354.60</b>	<b>6,860.00</b>	<b>14,798.80</b>	<b>3,736.30</b>	<b>21,156.70</b>	<b>1,885.60</b>	<b>6,226.90</b>	<b>5,803.50</b>	<b>1,589.00</b>	<b>572.20</b>	<b>454.60</b>
<b>Expense</b>														
500 · AOCNC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
503 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505 · Building														
506 · Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507 · Renovation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 505 · Building</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
510 · Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
513 · Class Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
515 · Events & Trials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
517 · Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520 · Instructor Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
525 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Napa Valley Dog Training Club**  
**Profit & Loss by Class**  
**January through October 2018**

7	Ado Dog	Beyond Basics	CGC	Community Walks	Dog Dancing	GM1	GM2	Puppy	Puppy Playtime	Rally	Scent Work	Small Dog Social	Tracking	Tricks & Games
530 · Leashes/Collars/Treat P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533 · Licenses & Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
535 · Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
537 · Outside Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
538 · Postage/PO Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
539 · Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
540 · Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
550 · Toys	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
555 · Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
560 · Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
575 · Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580 · Special Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
585 · Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>18,189.00</b>	<b>2,305.00</b>	<b>625.00</b>	<b>354.60</b>	<b>6,860.00</b>	<b>14,798.80</b>	<b>3,736.30</b>	<b>21,156.70</b>	<b>1,885.60</b>	<b>6,226.90</b>	<b>5,803.50</b>	<b>1,589.00</b>	<b>572.20</b>	<b>454.60</b>
<b>Other Income/Expense</b>														
<b>Other Income</b>														
910 · Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>18,189.00</b>	<b>2,305.00</b>	<b>625.00</b>	<b>354.60</b>	<b>6,860.00</b>	<b>14,798.80</b>	<b>3,736.30</b>	<b>21,156.70</b>	<b>1,885.60</b>	<b>6,226.90</b>	<b>5,803.50</b>	<b>1,589.00</b>	<b>572.20</b>	<b>454.60</b>

Napa Valley Dog Training Club  
**Profit & Loss by Class**  
 January through October 2018

7	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
400 · Class Fees		
401 · Ado Dog	0.00	19,971.50
402 · Puppy	115.00	22,846.10
403 · GM1	0.00	16,246.80
404 · GM2	0.00	4,045.00
405 · Rally	0.00	7,255.00
406 · Puppy Playtime	0.00	1,966.80
407 · Small Dog Social	0.00	1,785.00
408 · Scent Work	0.00	8,615.00
409 · Dog Dancing	0.00	7,582.00
410 · CGC	0.00	625.00
411 · Beyond Basics	0.00	2,780.00
412 · Community Walks	0.00	390.00
413 · Tricks & Games	0.00	470.00
414 · Tracking	0.00	725.00
415 · Trick Dog	55.00	55.00
<b>Total 400 · Class Fees</b>	<b>170.00</b>	<b>95,358.20</b>
420 · Equipment	1,889.25	1,889.25
430 · Dues	875.00	875.00
440 · Building Rental	1,992.00	2,010.00
445 · Donation	368.00	368.00
450 · Discounts	-320.00	-4,354.00
455 · Class Credit	0.00	-625.00
460 · Vouchers	-40.00	-6,030.00
<b>Total Income</b>	<b>4,934.25</b>	<b>89,491.45</b>
<b>Expense</b>		
500 · AOCNC	270.00	270.00
503 · Advertising	73.69	73.69
505 · Building		
506 · Repairs & Maintenance	189.16	189.16
507 · Renovation	6,133.06	6,133.06
<b>Total 505 · Building</b>	<b>6,322.22</b>	<b>6,322.22</b>
510 · Bank Charges	689.76	689.76
513 · Class Supplies	769.61	769.61
515 · Events & Trials	25.00	25.00
517 · Education	130.00	130.00
520 · Instructor Fees	16,124.57	16,124.57
525 · Insurance	800.00	800.00

**Napa Valley Dog Training Club**  
**Profit & Loss by Class**  
 January through October 2018

7	Unclassified	TOTAL
530 · Leashes/Collars/Treat P	1,855.79	1,855.79
533 · Licenses & Permits	125.00	125.00
535 · Office Supplies	481.08	481.08
537 · Outside Services	2,760.00	2,760.00
538 · Postage/PO Box	120.00	120.00
539 · Property Taxes	57.06	57.06
540 · Rent	37,080.00	37,080.00
550 · Toys	512.58	512.58
555 · Storage	1,199.00	1,199.00
560 · Telephone	1,634.73	1,634.73
575 · Utilities	2,676.40	2,676.40
580 · Special Events	1,333.27	1,333.27
585 · Website	549.42	549.42
<b>Total Expense</b>	<b>75,589.18</b>	<b>75,589.18</b>
<b>Net Ordinary Income</b>	<b>-70,654.93</b>	<b>13,902.27</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
910 · Interest Income	29.86	29.86
<b>Total Other Income</b>	<b>29.86</b>	<b>29.86</b>
<b>Net Other Income</b>	<b>29.86</b>	<b>29.86</b>
<b>Net Income</b>	<b>-70,625.07</b>	<b>13,932.13</b>

## ***NVDTC Training Committee – Role and Responsibilities***

NOTES:            Committee is headed by Training Chair.  
                         Committee & Chair report to the NVDTC Board.  
                         Board reviews recommendations before Approval.

### **Classes -**

- Set training schedules
- Create / update lesson plans
- Find ways to improve current classes
- Create new classes
- Stay current on safe techniques for training companion dogs
- Review class effectiveness / success

### **Staff -**

- Make recommendations on staff to Board. This includes new assistants and instructors, plus current staff moving into new roles.
- Mentor new staff &/or staff working in a new capacity
- Review staff effectiveness – develop ways to improve
- Find educational options and share with staff: online, seminars, workshops, etc.

### **Equipment & Materials –**

- Research training equipment and suggest equipment options
- Find local places that carry suggested items for owners
- Review written materials annually to ensure they are still useful
- Find new written materials for student needs
- Communicate with Board regarding equipment maintenance.

### **Customer Service –**

- Welcome owners and pets.
- Remind classes about upcoming events, club meetings and classes.

*NVDTC Board Meeting*  
**TRAINING REPORT**

11-4-18

- Name tags have been made, including new staff.
- 2019 Committee Meetings were set for: Wednesdays – February 20, May 29, July 24 and October 23 at 6:30pm.
- Sessions 2 & 3, 2019 were drafted. Marilane will type up and send to staff for final review before posting.
- Online Registration: Request for registration forms (formally posted on the club's website) be assessable to late registrations. Sue and Donna continue to work on details.
- Stefanie volunteered to organize existing and donated leashes, collars and harnesses for student to borrow during classes. This will replace students using new equipment meant for purchase.
- Marilane to connect with specific staff to review proposed Puppy & Adolescent Dog revised format used for the past few sessions.
- Vange and De will work together on Happy Summer Tails schedules in Sessions 4 & 5, 2019.
- Vange, Marlene and Mary will work on Canine Good Citizen options for expanding classes / activities / titles in the club.
- Linda Luchsinger will contact the Napa Park and Recreation Department to see if our club can offer classes in other locations.
- Shellie Klimen received a voucher for class because her puppy became ill.

**– Board Action Requested –**

- 1) Nicole Price, student in Good Manners 1 / daytime, missed 4 weeks of Session 6 due to work conflict. Marilane requests a full refund.
- 2) 2016 Board changed requirements for proposing a new class to include 3-weeks of lesson plans. To date no one has provided this information. Can the Board remove this requirement and request short description of class activities instead? Other ideas ???
- 3) Committee endorsed Proposed Scent Work – Handler Discrimination class. Board review and approval requested.
- 4) Training Committee's Role and Responsibilities – endorsed by group. Board review and approval requested. (See page 2).
- 5) Should the staff requirements, included in the Guidelines & Procedures, be reviewed to ensure it still relates to our staff?

**NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES**  
**November 12, 2018**

Page 1 of 3

**I. CALL TO ORDER**

- A. President, Linda Luchsinger, called the meeting to order at 6:37 PM.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Sue Osborn, and Joy Wood. Absent: Tandi Blonigen.

**II. MINUTES**—Sue Osborn

MSC to approve the October 8, 2018 general minutes as published.

**III. TREASURER'S REPORT**—Stefanie Meinhardt

- A. Checking: \$43,660.46 as of Oct 31
- B. Money Market: \$22,282.56 as of Oct 31
- C. Paypal: \$961.24 as of Oct. 31

**IV. BOARD, COMMITTEE & CHAIR REPORTS**

- A. **PRESIDENT**—Linda Luchsinger  
No Report.
- B. **VICE-PRESIDENT**—Sandy Bonifield  
December general meeting will be our annual Christmas potluck.
- C. **MEMBERSHIP**—Carol Coawette
  - 1. Membership renewal applications for 2019 are now online.
  - 2. A couple of people have already signed up for next year.
  - 3. Donna Golemon suggested making an event for membership through DogBizPro wherein members could fill out and pay using the Paypal portal; downside is the signature requirement.
- D. **OFFICE**—Sandy Bonifield.  
Pari Alavi would like to see each online registrant's invoice automatically emailed to them so they can have it on their cell phone to show trainer when reporting for first class of session. Pari and Sue Osborn will work together on this.
- E. **TRAINING**—Marilane Bergfelt
  - 1. Committee had a meeting and set the next four meetings as well as sessions 1, 2 and 3.
  - 2. Trainer contracts are being worked on for signatures.
- F. **PUBLICITY**  
Sue designs posters, Marilane prints them out for posting. Permanent posters for Rally and Freestyle are being designed.
- G. **BUILDING**—Maria Giaccio  
Tall mirrors in office have been hauled away. Thank you to Stefanie Meinhardt and Maria Giaccio for taking care of this!
- H. **NEWSLETTER/WEBSITE**—Sue Osborn
  - 1. Newsletter was sent out November 1st and included Trick Title photos, Halloween Party photos, Christmas Party announcement, Session 1, 2019 schedule, photos of puppy, ado and GM1 graduates, an article about Neosporin, and brags.
  - 2. Deadline for items for January-February newsletter is December 20th. Deadline for items for December Meeting Announcement is November 20th.
  - 3. As stated under IV-C, membership renewal applications for 2019 are now online.
- I. **AOCNC**—Sue Osborn, Mary Ash
  - 1. NVDTC is hosting the next AOCNC quarterly meeting at the NVDTC clubhouse on January 13, 2019.
  - 2. Club Appreciation Lunch is set for March 10, 2019 and will be hosted by Vallejo DTC.
  - 3. AOCNC will have an educational table at the Golden Gate Kennel Club.
  - 4. Winter workshop is scheduled for early February at the Cow Palace.

## V. OLD BUSINESS

### A. White Ballot Election

1. The following slate for the 2019 Board was presented:  
President: Linda Luchsinger  
Vice-president: Sandy Bonifield  
Treasurer: Stefanie Meinhardt  
Secretary: Sue Osborn  
At Large Board Members: Carol Coawette, De Brilz, and Maria Gracia.  
MSC to accept white ballot as presented.
2. If anyone is interested in being on the board, there are still two at-large board member positions open.

### B. Christmas Potluck

Potluck will be at December meeting. There will be a gift exchange/steal with a \$15 limit on gifts.

### C. Scent Work Trial – February 16 and 17, 2019

1. Scent Work Trail will be held at the NVDTTC clubhouse and surrounding areas.
2. Everything is set up with AKC. Entries will be available December 15th. Closing is January 18, 2019.
3. Linda Wargo is spearheading what the club needs to have done regarding volunteers, ribbons, parking, etc.
4. Linda Luchsinger will take care of hospitality.
5. Building needs to be cleaned by PSI on the Friday before the trial.
6. Joy Wood has a punch list she will share with Linda Wargo and Linda Luchsinger.
7. Type of jobs for volunteers include helping with parking, checking in teams, distributing information packets, assuring liability forms are signed, being a number manager, gate stewarding, score runner, judges steward, and timer.

## VI. NEW BUSINESS

### A. Awards Banquet

1. Linda Wargo will be taking care of the year-end awards.
2. Donna Golemon, and Mary Ash will work together to organize the banquet.
3. Choice of banquet dates, February 9th or February 23rd, as suggested by Board, will depend on selected restaurant.

### B. Fire Victims

Marilane is willing to be the liaison to find out what can be done for fire victims in Northern California. Once determined, suggested follow-up is to email students and members to ask for participation.

### C. Workshops/Seminars for 2019 – see attached for more details.

1. Susie Yokomizo is interested in doing seminars with NVDTTC.
2. Family Paws Education Speaker—an event that can be advertised to parents, grandparents, students & members. Marilane will follow through on setting this up—possibly in March or April.

### D. AOCNC Representative

Joy Wood has volunteered to be NVDTTC's third AOCNC representative.

### E. Sunshine

Sandy is our sunshine person. Be sure to let her know when there are condolences to be sent out or happy announcements amongst our members.

**NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES**  
**November 12, 2018**

Page 3 of 3

**F. Brags**

1. Sue Osborn's Brooklyn received her second major at the Pleasanton show three weeks ago with one point left to finish. On November 9, Brooklyn received the one point needed to become a champion. As a new champion, she went Select Bitch and BOBOH on November 10th and Best of Breed and BOBOH on November 12th.
2. On October 27th and 28th, Donna Golemon's Nickel competed in her first ASCA (Australian Shepherd Club of America) for her Started title and completed her Started title on Cattle, Ducks and Sheep, with 8 first places, 2 second places and 2 third places. Nickel also was awarded the most promising started dog and received a belt buckle. Several times, one of the judges offered to buy her.
3. Marilane's son did all the artwork at the magazine where he works.
4. Two of Donna Golemon's dog photos were selected in a jewelry company's photo contest.

**VII. MEETING ADJOURNED** at 7:22 PM.

Respectively submitted by  
Sue Osborn, Secretary

Attachment:  
Workshops/Seminars in 2019

## **Workshops / Seminars in 2019 - in progress**

*(prepared by Marilane for NVDTC General Meeting 11-12-18)*

### Continued partnership with Canine Academics and Suzie Yokomizo.

Canine Academics handles speaker, registrations and food. Dog Club provides insurance and clean / prepped location for event. If event makes money it is split but if event loses money, Canine Academics takes the loss. This relationship allows the two organizations to provide quality events at a very low cost.

Speaker: **Tressa Fessebdeb-McKenzie**, Karen Pryor Academy certified trainer and licensed Family Paws Parent Educator. Tressa works via her company Path & Paw and offers classes via the Humane Society of Sonoma County.

Topic: **Baby, Toddler and the Family Dog** (working title only).

Tressa would share information from **Family Paws® Parent Education (FPPE)**. This parent organization of two international licensed programs: Dogs & Storks® and Dogs & Toddlers™.

*FPPE's goal is to increase safety and reduce stress in homes with young children and family dogs. We seek to decrease the number of dogs surrendered to shelters due to preventable behavioral problems and common conflicts. Family Paws Parent Educators believes creating Dog Aware™ generations is essential in all communities and the human-canine bond.*

Market Population: Expecting new parents, families with babies moving into toddler-hood, grandparents, babysitters, shelter and animal rescue staff/volunteers, plus dog trainers and instructors.

Potential Date: Saturday in April - OR - Sunday in March or April.

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

December 3, 2018

Page 1 of 3

## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:40 PM.
- B. Board members present: Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Tandi Blonigen and Joy Wood.

## II. MINUTES—Sue Osborn

- A. MSC to approve the November 5, 2018 board minutes with the following changes:
  - 1. Under IV-E-1, after the words “3-weeks of lessons plans,” add the following verbiage: “when proposing a new class.”
  - 2. Under V-B, add “MSC to approve LAPS use of building on June 1, 2019 by Caring Canines.”
- B. Steph Bunch says thank you for letting the Kooikerhondje Society use our building on November 10th. She said the facility, with all its convenient features, including chairs, tables, electricity and lights, were appreciated by the attendees.

## II. TREASURER’S REPORT—Stefanie Meinhardt

- A. Checking: \$41,227.98 as of Nov 30th.
- B. Money Market: \$22,285.49 as of Nov 30th.
- C. Paypal: \$988.71 as of Nov 30th.
- D. See attached for Balance Sheet and Profit & Loss Reports.
- E. Starting in January, Stefanie is looking at setting up a budget based on 2018 financials.

## III. BOARD, COMMITTEE & CHAIR REPORTS

**A. PRESIDENT**—Linda Luchsinger  
No Report.

**B. VICE-PRESIDENT**—Sandy Bonifield  
Next meeting is Christmas Banquet and gift exchange/steal.

**C. MEMBERSHIP**—Carol Coawette

- 1. Carol provided most current membership list to Board members.
- 2. Chantal Wilstrom never followed up on paying as a member after being voted in at a general meeting. So far, seven people have renewed for 2019. Stefanie has two or three applications she will bring into the office.

**D. OFFICE**—Sandy Bonifield

- 1. Sandy goes into office about every 3 days. When people call in, she directs them to website.
- 2. There are concerns about information from online registration being cross-matched with office bookkeeping. A meeting with all those involved to be set up.

**E. TRAINING**—Marilane Bergfelt

- 1. Marilane made copies of session 1, 2019 schedules for the clubhouse.
- 2. Schedules 2 & 3 are done and have been mailed to Sue Osborn and Donna Golemon.
- 3. Meeting notes from training meeting are almost done.
- 4. Contracts for trainers being worked on. Kim Leslie, will sign contract and return with her key because of upcoming possibilities at her other job.

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

December 3, 2018

Page 2 of 3

5. Marilane will update the assistants contact list.

## **F. PUBLICITY**—Tandi Blonigen - Absent

No Report

## **G. BUILDING**—Maria Giaccio

1. Mirrors are now gone for a cost of \$60 for hauling away.
2. Maria will ask PSI if they can clean the building the Friday before the February 16-17 Scent Work Trial. She will also ask PSI if they can clean every Monday in December.
3. Sue will paint protective coat on mural during Holiday break. Board agreed to give Sue vouchers for doing this.

## **H. NEWSLETTER/WEBSITE**—Sue Osborn

1. Meeting announcement was sent out November 30th and included info about Christmas potluck, membership renewal application being online, February scent work trial, 2018 year-end & service awards and a note about donations for fire victims.
2. Sue made a recommendation that the passwords to website be provided to treasurer as part of their ongoing records. Board agreed this was a good idea.

## **I. AOCNC**—Sue Osborn, Mary Ash, Joy Wood

1. Next AOCNC quarterly meeting is scheduled for January 13, 2019 with Napa DTC hosting at NVDTTC clubhouse.
2. Club Appreciation Lunch is set for March 10, 2019 hosted by Vallejo DTC.
3. AOCNC will have an educational table at the Golden Gate Kennel Club.
4. Winter Workshop will be at Cow Palace on February 10, 2019 –Looking for volunteers from our club.

## **IV. OLD BUSINESS**

### **A. Christmas Potluck**

Potluck and (\$15 limit) gift exchange/steal will take place at the December 10th general meeting. Sandy will bring her Christmas tree and Marilane will bring music and purchase plants for tables.

### **B. Welcome to 2019 Board**

1. Everyone on Board will keep the jobs they are currently doing.
2. There is no training chair so Board will call the training meetings at the pre-set dates. Linda will host the first one.
3. De Brilz is not able to serve on the board due to family concerns. Linda will ask at general if anyone is interested in stepping up to help board.

### **C. Donations**

A lot of unacceptable items have been coming in for donations. Some has been thrown out. Fire victims do not need items; money is much more appreciated instead. Marilane will be meeting with Wine Country to give them some donations; the rest will go to Napa Humane.

### **D. Building Use**

1. Building was used by Marilane on December 2nd. Although a trainer, she is willing to pay the going rate charged for members using the building.
2. Members who want to use the building are to make a reservation through Sue

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

December 3, 2018

Page 3 of 3

Osborn, the Building Group Use Coordinator.

## E. Napa Humane Partnership

Marilane met with Wendi Piscia, the director at Napa Humane regarding the possibility of Napa Humane partnering with NVDTTC to take on training classes in the future due to NVDTTC trainers aging out.

## F. Donations

Marilane is in the process of researching how to best help recent fire victims. She has contacted some groups.

## H. Equipment Request

Via email, Donna requested purchase of new equipment for trainers to use in their training classes for building dogs' confidence. Purchase of items on Donna's list was approved by majority of board via email. Donna was unable to purchase all items on her list; the smaller size discs were out of stock.

## V. NEW BUSINESS

### A. Awards Dinner

1. Linda Wargo is in charge of awards.
2. Donna sent a proposal to board via email for dinner reimbursements and budget. Board will present their recommendation to general for a \$250 budget and \$10 off dinner for all attendees.
3. No date or location has been set—suggested dates are February 9th & February 23rd, 2019.

### B. Dog Show Calendar

Calendars have arrived and are now available for purchase. Sue Osborn missed deadline for ad since packet was given to someone at the AOCNC Summer Workshop and never made it to her. Fortunately Debbie Hankins updated and ran NVDTTC's ad anyway (at no cost). Approval was then given by Board via email to order calendars. In the future, Debbie Hankins will send packet directly to Sue.

### C. Chairs for Clubhouse

Stefanie picked up two sample, stackable, black chairs from IKEA to see if they would work to replace plastic chairs. Everyone liked them. MSC to purchase eight more.

## VI. MEETING ADJOURNED at 8:20 PM.

Respectively submitted by  
Sue Osborn, Secretary

Attachments:

- 1) Treasurer's Balance Sheet for November
- 2) Treasurer's Profit & Loss for November
- 3) Treasurer's Classes Profit & Loss for November

## North Valley Animal Disaster Group

Founded in 2002, this nonprofit group works with emergency services to educate the public about disaster preparedness, and assist in sheltering and evacuation of animals during a disaster. This group at ground zero right now in the recent fires. They continue to foster / shelter animals and are making a huge effort to reunite animals with owners.

Volunteers are utilized who have completed the disaster preparedness training provided by the NVADG. This group seems similar to the volunteer run Napa CART (Community Animal Response Team) - who helped during our fires last year.

Group's website is minimal and does not include list board or staff. Might be volunteer run group? Facebook very active with reports updated daily.

### Quick Research:

- No reports on expenses of recent fires however they are asking for monetary donations.
- No information on corporate donations or support.
- 30 individuals have 'Go Fund Me' sites which have raised over \$68,450
- Per Charity Navigator - Assets \$154,702. Annual income: \$136,065 (dated 12-2017)

## California Veterinary Medical Foundation

The California Veterinary Medical Foundation (CVMF) is a non-profit, charitable, organization that was formed by the California Veterinary Medical Association in 1995. It is devoted to helping the animals in California, especially during disasters. The Foundation is completely funded by donations.

The CVMA's disaster response program, the **California Veterinary Medical Reserve Corps (CAVMRC)** is the largest veterinary medical reserve corps in the country. The CAVMRC provides veterinary professionals with the training and credentialing necessary to deploy under state authorities during declared emergencies. It also provides reimbursement grants to veterinarians for out-of-pocket emergency medical care and expenses for animals injured or displaced by disasters.

### *Report on Butte County Camp Fire efforts (via website):*

*Hundreds of CAVMRC members were deployed, with a rotation of veterinarians, registered veterinary technicians and veterinary assistants working in shifts at animal shelter locations each day. They provided veterinary triage and emergency medical care to over 2,000 sheltered animals. Our members also visited a half dozen human shelters, which included animals, to ensure that animal needs were met in each of them. The worst cases were sent to veterinary hospitals in or outside of the area for urgent medical care or for care that was beyond what the CAVMRC could provide in the field. CAVMRC veterinarians also examined and treated the Cal-OES search and rescue dog team. Many more veterinary professionals were scheduled to continue our volunteer effort through Wednesday, November 21, the end of our assigned mission.*

### Quick Research:

- 4 Staff & 10 Board of Directors listed on Website.
- No reports on expenses of recent fires or past disasters on website. However, recent Facebook posts note industry donations of materials and meds for fire victims.
- Website notes 56 veterinarian offices as donors.
- No Go Fund Me pages for group or disaster efforts.
- Group allows donations to go to specific need – ours would be 'Disaster Aid'
- Per Charity Navigator - Assets \$233,000. Annual income: \$40,695 (dated 12-2017)

## UC Davis Veterinary Medicine

The University of California has dual status for federal income tax purposes. It is both an Internal Revenue Code Section 501(c)(3) organization, and an Internal Revenue Code Section 115 organization.

Programs include all types of animal health, research and care. The following most fit the NVDTTC's interests:

- **Canine Community Blood Donor Program** - The Veterinary Blood Bank began screening donor dogs in February 2008 for enrollment into a community-based donation program. The hospital's blood bank collects, processes and stores canine blood needed for transfusions to treat a variety of conditions in dogs. Applications range from surgical complications to kidney failure. In order to be blood donors, dogs must be: 1 to 8 years old, weigh at least 55 pounds and in excellent health. Participants receive free vet check (\$300 value), goodie bag and access to blood products should they need them.
- The **Veterinary Catastrophic Need Fund** provides veterinary medical treatments at the William R. Pritchard Veterinary Medical Teaching Hospital for animals that are injured in wildfires, natural disasters or other accidents.

Quick Research:

- Organization is large and number of staff & Board of Directors is not listed on website.
- No reports on recent fires or past disasters. On November 8 fire victims were sent to UCDavis. Some of these may have been people rather than pets?
- All Go Fund Me pages under listing of Veterinary Catastrophic Need Fund were for individual pets by owners. No pages for fund's general use.
- No listing on Charity Navigator or other internet searches. However, I did find the following:
  - The vet college receives ongoing industry donations.
  - 8-2014 to 7-2015 wild fires, 4 million dollars donated to Center for Companion Animal Health.

# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

December 10, 2018

Page 1 of 2

## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 7:15 PM after an enjoyable Christmas potluck dinner.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Joy Wood. Absent: Marilane Bergfelt and Tandi Blonigen.

## II. MINUTES—Sue Osborn

MSC to approve the November 12, 2018 general minutes as published.

## III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$41,227.98 as of November 30th.
- B. Money Market: \$22,285.49 as of November 30th.
- C. Paypal: \$988.71 as of November 30th.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

### A. PRESIDENT—Linda Luchsinger

There are only six members on the board for 2019. If there is something extra that needs to be done, volunteers will be needed to help.

### B. VICE-PRESIDENT—Sandy Bonifield

If you know of a speaker or have anything you'd like to see for an upcoming meeting, talk to Sandy.

### C. MEMBERSHIP—Carol Coawette

MSC to approve members Chris Herrera and Andrea Escabar. They will be getting a Rotweiler puppy named "Dorothy."

### D. OFFICE—Sandy Bonifield

Everything going fine. Phone calls are dwindling down. Mary, Sandy and Vange continue to work the office.

### E. TRAINING—Marilane Bergfelt

- 1. Trainers contacts have been sent out.
- 2. Session 1 now online. Sessions 2 and 3 have been sent to Sue and Donna. Name tags have been made.
- 3. Marilane is updating contact list for assistants.
- 4. Marilane will not be the training chair in 2019
- 5. Training meetings have been scheduled for 2019.

### F. PUBLICITY

Most publicity is being done online and on facebook. Vet offices may be due for updates.

### G. BUILDING—Maria Giaccio

- 1. Mirrors that were donated without permission have been removed.
- 2. PSI will not be cleaning the building on the last two Mondays of December.
- 3. Friday cleaning by PSI has been added for February 15, 2019 due to scent work trial.
- 4. Ross recently took care of lights near overhead door.
- 5. Big wet spot near mirrors has been reported.
- 6. When bringing in equipment, make sure it is in good condition and clean.

### H. NEWSLETTER/WEBSITE—Sue Osborn

- 1. Meeting announcement was sent out November 30th and included info about Christmas potluck, membership renewal application being online, February scent work trial, 2018 year-end & service awards and a note about donations for fire victims.

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

December 10, 2018

Page 2 of 2

2. Deadline for items for January-February newsletter is December 20th.

3. Reminder: Membership Applications for 2019 are now online.

## I. AOCNC—Sue Osborn, Mary Ash, Joy Wood

1. Next AOCNC quarterly meeting is scheduled for January 13, 2019 with Napa DTC hosting at NVDTTC clubhouse.

2. Club Appreciation Lunch is set for March 10, 2019 hosted by Vallejo DTC.

3. AOCNC will have an educational table at the Golden Gate Kennel Club January 26 and 27.

4. Winter Workshop will be at Cow Palace on February 10, 2019 –Looking for volunteers from our club.

## V. OLD BUSINESS

### A. Awards Dinner, Donna Golemon and Mary Ash

1. Forms for year end awards are not in office, Linda Luchsinger will see to taking care of this. In the meantime, they are online.

2. Linda Wargo is collecting info for plaques. Deadline is January 5, 2019.

3. Place or date for awards dinner not set yet because of waiting on cost approval—expected to be set by next meeting.

4. MSC to approve 1) club paying \$15 toward member's dinner and \$10 toward second person a member brings, 2) a budget of \$250 for incidentals, and 3) club paying tax and tip.

## VI. NEW BUSINESS

### A. Chairs for Clubhouse

Stefanie recently picked up two sample, stackable, black chairs from IKEA to see if they would work to replace plastic chairs. Board gave approval to purchase eight more.

### B. Donations for Fire Victims

After reviewing Marilane Bergfelt's report on donation options, MSC to donate \$250 to each of the following two organizations: 1) North Valley Animal Disaster Group and 2) California Veterinary Medical Foundation. Thank you to Marilane Bergfelt for her research on donation options. See attached.

### C. Scent Work Trial, February 16-17, 2019.

1. Chairperson is Joy Wood.

2. Still in planning stages, a committee meeting needs to be set.

3. Linda Wargo is in charge of volunteers. A minimum of 14 volunteers are needed per day. If you are not available on the weekend, you can help on Friday. Volunteers will be trained

4. Entries open on December 15, 2018.

5. Direct questions about scent work trial to Joy Wood, Donna Golemon, or Mary Ash.

## VII. BRAGS

Linda Luchsinger's Teddy received his grand championship! De Brilz's Mina received her Intermediate Trick Title! De Brilz has a new German Shorthaired Pointer puppy.

## VIII. MEETING ADJOURNED at 8:48 PM. followed by a fun gift exchange/steal!

Respectively submitted by  
Sue Osborn, Secretary

## North Valley Animal Disaster Group

Founded in 2002, this nonprofit group works with emergency services to educate the public about disaster preparedness, and assist in sheltering and evacuation of animals during a disaster. This group at ground zero right now in the recent fires. They continue to foster / shelter animals and are making a huge effort to reunite animals with owners.

Volunteers are utilized who have completed the disaster preparedness training provided by the NVADG. This group seems similar to the volunteer run Napa CART (Community Animal Response Team) - who helped during our fires last year.

Group's website is minimal and does not include list board or staff. Might be volunteer run group? Facebook very active with reports updated daily.

### Quick Research:

- No reports on expenses of recent fires however they are asking for monetary donations.
- No information on corporate donations or support.
- 30 individuals have 'Go Fund Me' sites which have raised over \$68,450
- Per Charity Navigator - Assets \$154,702. Annual income: \$136,065 (dated 12-2017)

## California Veterinary Medical Foundation

The California Veterinary Medical Foundation (CVMF) is a non-profit, charitable, organization that was formed by the California Veterinary Medical Association in 1995. It is devoted to helping the animals in California, especially during disasters. The Foundation is completely funded by donations.

The CVMA's disaster response program, the **California Veterinary Medical Reserve Corps (CAVMRC)** is the largest veterinary medical reserve corps in the country. The CAVMRC provides veterinary professionals with the training and credentialing necessary to deploy under state authorities during declared emergencies. It also provides reimbursement grants to veterinarians for out-of-pocket emergency medical care and expenses for animals injured or displaced by disasters.

### *Report on Butte County Camp Fire efforts (via website):*

*Hundreds of CAVMRC members were deployed, with a rotation of veterinarians, registered veterinary technicians and veterinary assistants working in shifts at animal shelter locations each day. They provided veterinary triage and emergency medical care to over 2,000 sheltered animals. Our members also visited a half dozen human shelters, which included animals, to ensure that animal needs were met in each of them. The worst cases were sent to veterinary hospitals in or outside of the area for urgent medical care or for care that was beyond what the CAVMRC could provide in the field. CAVMRC veterinarians also examined and treated the Cal-OES search and rescue dog team. Many more veterinary professionals were scheduled to continue our volunteer effort through Wednesday, November 21, the end of our assigned mission.*

### Quick Research:

- 4 Staff & 10 Board of Directors listed on Website.
- No reports on expenses of recent fires or past disasters on website. However, recent Facebook posts note industry donations of materials and meds for fire victims.
- Website notes 56 veterinarian offices as donors.
- No Go Fund Me pages for group or disaster efforts.
- Group allows donations to go to specific need – ours would be 'Disaster Aid'
- Per Charity Navigator - Assets \$233,000. Annual income: \$40,695 (dated 12-2017)

## UC Davis Veterinary Medicine

The University of California has dual status for federal income tax purposes. It is both an Internal Revenue Code Section 501(c)(3) organization, and an Internal Revenue Code Section 115 organization.

Programs include all types of animal health, research and care. The following most fit the NVDTTC's interests:

- **Canine Community Blood Donor Program** - The Veterinary Blood Bank began screening donor dogs in February 2008 for enrollment into a community-based donation program. The hospital's blood bank collects, processes and stores canine blood needed for transfusions to treat a variety of conditions in dogs. Applications range from surgical complications to kidney failure. In order to be blood donors, dogs must be: 1 to 8 years old, weigh at least 55 pounds and in excellent health. Participants receive free vet check (\$300 value), goodie bag and access to blood products should they need them.
- The **Veterinary Catastrophic Need Fund** provides veterinary medical treatments at the William R. Pritchard Veterinary Medical Teaching Hospital for animals that are injured in wildfires, natural disasters or other accidents.

Quick Research:

- Organization is large and number of staff & Board of Directors is not listed on website.
- No reports on recent fires or past disasters. On November 8 fire victims were sent to UCDavis. Some of these may have been people rather than pets?
- All Go Fund Me pages under listing of Veterinary Catastrophic Need Fund were for individual pets by owners. No pages for fund's general use.
- No listing on Charity Navigator or other internet searches. However, I did find the following:
  - The vet college receives ongoing industry donations.
  - 8-2014 to 7-2015 wild fires, 4 million dollars donated to Center for Companion Animal Health.