

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

January 7, 2019

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I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:57 PM at the home of Marilane Bergfelt.
- B. Board members present: Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Sandy Bonifield. Guest: Marilane Bergfelt.

II. SECRETARY'S REPORT—Sue Osborn

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

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$43,932.72 as of December 31st.
- B. Money Market: \$22,288.52 as of December 31st.
- C. Paypal: \$813.56 as of December 31st.
- D. Voucher use report and classes report passed around by Stefanie. Lower classes bring in most revenue. Scent work is using the most in vouchers.
- E. See attached for Balance Sheet and Profit & Loss Reports
- F. After Linda Luchsinger wrote several letters of clarification to IRS, the IRS has now officially forgiven the penalty they had directed NVDTC to pay.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

Since the year is starting out with a short board, general members will be asked to step up to help with whatever needs to be done.

B. VICE-PRESIDENT—Sandy Bonifield-Absent

A "Bring Your Dog to the Meeting" night is tentatively scheduled for the February general meeting. Stefanie suggested making laminated dog tags as an activity and will look into what it takes to do this. Additional "Bring Your Dog to the Meeting" nights for 2019 to be determined.

C. MEMBERSHIP—Carol Coawette

- 1. Carol provided most current 2018 membership list to Board members via email.
- 2. Trina Wagner sent in a membership application with payment even though she was not a member in 2018. Based on what is stated in bylaws, i.e., "Anyone whose membership has lapsed must pay outstanding dues and submit a written request for reinstatement for membership. This reinstatement must be approved by a three-fourths (3/4) vote of the members present at a club meeting." Bylaws do not state she needs to be present. Her membership application will serve as a written request.
- 3. Linda Luchsinger will put together a chart showing who attends meetings and events in 2019.

D. OFFICE—Sandy Bonifield

- 1. Marilane procured a 2019 wall calendar for the office.
- 2. Answering Machine:
 - a. Marilane determined office phone is not recording messages. She was able to register a number of clients by going back through the answering machine phone log to determine there were 15 calls not shown in the handwritten phone log, most of them with messages.
 - b. A new phone/answering machine will be purchased.
- 3. Sandy will continue as office manager for 2019.

E. TRAINING

- 1. Classes are full for session one. Shortage of assistants continues.
- 2. Donna created an online registration flowchart ; all those involved need to sit down to discuss.

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3. MSC to approve the following actions:
 - a. Stefanie will issue a refund to Chris Daniels for a class he had to drop because dog was rehomed. Provided voucher for this class will be returned to Maria.
 - b. Armando Valdez paid for puppy class, but never attended. He has been called and emailed numerous times with no response. The ball is now in his court. No action to be taken at this time.
 - c. Ann Marie Deming, requested her class fees be moved from a Rally to a CGC class. She will be given a class credit voucher instead.
 - d. Gwen Redfield to receive a Paypal refund due to her inability to attend Musical Rally class.
4. Donna requested purchase of AKC regulation manuals for scent work and rally to sell to students. Linda Luchsinger will let her know she can instead set up an interest list wherein students can sign up if interested after which time manuals can be purchased on an as needed basis.

F. PUBLICITY

1. Facebook posts are ongoing.
- 2, At next general meeting, members will be asked to help with PR and also to take rack cards to vet offices.

G. BUILDING—Maria Giaccio

1. One of the toilets had a problem and has now been fixed by Ross after Marilane alerted him. When there is a problem with a toilet, a sign needs to be posted..
2. Board agreed to give SC Fabrications a key to check on issues when there is a problem in our portion of the building. SC Fabrications must sign for the key and will be asked to leave a note each time they come into our area.
3. Sue received a \$40 voucher for painting two coats of protective coating on mural during holiday break. Sue noted protective coating will help with dog piddle but will not stop chair banging damage.
4. Stefanie ordered eight more IKEA chairs, all are now at the clubhouse.
5. Marilane brought in four more bar stools. If no one uses them, Marilane will find a new place for them.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. The January-February 2019 Newsletter was sent out January 4th and included info about volunteering/attending the AOCNC February 10th Winer Workshop and NVDTC's February 16th and 17th Scent Work Trial, the 2019 show calendar being available for purchase, membership renewal application being included with newsletter with online link to it, 2018 service awards, photos from the Christmas Potluck and Puppy/Adolescent Classes, and an article about dogs eating oranges.
2. A MailChimp email campaign was sent out stating deadline date has been extended to January 14th for year end awards.

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

1. Next AOCNC quarterly meeting is scheduled for January 13, 2019 with Napa DTC hosting at NVDTC clubhouse.
2. Club Appreciation Lunch is set for March 10, 2019 hosted by Vallejo DTC. This lunch-
eon is to honor clubs and club presidents in the association.
3. AOCNC will have an educational table at the Golden Gate Kennel Club dog show.
4. Winter Workshop will be at Cow Palace on February 10, 2019 —a MailChimp email campaign will be sent out soon to ask for volunteers.

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V. OLD BUSINESS

A. Awards Dinner

No location or date set yet.

B. Scent Work Trial

Linda is in charge of hospitality. Marilane asked if people are needed to donate food. The lunch plan is for pizza one day and hot dogs/chips the next with salads and water. There will also be hospitality in the morning. Lunch is for workers and judges only.

VI. NEW BUSINESS

A. Open House—Sue Osborn, Event Coordinator

1. April 20, 2019 has been set for an open house at the NVDTTC facility.
2. Ideas: Trainer demos, invite a veterinarian.
3. Marilane will text Napa Humane and Friends of Napa Country Animal Shelter to let them know about date.

B. Tracking Test, March 10, 2019

Stefanie will bring up at general meeting the need for one more driver. All else is covered unless people want to donate food.

C. Baby, Toddler and the Family Dog Seminar—Marilane Bergfelt, Event Coordinator

MSC to approve April 27th, 2019 for a “Baby, Toddler and the Family Dog” seminar.

D. Building Use

1. By Trainers and Board Members:
 - a. Building use is extended to trainers (as outlined in club guidelines/procedures and in the training contract) and to board members, free of charge—MSC.
 - b. Notify the Building Use Coordinator, Sue Osborn, to reserve building—all building uses need to be shown on calendar.
 - c. All those using the building are to sign a waiver when using the building; waiver forms will be made available on a clipboard in the office.
2. By General Membership:

Members can reserve the building for a charge (as outlined on the website nvdttc.org/memberbuildinguse.htm). If a club member uses the building with anyone else, they must also be a club member.

VII. MEETING ADJOURNED at 9:07 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Treasurer’s Balance Sheet for December
- 2) Treasurer’s Profit & Loss for December
- 3) Treasurer’s Classes Profit & Loss for December

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

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	43,932.72
105 · Savings - Rabobank	22,288.52
110 · Paypal Clearing Account	813.56
Total Checking/Savings	<u>67,034.80</u>
Total Current Assets	<u>67,034.80</u>
TOTAL ASSETS	<u>67,034.80</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
Net Income	14,062.67
Total Equity	<u>67,034.80</u>
TOTAL LIABILITIES & EQUITY	<u>67,034.80</u>

7:41 PM

01/06/19

Accrual Basis

Napa Valley Dog Training Club
Profit & Loss
January through December 2018

	<u>Jan - Dec 18</u>
Ordinary Income/Expense	
Income	
400 · Class Fees	
401 · Ado Dog	23,096.50
402 · Puppy	27,215.03
403 · GM1	19,176.80
404 · GM2	4,170.00
405 · Rally	8,490.00
406 · Puppy Playtime	1,966.80
407 · Small Dog Social	1,785.00
408 · Scent Work	9,146.80
409 · Dog Dancing	8,536.00
410 · CGC	625.00
411 · Beyond Basics	2,780.00
412 · Community Walks	390.00
413 · Tricks & Games	470.00
414 · Tracking	725.00
415 · Trick Dog	55.00
Total 400 · Class Fees	<u>108,627.93</u>
420 · Equipment	1,879.16
430 · Dues	1,365.00
440 · Building Rental	2,190.00
445 · Donation	369.00
450 · Discounts	-4,749.00
455 · Class Credit	-625.00
460 · Vouchers	-6,665.00
Total Income	<u>102,392.09</u>
Expense	
500 · AOCNC	270.00
503 · Advertising	154.63
505 · Building	
506 · Repairs & Maintenance	384.76
507 · Renovation	6,133.06
Total 505 · Building	<u>6,517.82</u>
510 · Bank Charges	911.17
513 · Class Supplies	769.61
515 · Events & Trials	50.00
517 · Education	130.00
520 · Instructor Fees	17,831.57
525 · Insurance	800.00
530 · Leashes/Collars/Treat Pouches	2,150.60
533 · Licenses & Permits	125.00
535 · Office Supplies	481.08
537 · Outside Services	3,588.00
538 · Postage/PO Box	120.00
539 · Property Taxes	57.06
540 · Rent	44,712.00
542 · Reimbrsmnts Misc Class Supplies	169.00
550 · Toys	736.74
555 · Storage	1,417.00
560 · Telephone	1,982.91
575 · Utilities	3,248.98
580 · Special Events	1,333.27
585 · Website	808.80
Total Expense	<u>88,365.24</u>
Net Ordinary Income	14,026.85

7:41 PM
01/06/19
Accrual Basis

Napa Valley Dog Training Club
Profit & Loss
January through December 2018

	<u>Jan - Dec 18</u>
Other Income/Expense	
Other Income	
910 - Interest Income	35.82
Total Other Income	<u>35.82</u>
Net Other Income	<u>35.82</u>
Net Income	<u><u>14,062.67</u></u>

Napa Valley Dog Training Club
Profit & Loss by Class
January through December 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	23,096.50	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	23,096.50
402 - Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,225.03	0.00	0.00	0.00	0.00	0.00	0.00	-10.00	27,215.03
403 - GM1	0.00	0.00	0.00	0.00	0.00	19,406.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-230.00	19,176.80
404 - GM2	0.00	0.00	0.00	0.00	0.00	0.00	4,170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,170.00
405 - Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,490.00	0.00	0.00	0.00	0.00	0.00	0.00	8,490.00
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	9,146.80	0.00	0.00	0.00	0.00	0.00	9,146.80
409 - Dog Dancing	0.00	0.00	0.00	0.00	8,536.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,536.00
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	2,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,780.00
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	470.00	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	725.00	0.00	0.00	0.00	725.00
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	55.00	0.00	55.00
Total 400 - Class Fees	23,096.50	2,780.00	625.00	390.00	8,536.00	19,406.80	4,170.00	27,225.03	1,966.80	8,490.00	9,146.80	1,785.00	725.00	470.00	-185.00	108,627.93
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	1,879.16	1,879.16
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	1,365.00	1,365.00
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	2,172.00	2,190.00
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	369.00	369.00
450 - Discounts	-927.50	-175.00	0.00	-35.40	-60.00	-978.20	-208.70	-934.40	-61.20	-416.10	-488.30	-106.00	-22.80	-15.40	-320.00	-4,749.00
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	-815.00	-300.00	0.00	0.00	-720.00	-560.00	-110.00	-755.00	-20.00	-710.00	-2,415.00	-90.00	-130.00	0.00	-40.00	-6,665.00
Total Income	20,979.00	2,305.00	625.00	354.60	7,774.00	17,743.60	3,851.30	25,410.63	1,885.60	7,363.90	6,243.50	1,589.00	572.20	454.60	5,240.16	102,392.09
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	154.63	154.63
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	384.76	384.76
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	6,517.82	6,517.82
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	911.17	911.17
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	769.61	769.61
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	50.00	50.00
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	130.00	130.00
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	17,831.57	17,831.57
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 Pouch	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	2,150.60	2,150.60
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	3,588.00	3,588.00
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	44,712.00	44,712.00
542 - Reimbursements Misc Class Sup	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	169.00	169.00
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	736.74	736.74
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	1,417.00	1,417.00
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	1,982.91	1,982.91
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	3,248.98	3,248.98
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	1,333.27	1,333.27
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	808.80	808.80
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	88,365.24	88,365.24
Net Ordinary Income	20,979.00	2,305.00	625.00	354.60	7,774.00	17,743.60	3,851.30	25,410.63	1,885.60	7,363.90	6,243.50	1,589.00	572.20	454.60	-83,125.08	14,026.85
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	35.82	35.82
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	35.82	35.82
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	35.82	35.82
Net Income	20,979.00	2,305.00	625.00	354.60	7,774.00	17,743.60	3,851.30	25,410.63	1,885.60	7,363.90	6,243.50	1,589.00	572.20	454.60	-83,089.26	14,062.67

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

January 14, 2019

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: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

II. MINUTES—Sue Osborn

MSC to approve the December 10, 2018 general minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$43,932.72 as of December 31st.
- B. Money Market: \$22,288.52 as of December 31st.
- C. PayPal: \$813.56 as of December 31st.
- D. Stefanie will be putting together a budget once she has 12 months of activity to work from.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

1. We are starting 2019 with a reduced board. If anyone is interested in stepping up to take on a board position, talk to a board member.
2. The February general meeting is a "Bring Your Dog to the Meeting Night. Activity ideas: laminating dog tags, setting up jumps, tunnels, and other fun activities. for dogs Board will work on setting at least three of these nights in 2019.

B. VICE-PRESIDENT—Sandy Bonifield

If you have suggestions for presentations for meetings, such as a vet talk, a police dog presentation or some kind of demo like freestyle, contact Sandy.

C. MEMBERSHIP—Carol Coawette

1. MSC to accept Debbie Hilton as a new member. Debbie has a four-month-old miniature Dachshund named Archie.
2. MSC to accept Jazmine Parks as a new member. Jasmine has a 5-year-old dog named Munchie.
3. MSC to accept Ben Robinson as a new member. Ben owns a 10-month-old Boxer mix named Meatloaf.

D. OFFICE—Sandy Bonifield

1. There is now a new phone and a new adding machine in the office to replace poor working, outdated units.
2. Sandy works in office on Tuesdays and one day on the weekend. Vange Leonis and Marilane Bergfelt also work in office throughout the week. Mary Ash works the office on Thursdays.

E. TRAINING

Marilane Bergfelt is taking care of printing out class handouts and continues to work on getting trainer contracts signed.

F. PUBLICITY

Rack cards are available to take to local vets.

G. BUILDING—Maria Giaccio

1. Maria reminded everyone not to park outside the entrance door. Tuesday mornings there is very little parking available in the complex so the trainers & assistants have been parking outside the entrance door to leave room for students to park. Suggestion was made for them to park further away.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

January 14, 2019

Page 2 of 3

2. Sue Osborn painted two coats of protective coating on the lower part of the mural and behind the agility bracket area. Protective coating will help with dog piddle but will not protect from banging of items such as chairs and poles.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. The January-February 2019 Newsletter was sent out January 4th and included info about volunteering/attending the AOCNC February 10th Winter Workshop and NVDTC's February 16th and 17th Scent Work Trial, the 2019 show calendar being available for purchase, membership renewal application being included with newsletter with an online link, 2018 service award form, photos from the Christmas Potluck and Puppy/Adolescent Classes, an article about dogs eating oranges, and brags.
2. Session 2 & 3 are online and there is now a button on the classes page that links to discount codes.

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

1. Next AOCNC quarterly meeting is scheduled for January 13, 2019 with Napa DTC hosting at NVDTC clubhouse.
2. AOCNC's Club Appreciation Lunch, hosted by Vallejo DTC, is set for March 10, 2019.
3. AOCNC will have an educational table at the Golden Gate Kennel Club January 26th and 27th. If you are attending GGKC, stop by and say hello.
4. The AOCNC Winter Workshop will be at Cow Palace on February 10, 2019. Sue passed around a sign-up sheet for volunteers to help at the workshop.

V. OLD BUSINESS

A. Annual Banquet, Donna Golemon and Mary Ash

1. Deadline for year end awards was extended to today.
2. Zio Fraedo's in Vallejo on the waterfront is being planned for place to hold banquet and would be held in a private room.
3. Banquet will be a luncheon and will be held Sunday, Feb 24th.
4. More information on menu and other details to follow.

B. Scent Work Trial, February 16th and 17th

1. Saturday will be novice entries and Sunday will be advanced entries.
2. A Scent Work Trial committee meeting will be held Monday, January 21 at 6:00pm at the clubhouse.
3. Linda Wargo is the volunteer chair. A sign-up sheet was passed around. Linda Wargo will be emailing volunteers about assignments. This is an event members can use to count as part of requirement to work one event a year in order to receive a year end award.
4. Linda Luchsinger is handling hospitality for workers and judges. Pizza will be served on Saturday and hot dogs on Sunday. She will also see to sending an email to ask members to bring salads, snacks, chips, and water (only water will be provided for drinks).

C. Variable Surface Tracking Test, March 10, 2019—Stefanie Meinhardt

1. Planning day for track laying is March 9, 2019.
2. One more driver would be nice. Contact Stefanie if you can volunteer to drive.

D. Service Award

Deadline is January 15. Forms to nominate members for the service award are online and are to go to Sandy Bonifield.

VI. NEW BUSINESS

- A. **MSC to vote** Trina Wagner in as a returning member.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

January 14, 2019

Page 3 of 3

B. Solano Fairgrounds Concerns

There will be a Board of Supervisors meeting on Tuesday February 5 at 8:30 am in Fairfield regarding proposal to eliminate all year round event such as dog shows at the fairgrounds in Vallejo.

C. Open house

An Open House has been set for April 20th at the clubhouse. This is an event to showcase our club to the community. Volunteering to work this event is another opportunity members can use to count as part of requirement to work one event a year in order to receive a year end award.

VII. BRAGS

- A. At the Sonoma County Agility Club AKC Scent Work Trial, Linda Wargo's Hef qualified in 7 out of 8 novice searches and placed first in buried with a 5 second find.
- B. Diana Mobley's Marty received his tracking certification.

VIII. Hospitality

Pari Alavi and Debbie Hilton volunteered to bring snacks for the February 11th meeting.

IX. MEETING ADJOURNED at 7:35 PM

Respectively submitted by
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

February 4, 2019

Page 1 of 3

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:44 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the January 7, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$44,660.03 as of January 31st.
- B. Money Market: \$22,291.55 as of January 31st.
- C. Paypal: \$982.74 as of January 31st.
- D. Stefanie provided a working copy budget to Linda Luchsinger for her to look over..
- E. Stefanie shared thank you letters from Napa Valley Animal Disaster Group and California Veterinary Medical Foundation, both of whom received a donation from NVTDTTC. Sue will post copies of letters on club bulletin board.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

Stanchions and baby gates went missing last week with no record of who borrowed them. The stanchions have been returned. It is unclear if all the baby gates are accounted for. There are currently 24 on the floor with 6 to 8 out for repairs. Linda will announce at general meeting if anyone takes baby gates, stanchions or other equipment, that they are to contact a board member for approval.

B. VICE-PRESIDENT—Sandy Bonifield

- 1. Laurie Hegaria from Warrior Canine Connection is lined up to do a presentation at the March 11, 2019 general meeting.
- 2. Next meeting on February 11th is "Bring Your Dog to the Meeting" night.
 - a. Equipment will be set up for activities for dogs.
 - b. Stefanie is planning a laminated dog tag activity for a future "Bring Your Dog to the Meeting" night.

C. MEMBERSHIP—Carol Coawette

- 1. A current 2019 membership list has been emailed to board members.
- 2. Members who have not renewed after March 1st will no longer be eligible to receive vouchers.

D. OFFICE—Sandy Bonifield

- 1. All is going fine. Vange Leonis works in the office when she can.
- 2. Phone: Sandy has posted a sign by the answering machine regarding the deletion of messages. A few hang-ups are still happening.

E. TRAINING REPORT (submitted by Marilane Bergfelt)

- 1. Updated Instructor and Assistant lists are done and emailed to staff. Hard copies will be placed in the office on Tuesday, Feb 5th.
- 2. Marilane will take the following handouts/class publicity pieces to the clubhouse Tuesday morning, 2-5-19: Full sized copies of Sessions 2 & 3; 1/2 page fliers for Special Classes: Freestyle, CGC, Puppy Playtime & Small Dog Social; plus enlarged colored copies of Sessions 2 & 3 (for posting on clubhouse walls).
- 3. Colored poster of Special Classes has been done.
- 4. Information on special classes will be posted in office.
- 5. Instructor Contracts: Marilane has all but 3 signed contracts. Marlene signed one but she hasn't been able to locate it (Marilane will ask Marlene to do another one), plus Lea & Deassa. Follow-up emails have been sent (with link to membership renewal). After

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

February 4, 2019

Page 2 of 3

February 10, anyone still without a signed contract will need to connect with the Board.

Additional action: If needed, Linda Luchsinger will contact trainers regarding contracts.

6. Marilane has confirmed that Vange Leonis has completed the requirements (per G&P) for a raise in instructor fees. She has taught for at least 12 sessions since the raise in mid-2016. **Additional action: MSC to increase Vange Leonis' wages.**
7. Marilane sent information to Vange and De (cc'd Linda & Sue) regarding Happy Summer Tails classes in Sessions 4 & 5. This is in prep of the training committee meeting later this month. Marilane has additional information if they need it.
8. Next training meeting is scheduled to be held at the clubhouse on February 20th at 6:30 PM.

F. PUBLICITY

1. A number of members at last general meeting took rack cards to hand out to vets. Stefanie is keeping track of which vets are receiving rack cards.
2. Sue Osborn will begin announcing upcoming general meetings in the Napa Valley Register's online Community Calendar. In the case of Bring Your Dog to the Meeting nights, this information will not be included in these announcements.

G. BUILDING—Maria Giaccio

1. Linda Luchsinger will ask her son, Carl, to look at a club vacuum which has stopped working.
2. There are some wet spots in the training area. Maria has emailed Ross about them however has not heard back from him yet.

H. NEWSLETTER/WEBSITE—Sue Osborn

Meeting announcement went out February 2nd and included information on the scent work trial and annual banquet.

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

1. AOCNC'S quarterly meeting was held January 13, 2019.
2. Club Appreciation Lunch is set for March 10, 2019 hosted by Vallejo DTC. This luncheon is to honor clubs and club presidents in the association.
3. Winter Workshop will be at Cow Palace on February 10, 2019.

V. OLD BUSINESS

A. Annual Banquet

More members need to sign up; restaurant requires a minimum of 25 guests.

B. Tracking Test - March 10, 2019

Participants need to help out on both Saturday, March 9 and Sunday, March 10.

C. Open House - April 20, 2019

1. Exact time of day to be set.
2. Marilane invited Napa Humane and Friends of Napa Valley Animal Shelter to be participate at our open house.

D. Use of Building

Let Sue Osborn know when using building. As voted in at January board meeting, board members can use building free of charge.

VI. NEW BUSINESS

A. Guidelines and Procedures

Sue Osborn volunteered to update Guidelines and Procedures

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

February 4, 2019

Page 3 of 3

B. Class Assistant Candidate

Laurie Hegaria is interested in becoming an assistant. To be eligible to assist in upcoming session 2, she will need to join the club at the next general meeting followed by her request being presented at the February 20th training meeting for recommendation to the board for approval either at the training meeting itself (if a majority of board members are present at this training meeting) or via email.

C. Sue Santos Memorial Walk

There will be a memorial walk in memory of Chris Mayer's partner, Sue Santos, on February 9, 2019. Meet-up will be at Chris' house. Contact Stefanie Meinhardt for more information.

D. Class Flyers

Help is needed printing and distributing class flyers Sue designs each session. Members will be polled at next general meeting to see who is available. Sue will ask Marilane how many flyers need to be printed and how they are distributed.

E. Liability Waiver Change

As recommended by Sue Osborn, board members were in favor of making change to liability waiver to add the following line of text "Fill in all dates this agreement encompasses: _____" at top of form. This will cover organizations whose event covers more one date.

F. Reimbursement of Online Training Seminars/Classes

Stefanie will put together a form for trainers and assistants taking online dog training related seminars/webinars/classes to fill in as to how their enrollment benefits the club. Stefanie will send the form to Sue to post online for trainers and assistants to access for download. The form is then to be submitted to the board for approval for reimbursement.

VII. MEETING ADJOURNED at 8:18 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

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

10:19 PM
02/01/19
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of January 31, 2019

	<u>Jan 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	44,660.03
105 · Savings - Rabobank	22,291.55
110 · Paypal Clearing Account	982.74
Total Checking/Savings	<u>67,934.32</u>
Total Current Assets	<u>67,934.32</u>
TOTAL ASSETS	<u>67,934.32</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	899.52
Total Equity	<u>67,934.32</u>
TOTAL LIABILITIES & EQUITY	<u>67,934.32</u>

Napa Valley Dog Training Club
Profit & Loss
January 2019

	<u>Jan 19</u>
Ordinary Income/Expense	
Income	
400 · Class Fees	
401 · Ado Dog	1,625.00
402 · Puppy	2,315.00
403 · GM1	1,190.00
404 · GM2	250.00
405 · Rally	890.00
406 · Puppy Playtime	315.00
408 · Scent Work	1,140.00
409 · Dog Dancing	540.00
410 · CGC	500.00
Total 400 · Class Fees	<u>8,765.00</u>
420 · Equipment	330.00
430 · Dues	210.00
435 · Miscellaneous	8.00
440 · Building Rental	20.00
450 · Discounts	-411.50
460 · Vouchers	-925.00
Total Income	<u>7,996.50</u>
Expense	
505 · Building	
506 · Repairs & Maintenance	16.14
507 · Renovation	52.51
Total 505 · Building	<u>68.65</u>
510 · Bank Charges	87.22
513 · Class Supplies	405.03
520 · Instructor Fees	480.00
535 · Office Supplies	88.45
537 · Outside Services	672.00
540 · Rent	3,816.00
550 · Toys	203.04
555 · Storage	109.00
560 · Telephone	173.99
575 · Utilities	384.79
583 · Donations	500.00
585 · Website	111.84
Total Expense	<u>7,100.01</u>
Net Ordinary Income	896.49
Other Income/Expense	
Other Income	
910 · Interest Income	3.03
Total Other Income	<u>3.03</u>
Net Other Income	<u>3.03</u>
Net Income	<u><u>899.52</u></u>

Napa Valley Dog Training Club
Profit & Loss by Class
January 2019

	Ado Dog	CGC	Dog Dancing	GM1	GM2	Puppy	Puppy Playtime	Rally	Scent Work	Unclassified	TOTAL
Ordinary Income/Expense											
Income											
400 - Class Fees											
401 - Ado Dog	1,625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,625.00
402 - Puppy	0.00	0.00	0.00	0.00	0.00	2,315.00	0.00	0.00	0.00	0.00	2,315.00
403 - GM1	0.00	0.00	0.00	1,190.00	0.00	0.00	0.00	0.00	0.00	0.00	1,190.00
404 - GM2	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	250.00
405 - Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	890.00	0.00	0.00	890.00
406 - Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	315.00	0.00	0.00	0.00	315.00
408 - Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,140.00	0.00	1,140.00
409 - Dog Dancing	0.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00
410 - CGC	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Total 400 - Class Fees	1,625.00	500.00	540.00	1,190.00	250.00	2,315.00	315.00	890.00	1,140.00	0.00	8,765.00
420 - Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	330.00	330.00
430 - Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	210.00
435 - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00
440 - Building Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
450 - Discounts	-40.00	-10.00	-10.00	-75.50	-30.00	-66.80	-16.80	-61.00	-101.40	0.00	-411.50
460 - Vouchers	-295.00	0.00	-60.00	-80.00	0.00	-10.00	0.00	0.00	-460.00	-20.00	-925.00
Total Income	1,290.00	490.00	470.00	1,034.50	220.00	2,238.20	298.20	829.00	578.60	548.00	7,996.50
Expense											
505 - Building											
506 - Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.14	16.14
507 - Renovation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.51	52.51
Total 505 - Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.65	68.65
510 - Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.22	87.22
513 - Class Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	405.03	405.03
520 - Instructor Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00	480.00
535 - Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.45	88.45
537 - Outside Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	672.00	672.00
540 - Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,816.00	3,816.00
550 - Toys	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203.04	203.04
555 - Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.00	109.00
560 - Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173.99	173.99
575 - Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	384.79	384.79
583 - Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
585 - Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.84	111.84
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,100.01	7,100.01
Net Ordinary Income	1,290.00	490.00	470.00	1,034.50	220.00	2,238.20	298.20	829.00	578.60	-6,552.01	896.49
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	3.03	3.03
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.03	3.03
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.03	3.03
Net Income	1,290.00	490.00	470.00	1,034.50	220.00	2,238.20	298.20	829.00	578.60	-6,548.98	899.52

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

February 11, 2019

Page 1 of 3

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:36 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

II. HOSPITALITY

Thank you to Pari Alavi and Debbie Hilton for tonight's snacks. Christy Rose and Sandy Bonifield volunteered to bring snacks for the March 11th meeting.

III. MINUTES—Sue Osborn

MSC to approve the January 14, 2019 general minutes as published with the following correction: Under IV-C.-1, change age of Dachshund to four months.

IV. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$44,660.03 as of January 31st.
- B. Money Market: \$22,291.55 as of January 31st.
- C. Paypal: \$982.74 as of January 31st.
- D. All bills are up to date.

V. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

1. Linda welcomed everyone to tonight's Bring Your Dog to the Meeting Night.
2. Baby gates have gone missing with no knowledge as to who borrowed them. Equipment being taken from the clubhouse must be pre-approved. Let a board member know so a quick email can be sent to board members for approval.
3. Use of building itself—notify Sue Osborn. Trainers and Board members can use building free of charge.

B. VICE-PRESIDENT—Sandy Bonifield

Laurie Higuera from Warrior Canine Connection is lined up to give a presentation at the March 11, 2019 general meeting.

C. MEMBERSHIP—Carol Coawette

1. Members need to renew their membership by March 1 as vouchers are not given to non-members.
2. Memberships paid in the last quarter of 2018 are good through December 2019.

D. OFFICE—Sandy Bonifield

Everything is running smoothly. There were only 3 messages on answering machine today and only a couple on Saturday.

E. TRAINING

1. Marilane Bergfelt is willing to work with someone who can take care of distributing class flyers.
2. Board approved a pay increase for Vange Leonis
3. Trainers need to turn in their contracts.
4. A training meeting is scheduled for February 20th at 6:30 at the clubhouse.
5. Session two starts February 24th.
6. De Brilz and Vange Leonis offered to help set session 4 & 5 classes.
7. Class flyers have been created as well as generic posters for posting on walls.
8. Marion Sigel volunteered to help with printing and distribution of class flyers.
9. Donna keeps track of online sign ups, It would be nice if members paid before the first night of classes. There is a sheet in the office showing who has and has not paid for session 2.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

February 11, 2019

Page 2 of 3

10. Good Manners 1 and 6PM Puppy classes are full. Marilane Bergfelt will cover the Friday Good Manners 1 class in session 2 with Linda Luchsinger's support on the first night/orientation.

11. There are special classes in CGC and Beginning Freestyle. Anyone who has been wanting to take these classes needs to sign up right away.

F. PUBLICITY

Members were encouraged to pick up rack cards tonight to take around town to places like vets and dog groomers. Stefanie is maintaining a list of vets where rack cards are being placed.

G. BUILDING—Maria Giaccio

1. Maria sent an email to Ross Mini about water issues.

2. The club's shop vac is completely dead after Linda's son, Carl, did some trouble shooting to try to fix. MSC to spend up to \$250 to purchase a good quality shop vac. Marilane will bring hers down on Friday for cleaning building prior to scent work trial.

H. NEWSLETTER/WEBSITE—Sue Osborn

Meeting announcement went out February 2nd and included information on the scent work trial and annual banquet.

I. Associated Obedience Clubs of Northern California (AOCNC)—Sue Osborn, Mary Ash, Joy Wood

1. AOCNC's Winter Workshop was held February 10th. Mary thanked members who volunteered to help at the workshop. Volunteers included Mary Ash, Donna Golemon, Linda Luchsinger, Sue Osborn, and Linda Wargo.

2. AOCNC's Club Appreciation Luncheon is set for March 10, 2019 hosted by Vallejo DTC. Members from the club are welcome and invited to attend this luncheon. Contact Mary or Sue.

VI. OLD BUSINESS

A. **Annual Banquet—Zio Fraedo's**, February 24th—Donna Golemon and Mary Ash
Banquet date is February 24th. There are 22 attendees to date.

B. **Scent Work Trial**, February 16th and 17th—Mary Ash, Donna Golemon, Joy Wood

1. There are enough people to help out at trial.

2. Linda Wargo sent out information to all workers via email. If anyone did not receive, see Linda Wargo.

3. Linda Luchsinger is in charge of hospitality and asked for a couple of volunteers to bring salads for Sunday's lunch. There will be hot dogs and chips on Saturday and Pizza on Sunday.

4. Help is needed early Saturday morning to set up the Lixit lunch area for use by NV DTC.

5. The building will be cleaned on Friday morning, February 15th, by janitorial service. No one is to use the building on this date as there will be people setting up the building for the trial.

C. **Variable Surface Tracking Test**, March 10, 2019—Stefanie Meinhardt

1. Linda Luchsinger provided insurance paperwork to Stefanie.

2. Kaye Hall is working on final approval for use of Veteran's Home grounds.

D. **Open House**—Sue Osborn

1. Scheduled for April 20th at the clubhouse.

2. A mini-committee to be organized to bring info to next general meeting. Maria Giaccio volunteered to be on the committee.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

February 11, 2019

Page 3 of 3

VII. NEW BUSINESS

Guidelines and Procedures —Sue Osborn will review minutes and update the Guidelines and Procedures.

VIII. BRAGS

Linda Wargo's Hef received a High in Trial ribbon at the Sonoma Country Agility Club AKC Scent Work trial.

IX. MEETING ADJOURNED at 7:18 PM followed by activities for members and their dogs.

Respectively submitted by
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

March 4, 2019

Page 1 of 3

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:33 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the February 4, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$44,981.30 as of February 28th.
- B. Money Market: \$22,294.29 as of February 28th.
- C. Paypal: \$1,192.62 as of February 28th.
- E. Stefanie presented a financial budget for 2019.
- F. De Brilz ordered collars from All Hounds Apparel, enough to last through year's end.
- H. Stefanie shared a thank you note Karen Jackson sent to members Mary, Linda Luchsinger, Sue, Joy, and Linda Wargo for their help at the AOCNC winter workshop.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

No Report

B. VICE-PRESIDENT—Sandy Bonifield

Laurie Higuera and her dog, Sonny, on behalf of Warrior Canine Connection, is lined up for a presentation at the March 11, 2019 general meeting. Laurie's presentation will start at 6:30PM.

C. MEMBERSHIP—Carol Coawette

Carol and Linda Luchsinger will go over membership applications to check for paid membership dues. There are a number of trainers and assistants who have not yet renewed their membership. Any 2018 member who submits an application between now and the general meeting will be accepted as renewals.

D. OFFICE—Sandy Bonifield

Vange will be unavailable to work in office due to knee surgery. Members at general meeting will be queried for someone to fill in for her while she recuperates.

E. TRAINING REPORT (submitted by Marilane Bergfelt)

1. Session 2 has started.
2. Posters for Session 2 & 3, 2019, and ½ page fliers are done, copied and at the clubhouse.
3. Meeting to review proposed Puppy and Ado Dog revisions set for Monday, March 18th at 6:30pm at the clubhouse. Marilane will send out a reminder.
4. Staffing:
 - a. Donna is focusing on scent work only in Sessions 3 & 4, and taking session 5 off.
 - b. Mary is also taking Session 5 off.
 - c. Vange will have knee surgery in early April. Staff will have to step up to cover Puppy Play and Small Dog Social planned for Saturdays in May.
5. Sessions 4 & 5 are still in draft form. Marilane still needs to connect with Kim.
6. Sue, Marilane and Marion will work together on fliers for summer sessions once they are set. (After this, Marilane hopes to step away from this work.)

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

March 4, 2019

Page 2 of 3

7. Marilane's To Do List:

- a. Xerox copies for classes and office—enough for several sessions. (Someone else will need to do this once handouts begin to run short.)
- b. Update Instructors and Assistant's Contact List – hang in office and put in binder.
- c. Fix / toss currently broken kiddie gates.
- d. Hang weave pole.s
- e. Research rolling table for Rally.

F. PUBLICITY

MSC to accept revised publicity job description. See attached. With this approved job description, Marilane will finish publicity binder and give to Sue.

G. BUILDING—Maria Giaccio

1. Giving a key to neighbors, SC Fabrications, still to be taken care of.
2. Light in office needs to be fixed. Another light on training floor needs attention as well.

H. NEWSLETTER/WEBSITE—Sue Osborn

March-April newsletter went out February 28th and included information about Laurie Higuera's presentation on Warrior Canine Connection, the scent work trial, annual banquet and year-end awards, open house, article titled Behind the Scenes of a Non-Profit in reference to what our club has accomplished in 2018, and upcoming LAPS classes.

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

The AOCNC Club Appreciation Luncheon is set for March 10, 2019 and is hosted by Vallejo DTC. This luncheon is to honor clubs and club presidents in the association.

V. OLD BUSINESS

A. Susie Yokomizo Seminar

Seminar (info previously presented at November General Meeting) is still penciled in for Saturday, April 27th, as Marilane is waiting for flier from Suzie of Canine Academy.

B. Scent Work Trial

Linda presented Scent Work Profit and Loss statement from Mary, Donna, and Joy.

C. Annual Banquet

Well organized, lots of fun, great venue and food was delicious.

B. Tracking - VST Test - March 10, 2019

1. A memorial service on March 14th for the shooting that occurred in at the Veteran's Home March 2018 has given cause for the Veteran's Home to cancel the 2019 tracking test.
2. Tracking Committee will meet soon to go over venue options for next year's tracking test.

C. Open House - April 20, 2019

1. Planning committee (Sue and Maria) met and presented open house planning report. See attached.
2. Sign-up sheets for volunteering to help with Open House will be passed around at next general meeting.
3. Flyers will be printed at Minuteman and distributed at next general meeting.

D. Building Use by Irish Terrier Club

Approval granted via email for the Irish Terrier Club to use the building on March 17th.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

March 4, 2019

Page 3 of 3

E. Seminar Webinar Reimbursement Form

MSC to approve Seminar Reimbursement Online Form created by Stefanie Meinhardt.

VI. NEW BUSINESS

A. Vouchers

1. Board Member first quarter vouchers were given out.
2. MSC for Sue to receive \$120 in vouchers for newsletter/website work.
3. MSC for Stefanie to receive \$120 in vouchers for her above and beyond work creating financial reports

B. Use of Building

Notification to use building needs to be done far enough in advance to give time for Sue to respond. Sue will add a note to this effect on the website page wherein details are outlined for individual use of building.

VII. MEETING ADJOURNED at 8:19 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Treasurer's Balance Sheet for February
- 2) Treasurer's Profit & Loss for February
- 3) Treasurer's Classes Profit & Loss for February
- 4) Open House Planning Committee Report
- 5) Updated Publicity Job Description

5:31 PM
03/02/19
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	44,981.30
105 · Savings - Rabobank	22,294.29
110 · Paypal Clearing Account	<u>1,129.62</u>
Total Checking/Savings	<u>68,405.21</u>
Total Current Assets	<u>68,405.21</u>
TOTAL ASSETS	<u>68,405.21</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	<u>1,370.41</u>
Total Equity	<u>68,405.21</u>
TOTAL LIABILITIES & EQUITY	<u>68,405.21</u>

Napa Valley Dog Training Club
Profit & Loss
 January through February 2019

	Jan - Feb 19
Ordinary Income/Expense	
Income	
400 · Class Fees	
401 · Ado Dog	3,375.00
402 · Puppy	3,440.00
403 · GM1	4,060.00
404 · GM2	625.00
405 · Rally	1,011.50
406 · Puppy Playtime	315.00
407 · Small Dog Social	505.00
408 · Scent Work	2,445.00
409 · Dog Dancing	1,845.00
410 · CGC	875.00
Total 400 · Class Fees	18,496.50
420 · Equipment	536.50
430 · Dues	910.00
435 · Miscellaneous	8.00
440 · Building Rental	376.00
450 · Discounts	-719.90
460 · Vouchers	-1,725.00
Total Income	17,882.10
Expense	
500 · AOCNC	185.00
505 · Building	
506 · Repairs & Maintenance	147.08
507 · Renovation	52.51
Total 505 · Building	199.59
510 · Bank Charges	221.74
513 · Class Supplies	405.03
520 · Instructor Fees	2,494.00
530 · Leashes/Collars/Treat Pouches	81.00
535 · Office Supplies	284.93
537 · Outside Services	1,416.00
538 · Postage/PO Box	134.00
540 · Rent	7,632.00
542 · Reimbrsmnts Misc Class Supplies	79.66
550 · Toys	600.25
555 · Storage	218.00
560 · Telephone	353.19
575 · Utilities	871.58
580 · Special Events	659.66
583 · Donations	500.00
585 · Website	181.83
Total Expense	16,517.46
Net Ordinary Income	1,364.64
Other Income/Expense	
Other Income	
910 · Interest Income	5.77
Total Other Income	5.77
Net Other Income	5.77
Net Income	1,370.41

Napa Valley Dog Training Club
Profit & Loss by Class
January through February 2019

	Ado Dog	CGC	Dog Dancing	GM1	GM2	Puppy	Puppy Playtime	Rally	Scent Work	Smart Dog Social	Unclassified	TOTAL
Ordinary Income/Expense												
Income												
400 - Class Fees												
401 - Ado Dog	3,375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,375.00
402 - Puppy	0.00	0.00	0.00	0.00	0.00	3,440.00	0.00	0.00	0.00	0.00	0.00	3,440.00
403 - GM1	0.00	0.00	0.00	4,065.00	0.00	0.00	0.00	0.00	0.00	0.00	-5.00	4,060.00
404 - GM2	0.00	0.00	0.00	0.00	625.00	0.00	0.00	0.00	0.00	0.00	0.00	625.00
405 - Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,011.50	0.00	0.00	0.00	1,011.50
406 - Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	315.00	0.00	0.00	0.00	0.00	315.00
407 - Small Dog Social	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	505.00	0.00	505.00
408 - Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,445.00	0.00	0.00	2,445.00
409 - Dog Dancing	0.00	0.00	1,845.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,845.00
410 - CGC	0.00	875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	875.00
Total 400 - Class Fees	3,375.00	875.00	1,845.00	4,065.00	625.00	3,440.00	315.00	1,011.50	2,445.00	505.00	-5.00	18,496.50
420 - Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	536.50	536.50
430 - Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	910.00	910.00
435 - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00
440 - Building Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	376.00	376.00
450 - Discounts	-70.00	-30.00	-10.00	-220.50	-20.00	-86.80	-16.80	-61.00	-171.20	-33.60	0.00	-719.90
460 - Vouchers	-375.00	-20.00	-110.00	-240.00	0.00	-90.00	0.00	-80.00	-790.00	-20.00	0.00	-1,725.00
Total Income	2,930.00	825.00	1,725.00	3,604.50	605.00	3,263.20	298.20	870.50	1,483.80	451.40	1,825.50	17,882.10
Vouchers/Discounts % Class Fees	-15%	-6%	-7%	-13%	-3%	-5%	-6%	-16%	-65%	-12%		
Expense												
500 - AOCNC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	185.00	185.00
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	147.08	147.08
507 - Renovation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.51	52.51
Total 505 - Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199.59	199.59
510 - Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	221.74	221.74
513 - Class Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	405.03	405.03
520 - Instructor Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,494.00	2,494.00
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	81.00	81.00
535 - Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	284.93	284.93
537 - Outside Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,416.00	1,416.00
538 - Postage/PO Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.00	134.00
540 - Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,632.00	7,632.00
542 - Reimbrsmnts Misc Class Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.66	79.66
550 - Toys	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.25	600.25
555 - Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	218.00	218.00
560 - Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	353.19	353.19
575 - Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	871.58	871.58
580 - Special Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	659.66	659.66
583 - Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
585 - Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.83	181.83
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,517.46	16,517.46
Net Ordinary Income	2,930.00	825.00	1,725.00	3,604.50	605.00	3,263.20	298.20	870.50	1,483.80	451.40	-14,691.96	1,364.64
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	5.77	5.77
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.77	5.77
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.77	5.77
Net Income	2,930.00	825.00	1,725.00	3,604.50	605.00	3,263.20	298.20	870.50	1,483.80	451.40	-14,686.19	1,370.41

April 20th Open House Planning - March 4, 2019

March 4 - March 8:

- Set budget for flyers (letter size and 1/2 sheet), tablecloths, trinkets, signage, decorations such as balloons and streamers.
- Proposed training demo schedule set up
 - 1:00 PM: Freestyle (Dog Dancing)
 - 1:30 PM: Obedience
 - 1:50 PM: Rally
 - 2:10 PM: Scent Work
- Finalize flyer and print for clubhouse and to have on hand March 11 for distribution
- Sign up Sheet for March 11 meeting for donations - Sue
- Sign up sheet for locations to distribute flyers - Maria
- Request PSI to clean building on April 19th
- Set up donation boxes
- Post events in the following:
 - 1) Napa Valley Register Community Calendar
<https://napavalleyregister.com/calendar/>
 - 2) Marketplace Magazine
<https://www.napavalleymarketplace.com/submit-an-event>
 - 3) Napa Valley Life Magazine
<http://www.napavalleylifemagazine.com/events/community/add>
 - 4) Napa Valley Now
<https://www.napavalleynow.com/user/add-event/step-1/>
 - 5) Next Door
 - 6) Facebook

March 11 – 15:

- Sign up members at general meeting to help with donations, organizing clubhouse, cleaning/set-up, flyer distribution, etc.
- Contact radio station
- Press Release for Napa Valley Register
- Make announcement at all classes and hand out flyers
- Send flyer to all members via email

March 18 - 29

- Follow up with distribution of flyers in community by touching base with members who signed up to do so
- Do a reminder announcement at all classes and hand out flyers
- Send out reminder to all members via email
- Touch base with Napa Humane, Friends of the Napa County Animal Shelter and Napa County Animal Shelter & Adoption Center

April 1 - 12

- Create gift basket(s)
- Purchase decorations and supplies as needed
- Create signage
- Send out reminder to all members via email
- Assign specific duties to volunteers for open house day

April 15 - 19

- Determine layout of tables, demo areas, food table, etc.
- Do another reminder announcement at all classes and hand out flyers
- Send out reminder to all members via email
- Set time to be at clubhouse on April 20 to help get ready.

Napa Valley Dog Training Club

PUBLICITY

The board at large member responsible for publicity should be familiar with the club's policies and procedures and should also set a good example at all meetings and club events, as well as participate in as many events as possible.

1. Place free ad/notice in Napa Register calendar for Special Events and Special Classes.
2. Place free ad/notice in Market Place for Special Events and Special Classes.
3. Check Craig's List and other sites that may allow free listings for standard classes and special events / classes.
4. Oversee distribution of our club rack cards and materials (like business cards, club fliers, class schedules and info about Special Events) to Napa Humane clinic, vet offices, pet food stores, groomers, doggie day care and other similar locations. If possible, post information on bulletin boards and provide to staff directly.
5. Coordinate with Graphic Artist (Sue Osborn) to ensure fliers are created for classes and events. Verify copies/reproductions are made of these pieces for the clubhouse, current classes and post on bulletin boards in the community.
6. Support the club's Facebook and Website. Ensure the information is kept current and encourage members to take photos of club events for sharing / posting. Also encourage members to 'Like' and 'Share' posts and information via internet.
7. Coordinate / support community events and club volunteer participation (i.e. Dog Bar; Walk for Animals, Open House, etc).
8. Organize publicity materials stored at clubhouse. Help members using the materials at public events by ensuring the pages are current and in good order.
9. Consider new ways to promote the club, its members and the activities to the public.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

March 11, 2019

Page 1 of 3

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 7:20 PM after a very interesting and wonderful presentation by Laurie Higuiera of Warrior Canine Connection.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

III. MINUTES—Sue Osborn

MSC to approve the February 11, 2019 general minutes as published with the following corrections: In Section II, fix spelling of Christy Rose's name and in Section VIII, change "High End" to "High in Trial."

IV. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$44,981.30 as of February 28th.
- B. Money Market: \$22,294.29 as of February 28th.
- C. Paypal: \$1,192.62 as of February 28th.
- D. All bills paid.
- E. Stefanie is working on the 2019 budget to match session income time periods as close as possible.

V. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

No Report.

B. VICE-PRESIDENT—Sandy Bonifield

Mary Ash suggested inviting the sheriffs department canine department for a presentation at a meeting in the near future.

C. MEMBERSHIP—Carol Coawette

1. MSC to approve Laurie Higuera as a new member.
2. Most members have paid their renewal dues.

D. OFFICE—Sandy Bonifield

Vange will be having surgery so someone will be needed to fill in. If interested, see Sandy. Training will be provided. Office workers earn vouchers.

E. TRAINING

1. Sessions 4 & 5 were set at the February 20th training meeting.
2. Meeting to review proposed Puppy and Ado Dog revisions set for Monday, March 18th at 6:30pm at the clubhouse.
3. Donna Golemon is focusing on scent work only in Sessions 3 & 4. Both Donna and Mary are taking session 5 off.
4. Vange will have knee surgery in early April.
5. Sue, Marilane and Marion Sigel will work together on flyers for summer sessions. (After this, Marilane hopes to step away from this work.)
6. Marilane is looking into finding a rolling, tall cart for rally to use to move rally boxes and signs onto the floor.

F. PUBLICITY

1. Stefanie made up stacks of newly printed rack cards labeling each with name of a vet or groomer complete with addresses and handed them out to members to deliver.
2. Stefanie will obtain pricing for silkscreened shirts with the NVDTTC logo. Shirts would be

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

February 11, 2019

Page 2 of 3

provided by those interested in having a logo'd shirt.

3. Sue took a photo tonight of trainers and members to post with open house announcement in online community calendars.

G. BUILDING—Maria Giaccio

1. Ross recently fixed a light in the office and a light in the training area. There are now more lights not working.
2. Water heater recently went out; Maria will touch base with Ross regarding replacement.

H. NEWSLETTER/WEBSITE—Sue Osborn

March-April newsletter went out February 28th and included information about Laurie Higuera's presentation on Warrior Canine Connection, the scent work trial, annual banquet and year-end awards, open house, article titled Behind the Scenes of a Non-Profit in reference to what our club has accomplished in 2018, and upcoming LAPS classes.

I. Associated Obedience Clubs of Northern California (AOCNC)—Sue Osborn, Mary Ash, Joy Wood

1. AOCNC's Club Appreciation Luncheon was held on March 10, 2019 at Zio Fraedo's hosted by Vallejo DTC. There was a very nice turnout! Mary received emails saying what a great venue it was. Lori and Karen Jackson did a nice job on behalf of the hosting club
2. Next quarterly meeting, hosted by Oakland DTC, will be held April 6th in Richmond.

VI. HOSPITALITY

Thank you to Christy Rose and Sandy Bonifield for tonight's snacks. Bobbie Honsvick, Donna Golemon, and Joy Wood volunteered to bring snacks for the April 8th meeting.

VII. OLD BUSINESS

A. Variable Surface Tracking Test, March 10, 2019—Stefanie Meinhardt

1. The VST test was cancelled. Stefanie received a call a week and a half ago to say Veteran's Home decided to cancel the test because of holding a memorial for last year's shootings.
2. VST Test committee met on March 10, 2019 to go over plans for 2020.

B. Open House—Sue Osborn

1. Scheduled for April 20th at the clubhouse.
2. Sue and Maria put together a timeline and plan.
3. Sue passed around a sign-up sheet for volunteers
4. Maria passed out flyers to the same people who are taking rack cards to vets and groomers (see V-F-1) so they can drop off the flyers at the same time.
5. Frances Anamosa will run a Facebook promotion, for \$20 a week, for a total of three weeks.
6. Hanging of plaques and certificates before open house in training area was discussed. No action taken.

C. Use of Building

The Irish Terrier Club has been approved to use the building from 1—4 PM on March 17, 2019.

D. Awards Banquet—Zio Fraedo's, February 24th

1. Well organized, lots of fun, a great venue and the food was very good.
2. Board members received a nice thank you for serving on the board in 2018 tonight

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

February 11, 2019

Page 3 of 3

being they did not arrive in time for the banquet itself. Donna Golemon passed out gifts for each board member, each a very cute metal dog fence sitter.

E. Scent Work Trial, February 16th and 17th—Mary Ash, Donna Golemon, Joy Wood

1. Joy reported the scent work trial was a great success, all went smoothly, numerous emails were received from people saying they enjoyed it a lot, and there were a lot of workers.
2. Joy presented a check to NVDTC from JMD Dog Sports for over \$800.
3. The leftover ribbons are in the back room and are being donated to NVDTC by JMD.
4. A thank you card to be sent to Lixit for letting NVDTC use their space for hospitality and staging at the scent work trial.

VIII. NEW BUSINESS - 2018 Club Service Award

Sandy Bonifield announced Stefanie Meinhardt as the recipient of the Gerry Glantz Memorial Club Service Award at tonight's meeting as she was not able to attend the banquet. Sandy thanked Stefanie for all her hard work in 2018!

IX. BRAGS

- A. At NVDTC's Scent Work Trial, Linda Wargo's Hef qualified in Interior Novice B, Container Novice B, Exterior Novice B, and Buried Novice B earning his Novice Title in Scent Work.
- B. Carol Coawette's Jacques completed his first leg in Interior Novice A, Container Novice A, Exterior Novice A, and Buried Novice A. Jacques also took second place in Exterior Novice A.
- C. Roxann Gracia's Zena completed her first leg in Interior Novice A, Container Novice A, Exterior Novice A, and Buried Novice A. Zena also took 4th place in Buried Novice A.

X. MEETING ADJOURNED at 8:05 PM.

Respectively submitted by
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

April 1, 2019

Page 1 of 2

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:33 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the March 4, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$42,333.21 as of March 31st.
- B. Money Market: \$22,297.12 as of March 31st.
- C. Paypal: \$1,431.23 as of March 31st.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

No report

B. VICE-PRESIDENT—Sandy Bonifield

Sandy is looking at May meeting for a police canine presentation.

C. MEMBERSHIP—Carol Coawette

Carol will not be at general meeting thus Linda Luchsinger will take care of meeting vouchers and sign-in sheet.

D. OFFICE—Sandy Bonifield

Mary and Sandy will work the office while Vange is out.

E. TRAINING REPORT (submitted by Marilane Bergfelt)

1. Next training meeting is May 29, 2019.
2. Maria to receive a voucher for assisting the Small Dog Social session 3 class.
3. Sandy is taking over Vange's Small Dog Social & Puppy Playtime classes while she is out.
4. Laurie Higuera's request to be an assistant will be presented at next training meeting.
5. Marion Sigel, Marilane and Sue will meet to talk about production of flyers for sessions 4 & 5.
6. Linda Luchsinger will look into class sizes once tax season is over.
7. It was agreed by board members to give Marilane two separate full class credits, one for Adolescent class and one freestyle due to circumstances with her dog.
8. MSC to refund class fees for the following:
 - a. 7PM Adolescent Wednesday class: Owner's Golden Retriever had issues with number of dogs in class and barking.
 - b. Good Manners 2 class: Owner broke her foot.
 - c. Friday Good Manners 1 class: Owner's Irish Setter was not able to get shot records from rescue group.

F. PUBLICITY

2. Newly printed rack cards have been distributed.

G. BUILDING—Maria Giaccio

1. Building will be cleaned by PSI the Friday before the open house event.
2. Extension cord is not working as reported by someone named Bob. Maria will wait to hear from Ross to see if Bob is someone who is working on the water heater.
3. Maria has asked for Ross' advice on toilet stains.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

April 1, 2019

Page 2 of 2

4. Ross will take care of the higher lights needing attention on training floor once he has something he can use to reach them

H. NEWSLETTER/WEBSITE—Sue Osborn

Announcement for April 8th meeting went out March 31st and included information about the open house. Next newsletter will be the May-June issue. Deadline to submit is April 20th.

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

1. Next quarterly meeting is April 6, 2019 hosted by Oakland Dog Training Club.
2. Summer workshop is scheduled for end of July. AOCNC will be looking for volunteers.

V. OLD BUSINESS

A. Open House - April 20, 2019

1. Event has been submitted to the following online calendars: Napa Valley Register, Napa Valley Now, Marketplace Magazine, and Napa Valley Life Magazine.
2. Press Releases sent to Napa Valley Register and Napa Valley Life Magazine
3. Three Facebook promotions are running for 1 week at \$20/week. Second one started April 1st. Last one will start a week before the open house.
4. Meeting with trainers to set up & organize demos will be held after April 8th general meeting.
5. Contact with local radio station to be done.
6. Reminder about open house to be sent out to members and trainers
7. Additional flyers to be printed as needed.
8. Sue has an old 8 foot long x 34 inch outdoor banner she may be able to repurpose to display on Coombs Street day of open house.

B. Building Use by Paws for Healing

Reminder: Approval for building reservation by Paws for Healing on May 4th was granted.

VI. NEW BUSINESS

Request for Fundraiser Donation by Kylie Kirpatrick

All board members agreed to give Kylie a training class certificate for a school fundraiser at West Park Elementary.

VII. MEETING ADJOURNED at 8:13 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

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

8:34 PM
04/01/19
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of March 31, 2019

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	42,333.21
105 · Savings - Rabobank	22,297.12
110 · Paypal Clearing Account	1,431.23
Total Checking/Savings	<u>66,061.56</u>
Total Current Assets	<u>66,061.56</u>
TOTAL ASSETS	<u>66,061.56</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	-973.24
Total Equity	<u>66,061.56</u>
TOTAL LIABILITIES & EQUITY	<u>66,061.56</u>

Napa Valley Dog Training Club

Profit & Loss

January through March 2019

	<u>Jan - Mar 19</u>
Ordinary Income/Expense	
Income	
400 · Class Fees	
401 · Ado Dog	5,250.00
402 · Puppy	5,440.00
403 · GM1	5,685.00
404 · GM2	1,125.00
405 · Rally	2,051.50
406 · Puppy Playtime	340.00
407 · Small Dog Social	505.00
408 · Scent Work	3,343.50
409 · Dog Dancing	2,115.00
410 · CGC	1,250.00
411 · Beyond Basics	125.00
Total 400 · Class Fees	<u>27,230.00</u>
420 · Equipment	684.75
430 · Dues	1,120.00
435 · Miscellaneous	8.00
440 · Building Rental	516.00
445 · Donation	1.00
450 · Discounts	-1,007.90
460 · Vouchers	-2,185.00
470 · Scent Work Trial	804.09
Total Income	<u>27,170.94</u>
Expense	
500 · AOCNC	185.00
503 · Advertising	160.01
505 · Building	
506 · Repairs & Maintenance	170.81
507 · Renovation	52.51
505 · Building - Other	167.82
Total 505 · Building	<u>391.14</u>
510 · Bank Charges	380.13
513 · Class Supplies	661.52
515 · Events & Trials	
515a · Scentwork	405.35
515b · Tracking	25.92
Total 515 · Events & Trials	<u>431.27</u>
520 · Instructor Fees	5,308.00
530 · Leashes/Collars/Treat Pouches	1,608.73
535 · Office Supplies	386.42
537 · Outside Services	1,800.00
538 · Postage/PO Box	134.00
540 · Rent	11,448.00
550 · Toys	600.25
555 · Storage	327.00
560 · Telephone	530.32
575 · Utilities	1,391.37
580 · Special Events	
580a · Awards Dinner	1,441.53
580b · Open House	60.97
580c · Walk for Animals	93.66
580d · Various	47.69
Total 580 · Special Events	<u>1,643.85</u>
583 · Donations	500.00
585 · Website	265.77
Total Expense	<u>28,152.78</u>
Net Ordinary Income	-981.84

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

April 8, 2019

Page 1 of 2

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:30 PM.
- B. Board members present: Sandy Bonifield, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Carol Coawette.

II. MINUTES—Sue Osborn

MSC to approve the March 11, 2019 general minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$43,997.21 as of March 31st.
- B. Money Market: \$22,297.12 as of March 31st.
- C. Paypal: \$1,431.23 as of March 31st.
- D. There was a loss of approximately \$970 for first quarter.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

No Report.

B. VICE-PRESIDENT—Sandy Bonifield

Sandy will follow through on setting up a Canine Police Dog presentation for the May meeting.

C. MEMBERSHIP—Carol Coawette, Absent

D. OFFICE—Sandy Bonifield

Talk to Sandy if you are able to fill in for Vange while she is out, the only requirement is to answer phones.

E. TRAINING

1. Sessions 4 & 5 were set at last training meeting however time for trick class is yet to be determined.
2. Lesson plan meeting took place and committee agreed on format.
3. Trainers need to be told when they are to come down to observe new assistants.
4. Donna is focusing on scent work in sessions 3 and 4. Mary and Donna are both taking session 5 off.
5. Sue and Marion Sigel will be working on flyers for the summer sessions.
6. Marilane is looking into options for a rolling cart for rally equipment.
7. Next training meeting is Wednesday, May 29, 2019.

F. PUBLICITY

Message was received from Napa Parks and Recreation to let us know they no longer post flyers at dog parks however it is okay for our club to post them anywhere we want at the dog parks.

G. BUILDING—Maria Giaccio

1. New water heater has been installed.
2. Sink faucet will be fixed.
3. Maria is waiting on word from Ross regarding toilet stains.

H. NEWSLETTER/WEBSITE—Sue Osborn

Announcement for the April 8th meeting went out March 31st and included information about the open house. Next newsletter will be the May-June issue.

I. Associated Obedience Clubs of Northern California (AOCNC)—Sue Osborn, Mary Ash, Joy Wood

1. Recent quarterly meeting was held April 6, 2019 and was hosted by Oakland Dog Train-

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

April 8, 2019

Page 2 of 2

ing Club.

2. Summer workshop is scheduled for end of July. AOCNC will be looking for volunteers.
3. AOCNC's annual seminar will be on nose work.

V. OLD BUSINESS

A. **Open House**—Sue Osborn

1. Event has been submitted to the following online calendars: Napa Valley Register, Napa Valley Now, Marketplace Magazine, and Napa Valley Life Magazine.
2. Press Releases sent to Napa Valley Register and Napa Valley Life Magazine
3. Three Facebook promotions are running for 1 week at \$20/week. Second one started April 1st. Last one will start a week before the open house.
4. Contact with local radio station has been made, spot was recorded by Sue last Friday.
5. Sue has an old outdoor banner she may be able to repurpose to display on Coombs Street day of open house.

B. **Gerry Glantz Memorial Club Service Award**

Sandy Bonifeld presented the official framed certificate to Stefanie Meinhardt, the recipient for the Gerry Glantz Memorial Club Service Award for 2018.

C. **Display of Plaques and Awards**

Where to hang plaques and awards still undecided.

VI. NEW BUSINESS

A. **Paint your Pet Event**

Linda Wargo will look into having a Paint Your Pet event at our club by checking what other clubs have done, their costs, materials needed, etc.

B. **Napa Humane Donation Bin**

Remember to bring items for the Napa Humane donation bin.

C. **Request for Fundraiser Donation by Kylie Kirpatrick**

Board members agreed to give Kylie a free class certificate for a fundraiser at West Park Elementary.

VII. BRAGS

Donna Golemon's Nickel received the following on March 22: HDR 2, Mixed (sheep and goats) 1st place, HDT1 ducks 1st place, HTAD 1 ducks 1st place, Reserve high in Trial Ducks. On March 23, Nickel received HRD 2, Mixed (sheep and goats) 2nd place TITLE. On March 24, Nickel received HRD 1 Cattle 1st place and High in Trial Cattle, RLF 2 Goats 1st place, RLF 2 Sheep 1st place, High combined Cattle, High combined level 2 and High Combined Overall.

Linda Wargo's Bill finished his Sniffing Dog Sports Novice title. After a long agility trial hiatus, Ziji picked up two master gambler legs, a master pairs relay leg, a master jumpers leg, a masters standard leg and a masters snooker leg with a super Q.

VIII. HOSPITALITY

Thank you to Donna Golemon and Joy Wood for snacks for tonight's meeting. Linda Luchsinger will bring snacks for the May 13th meeting.

IX. MEETING ADJOURNED at 7:11 PM.

Respectively submitted by
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

May 6, 2019

Page 1 of 2

I. CALL TO ORDER

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

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the April 1, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$46,744.44 as of April 30th.
- B. Savings: \$22,300.25 as of April 30th.
- C. Paypal: \$1,089.93 as of April 30th.
- D. Linda to check on past PG&E charges (billed as part of rental) to assure charges are correct.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

No Report

B. VICE-PRESIDENT—Sandy Bonifield

No Report

C. MEMBERSHIP—Carol Coawette

No Report

D. OFFICE—Sandy Bonifield

Linda Luchsinger will help out in office Wednesday nights while Sandy is away (May 16-26).

E. TRAINING

1. Next meeting is May 29th—schedules for sessions 6 & 7 to be set.
2. A new class curriculum is in trial stage. Some classes are reverting to parts of old class curriculum. With good ideas in both old and new curriculums, they may be integrated.
3. Because of only one sign-up, session 4 Small Dog Social class has been cancelled.
4. Rolling Table for Rally Signs: Stefanie to email the rolling table she found online to board members. Linda will then forward to Mary Ash for her approval. Once approved by Mary, Stefanie will order.
5. Follow up on reactive dog from Thursday, Session 2 GM1 class: Linda Luchsinger spoke to student to invite back. Student did not return. Stefanie refunded class fee through Paypal.

F. PUBLICITY

Rack cards continue to be distributed in community.

G. BUILDING—Maria Giaccio

1. Because of Ross Mini's busy schedule, overhead lights on the training floor have yet to be fixed. Other items that need to be taken care of by Ross are also on hold.
2. Linda Luchsinger will ask Karl Luchsinger to fix broken baby gates.

H. NEWSLETTER/WEBSITE—Sue Osborn

The May-June newsletter went out May 5th and included information about the open house, a clicker demo for the next general meeting, LAPS Animal Assisted Therapy, Stefanie Meinhardt's service award, a thank you to Laurie Higuera for her presentation at the March general meeting, information about June 30th Whiskersminster Dog Show, schedules for sessions 4 and 5, CGC awardees, and brags. Next newsletter will be the July-August issue. Deadline to submit is June 20th.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

May 6, 2019

Page 2 of 2

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

1. AOCNC held their quarterly meeting, hosted by Oakland Dog Training Club, on April 6, 2019.
2. Summer workshop is scheduled for end of July. AOCNC will be looking for volunteers.
3. AOCNC is working on details for their annual seminar and expects to have more information in July.

V. OLD BUSINESS—Open House - April 20, 2019

- A. Sue presented a summary for the open house, which included positive comments from attendees about the open house, information on drawing entries and winners, voucher requests for participants, and a pie chart showing guest book results.
- B. MSC to give vouchers to open house volunteers as listed in the open house summary.

VI. NEW BUSINESS

A. Cancellation of 3-Week Classes

Marlene Soldavini may take a short leave from teaching. If this occurs, club will need to cancel 3-week classes on Wednesdays.

B. Napa Humane Wellness Clinic

Request from Lisa Alexander of Napa Humane for NVDTTC to do a training demo at their Sunday, June 23rd wellness clinic. Response to be discussed at May13th general meeting.

C. Treat Jars

MSC for Maria Giaccio to take remaining LIXIT treat jars to Whiskers, Tails & Ferals' June 30th Whiskersminster Dog Show to hand out along with NVDTTC information.

D. Building Cleanup

Marilane Bergfelt agreed to help coordinate a building cleanup day. Date to be determined at May13th general meeting.

E. LIXIT Donations

LIXIT needs to contact NVDTTC before leaving donations.

F. Laminated Emergency Tags

Stefanie presented a form she created for emergency information which can be filled out for pets and added to tags she purchased for lamination. This can be an activity at a "Bring Your Dog to the Meeting Night."

G. Proposed "Bring Your Dog to the Meeting Night" on June 10, 2019

Linda Luchsinger will talk to Donna Golemon about doing a scent work exercise for members' dogs at "Bring Your Dog to the Meeting Night."

H. Open House Donations

MSC to earmark what is left from this year's 2019 open house monetary donations (from Donna Albini and Marion Segel) for the 2020 open house.

VII. MEETING ADJOURNED at 8:23 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachment:

Treasurer's Profit & Loss for April

Napa Valley Dog Training Club
Profit Loss
 April 2019

	TOTAL April	TOTAL Jan- March	TOTAL Jan- April
Ordinary Income/Expense			
Income			
400 - Class Fees			
401 - Ado Dog	-125.00	5,250.00	5,125.00
402 - Puppy		5,440.00	5,440.00
403 - GM1	-115.00	5,685.00	5,570.00
404 - GM2		1,125.00	1,125.00
405 - Rally		2,051.50	2,051.50
406 - Puppy Playtime		340.00	340.00
407 - Small Dog Social		505.00	505.00
408 - Scent Work		3,343.50	3,343.50
409 - Dog Dancing		2,115.00	2,115.00
410 - CGC		1,250.00	1,250.00
411 - Beyond Basics		125.00	125.00
Total 400 - Class Fees	-240.00	27,230.00	26,990.00
420 - Equipment		684.75	684.75
430 - Dues		1,120.00	1,120.00
435 - Miscellaneous		8.00	8.00
440 - Building Rental		516.00	516.00
445 - Donation		1.00	1.00
450 - Discounts		(1,007.90)	(1,007.90)
460 - Vouchers		(2,185.00)	(2,185.00)
470 - Scent Work Trial		804.09	804.09
Total Income	10,020.87	27,170.94	37,191.81
Vouchers/Discounts % Class Fees			
Expense			
500 - AOCNC	40.00	185.00	225.00
503 - Advertising		160.01	160.01
505 - Building			
506 - Repairs & Maintenance	273.73	170.81	444.54
507 - Renovation		52.51	52.51
505 - Building - Other		167.82	167.82
Total 505 - Building	273.73	391.14	664.87
510 - Bank Charges		380.13	380.13
513 - Class Supplies		661.52	661.52
515 - Events & Trials			
515a - Scentwork		405.35	405.35
515b - Tracking		25.92	25.92
Total 515 - Events & Trials	0.00	431.27	431.27
520 - Instructor Fees	112.00	3,644.00	3,756.00
530 - Leashes/Collars/Treat Pouches		1,608.73	1,608.73
535 - Office Supplies		386.42	386.42
537 - Outside Services	455.00	1,800.00	2,255.00
538 - Postage/PO Box		134.00	134.00
540 - Rent	3,816.00	11,448.00	15,264.00
550 - Toys		600.25	600.25
555 - Storage	109.00	327.00	436.00
560 - Telephone	177.13	530.32	707.45
575 - Utilities	556.79	1,391.37	1,948.16
580 - Special Events			
580a - Awards Dinner		1,441.53	1,441.53
580b - Open House		60.97	60.97
580c - Walk for Animals		93.66	93.66
580d - Various		47.69	47.69
Total 580 - Special Events	0.00	1,643.85	1,643.85
583 - Donations		500.00	500.00
585 - Website	69.99	265.77	335.76
Total Expense	5,883.37	26,488.78	32,372.15
Net Ordinary Income	4,137.50	682.16	4,819.66
Other Income/Expense			
Other Income			
910 - Interest Income	3.13	8.60	11.73
Total Other Income	3.13	8.60	11.73
Net Other Income	3.13	8.60	11.73
Net Income	4,140.63	690.76	4,831.39

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

May 13, 2019

Page 1 of 2

I. CALL TO ORDER

- A. After a fun clicker presentation by Donna Golemon and De Brilz, President, Linda Luchsinger, called the meeting to order at 7:04 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

II. MINUTES—Sue Osborn

MSC to approve the April 8, 2019 general minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$46,744.44 as of April 30th.
- B. Savings: \$22,300.25 as of April 30th.
- C. Paypal: \$1,089.93 as of April 30th.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

No Report.

B. VICE-PRESIDENT—Sandy Bonifield

1. Pizza Night - June 10th Meeting

Marion Sigel, Debbie Hilton, And Sandy Bonifield will bring salads to serve with the pizza. Stefanie will have emergency tags for owners to fill out and have laminated.

2. Bring Your Dog to Meeting Night - July 9th Meeting

Donna will introduce handlers and their dogs to scent work.

C. MEMBERSHIP—Carol Coawette

No Report

D. OFFICE—Sandy Bonifield

While Sandy is away May 16th to the 26th, Linda Luchsinger will help out in office Wednesday, April 22nd. Marion Sigel will come in after her afternoon class on April 21st. Marilane will come down on a couple days to help.

E. TRAINING

1. Next meeting is May 29th—schedules for sessions 6 & 7 will be set.
2. Due to only one sign-up, session 3 Small Dog Social class has been cancelled.
3. Mary Ash will find what type of rolling table she needs for rally signs and report back.
4. Follow up on reactive dog from Thursday, Session 2 GM1 class: Linda Luchsinger spoke to student to invite back. Student did not return.

F. PUBLICITY

1. Special class flyers for upcoming sessions were printed by Marilane for the open house.
2. Rack cards continue to be distributed to vets. A couple of vets have called to ask for more. Stefanie provided vets stands to put them in yet a lot of vets do not put them out. Small Animal Hospital puts the rack cards in their client packets.
3. Stefanie hung two of four recently purchased posters on wall at clubhouse. The plan is to swap them out from time to time.

G. BUILDING—Maria Giaccio

Because of Ross Mini's busy schedule, overhead lights on the training floor have yet to be fixed.

H. NEWSLETTER/WEBSITE—Sue Osborn

The May-June newsletter went out May 5th and included information about the open house, a clicker demo for today's general meeting, LAPS Animal Assisted Therapy, Stefanie Meinhardt's service award, a thank you to Laurie Higuera for her presentation at the March

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

May 13, 2019

Page 2 of 2

general meeting, information about the June 30th Whiskersminster Dog Show, schedules for sessions 4 and 5, CGC awardees, and brags. Next newsletter will be the July-August issue. Deadline to submit is June 20th.

I. **Associated Obedience Clubs of Northern California (AOCNC)**—Sue Osborn, Mary Ash, Joy Wood

1. AOCNC held their quarterly meeting, hosted by Oakland Dog Training Club, on April 6, 2019.
2. Summer Workshop is scheduled for end of July. AOCNC will be looking for volunteers. There will be a sign-up sheet at June 10th meeting.
3. AOCNC is working on details for their annual seminar and expects to have more information in July.

J. **Hospitality**

Next meeting will be pizza night. See IV-B-1.

K. **Sunshine**—Sandy Bonifield

Cards were sent out to Heather Kearn for her loss of Hanky and to Donna Albini and Marion Sigel for their generous open house cash donations.

V. **OLD BUSINESS**

A. **Open House**—Sue Osborn

1. Sue read off names of volunteers, contributors & participants as published in article in the May-June newsletter thanking everyone for their help!
2. Sue Osborn presented a pie chart showing PR coverage results from guest book.
3. Remaining cash donations from members to go to 2020 open house.

B. **Baby Gates**

Linda Luchsinger has given broken baby gates to Karl Luchsinger to fix.

VI. **NEW BUSINESS**

A. **Building Cleanup - Sunday, July 14th**

Clean up start time is 9:30 AM. There will be a sign-up sheet at June 10th meeting.

B. **Nominating Committee**

A nominating committee should be in place by June to allow for sufficient time to have nominees in place for 2020. Committee is to be comprised of two people from general membership and one from Board.

C. **PSI Community Recognition Award**

Lea Ronald presented a Community Recognition Award to NVDTC from PSI for their invaluable contribution to enhancing the lives of people with disabilities through employment and/or volunteer opportunities.

VII. **BRAGS**

- A. Christy Rose is welcoming a new addition to their family, a five-year-old white Boxer. This new family member will have a new home and a new name. Her name will be "Chiclet."
- B. Carol Coawette's Jacques was awarded AKC Achiever Dog. And, at the recent SDS Nose Work Trial in Napa, he qualified in containers and also qualified and took 4th place in interior search.

IX. **MEETING ADJOURNED** at 7:47 PM.

Respectively submitted by
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

June 3, 2019

Page 1 of 2

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order a 6:38 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the May 6, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$4,0743.81 as of May 31st.
- B. Savings: \$22,303.28 as of May 31st.
- C. Paypal: \$6,117.54 as of May 31st.
- D. Stefanie will print PayPal activity reports for office to help with tracking sign-ups.
- E. May financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

No Report

B. VICE-PRESIDENT—Sandy Bonifield

- 1. The June 10th meeting is pizza night. Sue will send out an email blast to determine number of pizzas needed.
- 2. The July 8th meeting is a "Bring Your Dog to the Meeting Night." Thanks to Donna Golemon, "Try your hand at scent work" is the activity planned for those attending with their dogs.

B. MEMBERSHIP—Carol Coawette

No Report

D. OFFICE—Sandy Bonifield

Linda Luchsinger, Marilane Bergfelt, and Marion Sigel took care of the office while Sandy was on vacation.

E. TRAINING

- 1. A training committee meeting was held May 29. Sessions six and seven were set.
- 2. Small Dog Social and Puppy Playtime will be taught by Sandy July 13th, 20th, & 27th.
- 3. MSC for a \$115 class credit for Debbie Wheeler. Due to illness, Debbie could only attend three classes.
- 4. Marilane made up a book for call-ins to sign up clients after online registration closes.

F. PUBLICITY

Small Dog Social and Puppy Playtime classes scheduled for end of July are being promoted on Facebook and through MailChimp email campaigns.

G. BUILDING—Maria Giaccio

1. Lease

As shown in the lease, as of June 1, 2019, monthly rent goes from \$3,816 per month to \$4,045 per month. Lease runs out in 2020.

2. Utilities

Utilities are separated (as broken out by Linda Luchsinger). Charges for utilities are from Sawyer Properties not from utility companies. Latest bill shows charges lower than previous bill.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
June 3, 2019

H. NEWSLETTER/WEBSITE—Sue Osborn

The meeting announcement for the June 10th meeting was sent out on May 30th. Next newsletter will be the July-August issue with a deadline of June 20th for submittals.

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

1. Summer workshop at CalState East Bay is scheduled for end of July. There will be a sign-up at next general meeting for volunteers.
2. Next quarterly meeting is July 7, 2019 hosted by Mt. Diablo Dog Training Club.
3. AOCNC is working on details for their annual seminar, more information in July.

V. OLD BUSINESS—Guidelines and Procedures Update

Sue emailed board members changes for review, changes that were made since last update done April, 2018. Review of changes tabled until July board meeting.

VI. NEW BUSINESS

A. Nominating Committee

Committee consists of one board member and two general members. Sue volunteered to be the board member. Two general members now needed..

B. Proposed Scent Work Trial

Donna Golemon will pick dates and present at a general meeting .

C. Use of Building

1. MSC to approve use of building by Paws For Healing on February 1, 2020, May 2, 2020, and October 3, 2020.
2. MSC to approve potential use of the building on November 17, 2019 for a seminar from Canine Academics and Suzie Yokomizo. Specific speaker to be determined.

D. Bark for Life

In response to Marilane Bergfelt's request to borrow NVDTTC's PA system for Bark for Life's August 18th event, Stefanie will let Marilane know it is preferred not to be loaned out.

E. Walk For Animals - Napa Humane - August 4th

Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt and Carol Coawette will set up a booth at Walk for Animals with a meeting beforehand to decide on activities our club can include. Marilane Bergfelt is also checking with Judy Gamet to see if the freestyle drill team can demo.

F. Display of Plaques, Awards & Certificates

Sue presented a proposed design for displaying plaques, awards and certificates. Design will be presented at the general meeting.

VII. MEETING ADJOURNED at 8:05 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Treasurer's Balance Sheet for May
- 2) Treasurer's Profit & Loss for May
- 3) Paypal Transactions for May
- 4) Treasurer's Balance Sheet for April
- 5) Treasurer's Profit & Loss for April

12:21 PM

06/02/19

Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of May 31, 2019

	<u>May 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	40,743.81
105 · Savings - Rabobank	22,303.28
110 · Paypal Clearing Account	6,117.54
Total Checking/Savings	<u>69,164.63</u>
Total Current Assets	<u>69,164.63</u>
TOTAL ASSETS	<u>69,164.63</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	2,129.83
Total Equity	<u>69,164.63</u>
TOTAL LIABILITIES & EQUITY	<u>69,164.63</u>

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
May 2019

	<u>May 19</u>	<u>Jan - May 19</u>
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	2,720.00	10,345.00
402 · Puppy	1,240.00	7,565.00
403 · GM1	855.00	8,550.00
404 · GM2	625.00	1,875.00
405 · Rally	150.00	3,706.50
406 · Puppy Playtime	155.00	645.00
407 · Small Dog Social	-70.00	485.00
408 · Scent Work	1,465.00	6,838.50
409 · Dog Dancing	395.00	4,025.00
410 · CGC	125.00	1,875.00
411 · Beyond Basics	0.00	500.00
413 · Tricks & Games	425.00	425.00
416 · Obedience	250.00	250.00
Total 400 · Class Fees	<u>8,335.00</u>	<u>47,085.00</u>
420 · Equipment	77.25	1,014.17
430 · Dues	0.00	1,190.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	40.00	556.00
445 · Donation	0.00	103.00
450 · Discounts	-378.20	-1,906.90
455 · Class Credit	0.00	-125.00
460 · Vouchers	-800.00	-4,517.50
470 · Scent Work Trial	0.00	804.09
Total Income	<u>7,274.05</u>	<u>44,210.86</u>
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	160.01
505 · Building		
506 · Repairs & Maintenance	0.00	539.54
507 · Renovation	0.00	52.51
505 · Building - Other	0.00	167.82
Total 505 · Building	<u>0.00</u>	<u>759.87</u>
510 · Bank Charges	152.39	618.82
513 · Class Supplies	355.65	1,017.17
515 · Events & Trials		
515a · Scentwork	0.00	405.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	<u>0.00</u>	<u>431.27</u>
520 · Instructor Fees	2,127.00	7,547.00
530 · Leashes/Collars/Treat Pouches	0.00	1,608.73
535 · Office Supplies	0.00	386.42
537 · Outside Services	576.00	2,736.00
538 · Postage/PO Box	2.44	136.44
540 · Rent	3,816.00	19,080.00
550 · Toys	384.04	984.29
555 · Storage	109.00	545.00
560 · Telephone	198.59	906.04
575 · Utilities		
575a · Electricity	303.00	695.00
575b · Gas	93.00	228.00
575 · Utilities - Other	29.79	1,450.95
Total 575 · Utilities	<u>425.79</u>	<u>2,373.95</u>

Date	Name	Status	Gross	Fee	Net	Item Title	Discount
5/27/19	Dorothy Aschenbrenner	Completed	115	-3.64	111.36	Adolescent Dog (AD) - Tuesday - 6/4/2019 @ 10:00 AM - Abe	20
5/21/19	Nanette Humer	Completed	115	-3.64	111.36	Adolescent Dog (AD) - Tuesday - 6/4/2019 @ 10:00 AM - Bunchee	10
5/8/19	Cameron Fraser	Completed	115	-3.64	111.36	Adolescent Dog (AD) - Tuesday - 6/4/2019 @ 10:00 AM - Finley	10
5/14/19	Rita Steiner	Completed	115	-3.64	111.36	Adolescent Dog (AD) - Tuesday - 6/4/2019 @ 10:00 AM - Maggie McDoodle	10
5/16/19	Erin Winters	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Tuesday - 6/4/2019 @ 10:00 AM - Rho	0
5/31/19	penny Bellotti	Completed	105	-3.35	101.65	Adolescent Dog (AD) - Tuesday - 7/30/2019 @ 10:00 AM - Bella Rose	0
5/31/19	Seksanti Banthutham	Completed	105	-3.35	101.65	Adolescent Dog (AD) - Tuesday - 7/30/2019 @ 10:00 AM - Pepa	0
5/23/19	Lindsey Peck	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 5:00 PM - June	0
5/21/19	Laurie Davis	Completed	115	-3.64	111.36	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 7:00 PM - Kokoro	10
5/9/19	Hayes Technical Services	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 7:00 PM - Mars	0
5/10/19	Emily Gouveia	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 7:00 PM - Penny	0
5/6/19	SYLVIA REYNA	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 7:00 PM - Rosie	0
5/19/19	Lisa Claudino	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 7:00 PM - Russel	0
			1535	-48.48	1486.52		60
5/11/19	Lynn Reis	Completed	125	-3.93	121.07	Good Manners 1 (GM1) - Friday - 6/7/2019 @ 7:00 PM - Bella	0
5/28/19	Gerald Parrott	Completed	115	-3.64	111.36	Good Manners 1 (GM1) - Friday - 6/7/2019 @ 7:00 PM - Moon	10
5/31/19	Diane Collings	Completed	105	-3.35	101.65	Good Manners 1 (GM1) - Thursday - 8/1/2019 @ 7:00 PM - Monastic	0
5/28/19	Napa Valley Poop Patrol	Completed	125	-3.93	121.07	Good Manners 1 (GM1) - Wednesday - 6/5/2019 @ 9:30 AM - Hank	0
			470	-14.85	455.15		10
5/16/19	Chandra Dusky	Completed	115	-3.64	111.36	Good Manners 2 (GM2) - Friday - 6/7/2019 @ 6:00 PM - Cash	10
5/22/19	Constance Stueland	Completed	115	-3.64	111.36	Good Manners 2 (GM2) - Friday - 6/7/2019 @ 6:00 PM - Frieda	10
5/24/19	Holly Marshall	Completed	115	-3.64	111.36	Good Manners 2 (GM2) - Friday - 6/7/2019 @ 6:00 PM - Ruby	10
5/15/19	pete richmond	Completed	125	-3.93	121.07	Good Manners 2 (GM2) - Wednesday - 6/5/2019 @ 10:30 AM - Buck	0
5/16/19	joan elias	Completed	125	-3.93	121.07	Good Manners 2 (GM2) - Wednesday - 6/5/2019 @ 10:30 AM - Ollie	0
			595	-18.78	576.22		30
5/6/19	Anne Stanley	Completed	100	-3.05	96.95	Handler Discrimination - Monday - 6/3/2019 @ 7:00 PM - Fig	10
5/9/19	Linda Wargo	Completed	100	-3.05	96.95	Handler Discrimination - Monday - 6/3/2019 @ 7:00 PM - Hef	60
5/20/19	Christine Mayer	Completed	85	-2.77	82.23	Handler Discrimination - Monday - 6/3/2019 @ 7:00 PM - Pepper	0
			285	-8.87	276.13		70
5/14/19	Marion Sigel	Completed	125	-3.93	121.07	Musical Rally Challenge - (DD) - Tuesday - 6/4/2019 @ 4:30 PM - Jewel	0
			125	-3.93	121.07		0
5/23/19	Honeymoon Fund	Completed	125	-3.93	121.07	Novice Obedience - Thursday - 6/6/2019 @ 7:00 PM - Hank Cosenza	0
5/16/19	Suk Man Choy	Completed	125	-3.93	121.07	Novice Obedience - Thursday - 6/6/2019 @ 7:00 PM - Pepper	0
			250	-7.86	242.14		0
5/27/19	Dorothy Aschenbrenner	Completed	115	-3.33	111.67	Puppy (P) - Tuesday - 6/4/2019 @ 11:00 AM - Annie	0
5/15/19	Mary Palmer	Completed	115	-3.64	111.36	Puppy (P) - Tuesday - 6/4/2019 @ 11:00 AM - Socrates (Socs)	10
5/21/19	Anton Luiten	Completed	125	-3.93	121.07	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Anton Luiten	0
5/10/19	Steven Ieveque	Completed	115	-3.64	111.36	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Buddy	10
5/25/19	Robert Babbe	Completed	125	-3.93	121.07	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Ellie	0
5/10/19	Steven Ieveque	Completed	115	-3.64	111.36	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Honey	10
5/17/19	Christopher J Schultz	Completed	115	-3.64	111.36	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Juneau	10
5/17/19	Wendy Lindroos	Completed	115	-3.64	111.36	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Lola	10
5/16/19	Kelli McCrea	Completed	115	-3.64	111.36	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Ollie	10
			1055	-33.03	1021.97		60
5/9/19	Linda Wargo	Completed	100	-3.05	96.95	Scent Work Advanced (NW) - Tuesday - 6/4/2019 @ 7:30 PM - Bill	0
5/6/19	Anne Stanley	Completed	100	-3.05	96.95	Scent Work Advanced (NW) - Tuesday - 6/4/2019 @ 7:30 PM - Fig	0
5/9/19	Linda Wargo	Completed	100	-3.05	96.95	Scent Work Advanced (NW) - Tuesday - 6/4/2019 @ 7:30 PM - Hef	0
5/15/19	Neanna Gracia	Completed	125	-3.93	121.07	Scent Work Advanced (NW) - Tuesday - 6/4/2019 @ 7:30 PM - Tucker	0
5/9/19	Linda Wargo	Completed	100	-3.05	96.95	Scent Work Beginning (NW) - Tuesday - 6/4/2019 @ 8:30 AM - Happy	0
			525	-16.13	508.87		0
5/12/19	Anne Stanley	Completed	85	-2.77	82.23	Tricks for Titles - Monday - 6/3/2019 @ 6:00 PM - Fig	0
5/9/19	Linda Wargo	Completed	85	-2.17	82.83	Tricks for Titles - Monday - 6/3/2019 @ 6:00 PM - Hef	0
5/14/19	Marion Sigel	Completed	85	-2.75	82.25	Tricks for Titles - Monday - 6/3/2019 @ 6:00 PM - Jewel	0
5/9/19	Karen Frisinger	Completed	85	-2.77	82.23	Tricks for Titles - Monday - 6/3/2019 @ 6:00 PM - Pyrat	0
			340	-10.46	329.54		0
TOTAL			5180	-162.39	5017.61		0 230

11:02 AM
06/03/19
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of April 30, 2019

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	46,744.44
105 · Savings - Rabobank	22,300.25
110 · Paypal Clearing Account	1,089.93
Total Checking/Savings	<u>70,134.62</u>
Total Current Assets	<u>70,134.62</u>
TOTAL ASSETS	<u>70,134.62</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	3,099.82
Total Equity	<u>70,134.62</u>
TOTAL LIABILITIES & EQUITY	<u>70,134.62</u>

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
 January through April 2019

	Jan - Apr 19	Jan - Apr 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	7,625.00	7,625.00
402 · Puppy	6,325.00	6,325.00
403 · GM1	7,695.00	7,695.00
404 · GM2	1,250.00	1,250.00
405 · Rally	3,556.50	3,556.50
406 · Puppy Playtime	490.00	490.00
407 · Small Dog Social	555.00	555.00
408 · Scent Work	5,373.50	5,373.50
409 · Dog Dancing	3,630.00	3,630.00
410 · CGC	1,750.00	1,750.00
411 · Beyond Basics	500.00	500.00
Total 400 · Class Fees	38,750.00	38,750.00
420 · Equipment	936.92	936.92
430 · Dues	1,190.00	1,190.00
435 · Miscellaneous	8.00	8.00
440 · Building Rental	516.00	516.00
445 · Donation	103.00	103.00
450 · Discounts	-1,528.70	-1,528.70
455 · Class Credit	-125.00	-125.00
460 · Vouchers	-3,717.50	-3,717.50
470 · Scent Work Trial	804.09	804.09
Total Income	36,936.81	36,936.81
Expense		
500 · AOCNC	225.00	225.00
503 · Advertising	160.01	160.01
505 · Building		
506 · Repairs & Maintenance	539.54	539.54
507 · Renovation	52.51	52.51
505 · Building - Other	167.82	167.82
Total 505 · Building	759.87	759.87
510 · Bank Charges	466.43	466.43
513 · Class Supplies	661.52	661.52
515 · Events & Trials		
515a · Scentwork	405.35	405.35
515b · Tracking	25.92	25.92
Total 515 · Events & Trials	431.27	431.27
520 · Instructor Fees	5,420.00	5,420.00
530 · Leashes/Collars/Treat Pouches	1,608.73	1,608.73
535 · Office Supplies	386.42	386.42
537 · Outside Services	2,160.00	2,160.00
538 · Postage/PO Box	134.00	134.00
540 · Rent	15,264.00	15,264.00
550 · Toys	600.25	600.25
555 · Storage	436.00	436.00
560 · Telephone	707.45	707.45
575 · Utilities		
575a · Electricity	392.00	392.00
575b · Gas	135.00	135.00
575 · Utilities - Other	1,421.16	1,421.16
Total 575 · Utilities	1,948.16	1,948.16
580 · Special Events		
580a · Awards Dinner	1,441.53	1,441.53
580b · Open House	60.97	60.97
580c · Walk for Animals	93.66	93.66
580d · Various	47.69	47.69
Total 580 · Special Events	1,643.85	1,643.85

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

June 10, 2019

Page 1 of 2

I. CALL TO ORDER

- A. After everyone enjoyed pizza and salad for our annual Pizza Party, Vice President, Sandy Bonifield, called the meeting to order at 6:55 PM.
- B. Board members present: Sandy Bonifield, Maria Giaccio, , Stefanie Meinhardt, and Sue Osborn.

II. MINUTES—Sue Osborn

MSC to approve the May 13, 2019 general minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$40,743.81 as of May 31st.
- B. Savings: \$22,303.28 as of May 31st.
- C. Paypal: \$6,117.54 as of May 31st.
- D. Year to Date: \$2,100.00.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger - Absent

No report.

B. VICE-PRESIDENT—Sandy Bonifield

1. Tonight's meeting was NVDTC's pizza party.
2. July 8th general meeting will be a "Bring Your Dog to Meeting Night." At this meeting, Donna Golemon will introduce handlers and their dogs to scent work.

C. MEMBERSHIP—Carol Coawette - Absent

No report.

D. OFFICE—Sandy Bonifield

Office is running good, there are no problems, messages are being returned. More help is always appreciated. Let Sandy know if you can help out.

E. TRAINING

A training committee meeting was held May 29. Sessions six and seven were set.

F. PUBLICITY

Napa Humane has requested more rack cards.

G. BUILDING—Maria Giaccio

Maria still has not heard anything from Ross about fixing overhead lights on the training floor. Maria will talk to Ross about fumes from neighbors.

H. NEWSLETTER/WEBSITE—Sue Osborn

The meeting announcement for the June 10th meeting was sent out on May 30th. Next newsletter will be the July-August issue with a deadline of June 20th for submittals.

I. AOCNC (Associated Obedience Clubs of Northern California)—Sue Osborn, Mary Ash, Joy Wood

1. Summer Workshop

This year's summer workshop will be held July 28th at CalState East Bay. A sign-up sheet for volunteers was passed around.

2. Annual Seminar

Suzanne Edholm, an AKC and NCSW judge and instructor. will be the presenter. Seminar to be held at Mt. Diablo Dog Training Club. Midrange scent work will be the subject of seminar. One working dog and two auditors from NVDTC can attend. Seminar itself is free. Only cost is for lunch (usually \$12), which is provided by AOCNC.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

June 10, 2019

Page 2 of 2

J. Hospitality

Pauline Seago and Sara DeCreval volunteered to bring snacks for the July 8th meeting.

K. Sunshine—Sandy Bonifield

Let Sandy know if you hear of anyone who has a loss. Sandy will send Linda Luchsinger a card for the loss of her longtime friend.

V. NEW BUSINESS

A. Building Cleanup - Sunday, July 14th

Sue will send out an email blast asking for volunteers to help.

B. Proposed Scent Work Trial

NVDTC is interested in having a scent work trial in 2020. JMD Dog Sports will move forward with proposed dates, details and a contract.

C. Use of Building

1. Board approved use of building by Paws For Healing as follows: February 1, 2020, May 2, 2020, and October 3, 2020.
2. Board approved potential use of building on November 17, 2019 for a seminar from Canine Academics and Suzie Yokomizo.

D. Walk for Animals - August 4th

NVDTC will have a booth. Activities to be decided on. Linda Luchsinger, Carol Coawette, Maria Giaccio, and Stefanie have volunteered to help at this event.

E. Display of Awards and Plaques

Sue Osborn presented a drawing and mock-up for a way to display the club's awards and plaques on wall outside the office. Shelf display will include a bulletin board on one side to use for upcoming class schedules and flyers. MSC to proceed with Sue's proposal for the awards and plaque shelf display. Sue will provide material costs and find someone to build the shelf display.

VII. BRAGS

- A. Mary Ash's Kitt received the following from ASCA: Beginning Novice-Third Title, Rally-First Title Novice, Rally-Second Title, Novice X, and from SDS: Scent work-Excellent Title.
- B. Mary Ash's Pi received the following: Beginning Novice First Place with 199 and Beginning Novice First Place with 197.5.
- C. Joy Wood - On June 1st ,at her first SDS Nose Work Trial, Joy's Sierra qualified for: Novice Area Search and Novice Speed Game.
- D. Linda Wargo's Ziji received the following from USDAA: Performance Master Agility Dog, Performance Master Standard, Performance Master Relay, and Performance Master Snooker.
- E. Linda Wargo's Bill received a Trick Dog Novice Title.
- F. Stefanie's Csavo received his NA (Novice Agility) title on 4/27 at Mensona KC in Santa Rosa, and his NAJ (Novice Agility Jumpers) on 5/25 at TRACS agility trial in Dixon.

IX. MEETING ADJOURNED at 7:32 PM.

Respectively submitted by
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

July 2, 2019

Page 1 of 3

I. CALL TO ORDER

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

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the June 2, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$47,150.15 as of June 30th as of June 30th
- B. Savings\$22,306.02
- C. Paypal: \$539.07
- D. As of June 30th: YTD profit is just under \$3000. Profit for June is \$830.
- E. Financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

1. Rally Equipment Shelf

MSC to purchase a shelf unit approximately 77 inches wide for rally equipment. Exact location for placement to be determined.

2. JMD Dog Sports Scent Work Trial

Donna Golemon and Mary Ash presented a proposed contract from JMD Dog Sports to hold a trial at PSI in Napa on April 19th and 20th in 2020. Board will take JMD's proposed contract to general for approval. JMD's proposed contract is attached.

B. VICE-PRESIDENT—Sandy Bonifield

The July 8th meeting is a "Bring Your Dog to the Meeting Night." Thanks to Donna Golemon, "Try your hand at scent work" will be available for those attending with their dogs.

C. MEMBERSHIP—Carol Coawette

No new members. Membership roster is up to date.

D. OFFICE—Sandy Bonifield

Sandy and Marilane are running office. All is going fine.

E. TRAINING

- 1. Session 6 & 7 are now finalized and ready to be posted online.
- 2. October 23rd is next training meeting. First three sessions for 2020 will be set. The training meeting scheduled for July 24th is cancelled.
- 3. Gentle Leaders
 - At least four each in all sizes to be on hand. Stefanie will check supply and will ask De Brilz to buy what is needed. Gentle leaders can be sold.
- 4. Club does have free collars that were donated however contributions are always appreciated.

F. PUBLICITY

Rack cards being distributed on a regular basis.

G. BUILDING—Maria Giaccio

1. Overhead Lights

Ross Mini hasn't figured out exactly how he is going to reach lights to raise them higher.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

July 2, 2019

Page 2 of 3

2. Utilities - PG&E Bill

One bill for PG&E is sent to property management and the amount shown on our meter is deducted.

3. Mats

Board looked at laying mats in July. Tabled until Linda Luchsinger receives input from Karl and Dante. She will ask them to come down to clubhouse to look at project.

H. NEWSLETTER/WEBSITE—Sue Osborn

The June/July newsletter was sent out on June 28th. This issue included information on the scent work at general meeting, Napa Humane Walk for Animals, AOCNC's Summer Workshop, Bark for Life, and LAPS therapy classes, and brags.

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

1. Summer workshop at CalState East Bay is scheduled for end of July. Still need a couple more volunteers.
2. Next quarterly meeting is July 7, 2019 hosted by Mt. Diablo Dog Training Club.
3. Suzanne Edholm, an AKC and NCSW judge and instructor. will be the presenter. Seminar to be held at Mt. Diablo Dog Training Club. Midrange scent work will be the subject of seminar. One working dog and two auditors from NVDTTC can attend. Seminar itself is free. Only cost is for lunch (usually \$12), which is provided by AOCNC.

V. OLD BUSINESS

A. Nominating Committee

Sue Osborn will head committee. Linda Luchsinger will help. One more person needed.

B. Walk For Animals - Napa Humane - August 4, 2019

1. Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt and Carol Coawette will work at table set up by NVDTTC.
2. Sue will provide flyer art for 500 flyers for inclusion in the Walk for Animals goody bags.
3. A Harness and a class certificate will be donated to Napa Humane for this event. (Marilane will take care of class certificate.)
4. Freestyle Drill Team will demo but someone is still needed to do a formal obedience demonstration.

C. Bark for Life 2019

MSC for NVDTTC to donate a leash and a free class. Marilane will follow through on these donations.

VI. NEW BUSINESS

A. Annual Tracking Test

A meeting was held July 1, 2019.

B. November 17, 2019 Four-Hour Seminar

Sue McGuire will be presenting "Investing the Complexities Involved in Teaching "Simple" Behaviors. Seminar is a partnership between NVDTTC and Canine Academics LLC with NVDTTC providing building, insurance, chairs, and tables. Canine Academics will handle registrations and all costs with club receiving 40% of profit.

C. Vouchers for Seminars

Seminar chairpersons to submit to board number of vouchers needed for seminar workers

D. CPR and First Aid Seminar with Peter Pay in 2020

Need someone to put a committee together to organize and work out details.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

July 2, 2019

Page 3 of 3

E. 20/20 Scheduling/Staffing

Trainers are aging out, need to look at resources for additional trainers who are solid, friendly and follow lesson plans. Take ideas and solutions to training committee.

F. Discounts

Discounts for classes cannot be changed as they are based on a percentage as set by Dog Biz Pro, club's class registration software. However equipment costs can be rounded up to the nearest dollar.

G. Guidelines and Procedures

1. Board agreed on following additions/changes:
 - a. Add reimbursement information for AOCNC representatives: One AOCNC representative who drives to the AOCNC quarterly meeting is reimbursed \$30 per meeting for out of pocket expenses (i.e., gas and bridge toll). In addition meals for representatives who attend an AOCNC meeting are to be reimbursed.
 - b. Building use is free of charge for board members.
 - c. Training committee role to be added.
2. Sue to send current job descriptions to board members for review before adding to guidelines and procedures.
3. Linda Luchsinger will review staff requirements as shown in current version of guidelines and procedures for any needed changes.
4. Look at adding training committee roles and responsibilities as written up by Marilane in November of 2018 (Sue will have this document available by August board meeting).

VII. MEETING ADJOURNED at 8:57 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for June
- 2) Profit & Loss YTD Comparison
- 3) Paypal_6-19
- 4) PNL by Class
5. JMD Scent Work Contract

3:08 PM
06/29/19
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of June 30, 2019

	<u>Jun 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	47,150.15
105 · Savings - Rabobank	22,306.02
110 · Paypal Clearing Account	539.07
Total Checking/Savings	<u>69,995.24</u>
Total Current Assets	<u>69,995.24</u>
TOTAL ASSETS	<u>69,995.24</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	2,960.44
Total Equity	<u>69,995.24</u>
TOTAL LIABILITIES & EQUITY	<u>69,995.24</u>

Napa Valley Dog Training Club Profit & Loss YTD Comparison June 2019

	Jun 19	Jan - Jun 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	1,150.00	11,495.00
402 · Puppy	892.50	8,457.50
403 · GM1	2,140.00	10,690.00
404 · GM2	-250.00	1,625.00
405 · Rally	850.00	4,556.50
406 · Puppy Playtime	65.00	710.00
407 · Small Dog Social	130.00	615.00
408 · Scent Work	1,085.00	7,923.50
409 · Dog Dancing	675.00	4,700.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	0.00	500.00
413 · Tricks & Games	255.00	680.00
416 · Obedience	375.00	625.00
Total 400 · Class Fees	7,367.50	54,452.50
420 · Equipment	97.75	1,111.92
430 · Dues	0.00	1,190.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	90.00	646.00
445 · Donation	1.00	104.00
450 · Discounts	-420.60	-2,327.50
455 · Class Credit	0.00	-125.00
460 · Vouchers	-990.00	-5,507.50
470 · Scent Work Trial	0.00	804.09
Total Income	6,145.65	50,356.51
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	160.01
505 · Building		
506 · Repairs & Maintenance	0.00	539.54
507 · Renovation	0.00	52.51
505 · Building - Other	0.00	167.82
Total 505 · Building	0.00	759.87
510 · Bank Charges	28.27	647.09
513 · Class Supplies	0.00	1,017.17
515 · Events & Trials		
515a · Scentwork	0.00	405.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	431.27
520 · Instructor Fees	480.00	8,027.00
530 · Leashes/Collars/Treat Pouches	0.00	1,608.73
535 · Office Supplies	0.00	386.42
537 · Outside Services	288.00	3,024.00
538 · Postage/PO Box	0.00	136.44
540 · Rent	4,045.00	23,125.00
550 · Toys	0.00	984.29
555 · Storage	109.00	654.00
560 · Telephone	198.73	1,104.77
575 · Utilities		
575a · Electricity	67.00	762.00
575b · Gas	2.00	230.00
575 · Utilities - Other	29.79	1,480.74
Total 575 · Utilities	98.79	2,472.74

NVDTC

Paypal
June 2019

Date	Name	Gross	Fee	Net	Item Title	Discount
6/8/19	Mellene Miller	105	-3.35	101.65	Adolescent Dog (AD) - Tuesday - 7/30/2019 @ 10:00 AM - George	0
6/24/19	Kyle Cooperson	105	-3.35	101.65	Adolescent Dog (AD) - Tuesday - 7/30/2019 @ 10:00 AM - Seamus	0
6/14/19	Ellen Barberi	105	-3.35	101.65	Adolescent Dog (AD) - Wednesday - 7/31/2019 @ 7:00 PM - Blondie	0
6/27/19	Dorothy Shelley	96.6	-3.1	93.5	Adolescent Dog (AD) - Wednesday - 7/31/2019 @ 7:00 PM - Luna Boan Shelley	8.4
6/10/19	November Frances	105	-3.35	101.65	Adolescent Dog (AD) - Wednesday - 7/31/2019 @ 7:00 PM - RUBY	0
		516.6	-16.5	500.1		8.4
6/2/19	Gerald Parrott	-115	3.34	-111.66	Good Manners 1 (GM1) - Friday - 6/7/2019 @ 7:00 PM - Moon	10
6/20/19	Jocelyn Cliff	96.6	-3.1	93.5	Good Manners 1 (GM1) - Thursday - 8/1/2019 @ 7:00 PM - Quesadilla	8.4
6/10/19	Natalie Griffin	105	-3.35	101.65	Good Manners 1 (GM1) - Thursday - 8/1/2019 @ 7:00 PM - Rosie	0
6/11/19	Judith Phillips	105	-3.35	101.65	Good Manners 1 (GM1) - Wednesday - 7/31/2019 @ 9:30 AM - Meadow	0
		191.6	-6.46	185.14		18.4
6/13/19	Constance Stueland	-115	3.34	-111.66	Good Manners 2 (GM2) - Friday - 6/7/2019 @ 6:00 PM - Frieda	10
6/2/19	eBay by George!	-115	3.34	-111.66	Good Manners 2 (GM2) - Wednesday - 2/27/2019 @ 10:30 AM - Molly	10
		-230	6.68	-223.32		20
6/18/19	Marvin McCormick	96.6	-3.1	93.5	Puppy (P) - Tuesday - 7/30/2019 @ 11:00 AM - Lily	8.4
6/26/19	Anthony Parcaut	105	-3.35	101.65	Puppy (P) - Wednesday - 7/31/2019 @ 6:00 PM - Kada	0
6/19/19	Marty Gordon	105	-3.35	101.65	Puppy (P) - Wednesday - 7/31/2019 @ 6:00 PM - Loki	0
		306.6	-9.8	296.8		8.4
6/4/19	Scott Garvey	65	-2.19	62.81	Small Dog Social (SDS) - Saturday - 7/13/2019 @ 11:00 AM - Bella Garvey	0
		65	-2.19	62.81		0
TOTAL		849.8	-28.27	821.53		55.2
6/13/19		-5,000.00	0	-5,000.00		
6/27/19		-1,400.00	0	-1,400.00		



CONTRACT AGREEMENT

This agreement is made by and between JMD Dog Sports of Napa, California and will be referred as JMD, and Napa Valley Dog Training Club of Napa, California and will be referred as NVDTTC. The purpose of this agreement is for trial services by JMD for a two day AKC Scent Work Trial in 2020.

Services provides by JMD:

1. Provide 3 members for the club's trial committee
2. Prepare all paperwork for a sanctioned AKC Scent Work Trial, this includes but not limited to schedules, entries, premium list, catalogs and running orders in a timely manner in accordance with AKC rules.
3. Responsible for the procurement of approved search containers, search supplies, and search odors.
4. Calculate and communicate all final trial results, confirm all fees are paid to AKC, and file all final trial results with AKC in a timely manner.
5. Procure an acceptable trial site that meets AKC regulations
6. Contact, contract, communicate, and manage approved AKC judges for the trial.

Obligations of NVDTTC:

1. Provide 2-3 club members for the Trial Committee to attend a minimum of 4 planning meetings, help with set up and tear down and work both days of the trial.
2. Provide a 2-3 person work crew for Friday afternoon Trial site set-up
3. Provide a 2-3 person work crew for Sunday afternoon Trial site clean-up
4. Responsible for attaining day of trial workers. Qty needed 20+. Exact number will be determined when trial classes are established. If NVDTTC cannot procure enough workers to run the trial properly, they will be responsible for hiring additional workers at their expense at \$75.00/day. *(this is prevailing cost)*
5. Responsible for Ordering and purchasing trial ribbons. *(Additional ribbons will be needed to add to the qty of ribbons already in the club's possession. Ribbons donated to NVDTTC by JMD after last years trial.)*
6. Responsible for hospitality and lunch for workers
7. Arrange for liability insurance to cover trial property

TERMS:

1. The net profit after AKC fees have been paid will be split 75%-JMD and 25%-NVDTTC Additionally, the following expenses will be calculated as follows:
2. Trial site expense will be split 50/50- Napa Valley PSI -\$225.00/weekend - \$112.50/each
3. Judges fees expense will be split 50/50 exact cost to TBD.

Proposed Trial Dates: (Past date was between 2 other trials and lowered our entries)

April 18th & 19th 2020

April 25th & 26th 2020

JMD Dog Sports

Date

NVDTTC

Date

JMD Dog Sports

jmddogsports@gmail.com

www.jmddogsports.com

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

July 8, 2019

Page 1 of 3

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:36 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Maria Giaccio.

II. MINUTES—Sue Osborn

MSC to approve the June 10, 2019 general minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

As of June 20, 2019:

- A. Checking: \$47,150.15.
- B. Savings\$22,306.12
- C. Paypal: \$539.07
- D. Income for June: \$ 2,960.44

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

1. Board approved purchase of a shelf unit for up to \$200 for rally equipment. Exact location of shelf to be determined. Maria will check if area behind refrigerator where door is located can be used.
2. MSC to approve holding a scent work trial for April 18 and 19, 2020 at Napa Valley Products Services & Industries (PSI) as outlined in contract presented by JMD Dog Sports—See attached.

B. VICE-PRESIDENT—Sandy Bonifield

1. Tonight's meeting was "Bring Your Dog to Meeting Night." At this meeting, Donna Golemon introduced handlers and their dogs to scent work.
2. For the August general meeting, Mary Ash will invite Carmen Estrada from AOCNC to give a presentation on pet emergency preparedness..

C. MEMBERSHIP—Carol Coawette

MSC to vote Pauline Seago in as a returning member.

D. OFFICE—Sandy Bonifield

Everything is going fine. Mairlane and Sandy are working the office, which is quiet right now. Stefanie has provided Paypal printouts to office as reference for student payments.

E. TRAINING

1. Session 6 & 7 are now finalized and ready to be posted online.
2. October 23rd is next training meeting. First three sessions for 2020 will be set. The training meeting scheduled for July 24th has been cancelled.
3. Gentle leaders are being purchased, four of each size. There are donated collars if people cannot afford to purchase their own however contributions are always appreciated. Items to be loaned out to students have tags to use in exchange for something of value such as car keys.
4. Out of eight students in the Session 4 Trick Class, 11 titles were awarded..

F. PUBLICITY

Updated list of where rack cards need to be distributed will be made by Stefanie.

G. BUILDING—Maria Giaccio

Ross Mini will work on overhead lights when a scissor lift is available.

H. NEWSLETTER/WEBSITE—Sue Osborn

The June/July newsletter was sent out on June 28th. This issue included information on the scent work at tonight's general meeting, Napa Humane Walk for Animals, AOCNC's Sum-

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

July 8, 2019

Page 2 of 3

mer Work shop, Bark for Life, LAPS therapy classes, and brags.

- I. **AOCNC (Associated Obedience Clubs of Northern California)**—Sue Osborn, Mary Ash, Joy Wood
 1. Summer workshop at CalState East Bay is scheduled for Sunday, July 28th. Still need more volunteers.
 2. AOCNC's recent quarterly meeting was held July 7, 2019 hosted by Mt. Diablo Dog Training Club.
 3. Annual seminar to be held September 22nd at Mt. Diablo DTC with Suzanne Edholm, an AKC judge, as the presenter. Midrange scent work will be the subject of seminar. One working dog and two auditors from NVDTTC can attend. Seminar itself is free. Only cost is \$12 for lunch.

J. **Hospitality**

Thank you to Pauline Seago and Sara DeCreval for tonight's snacks. Marilane Bergfelt and Sandy Bonifield volunteered to bring snacks for the August 12th meeting.

- K. **Sunshine**—Sandy Bonifield
No Report

V. **OLD BUSINESS**

A. **Guidelines and Procedures**

Suggested changes done by Sue Osborn. Board approved to update the file.

B. **Broken Baby Gates**

Linda Luchsinger took broken gates for Karl to fix, he has not gotten to them yet.

B. **Building Cleanup - Sunday, July 14th**

Cleanup date has been cancelled and will be rescheduled after mats have been laid. (Mats will be laid between Session 4 and Session 5.)

C. **Mat Laying**

1. Dontae has agreed to do the project at \$25/hr. He will get another person at \$20/hr.
2. Estimated time: 6 to 8 hours to roll out and place on floor during week off. Another 6 to 8 hours to tape down.
3. Mats will be laid crosswise and all the way to edges of walls.
4. Building will not be accessible during week off.
5. To help keep costs down, able bodied volunteers are welcomed.

D. **Nominating Committee**

Sue Osborn will head committee. Linda Luchsinger will help. One more person is needed.

B. **Walk for Animals - August 4th**

1. Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt and Carol Coawette will work at table set up by NVDTTC.
2. A leash and a free class certificate will be donated and 500 flyers designed by Sue will be delivered by Marilane to Napa Humane for their goody bags.
3. Freestyle Drill Team will put on a demo. Additional demos in the works.

C. **Bark for Life 2019**

NVDTTC to donate a leash and a free class certificate. Marilane will follow through on these donations.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

July 8, 2019

Page 3 of 3

VI NEW BUSINESS

A. CPR & Pet First Aid Seminar for 2020

MSC to hold this seminar. Need someone to put together a committee & work out details.
Date of seminar to be determined.

B. Sue McGuire November 17, 2019 Four-Hour Seminar

MSC to approve Sue McGuire seminar on "Investing the Complexities Involved in Teaching 'Simple' Behaviors."

C. Annual Tracking Test

Kay Hall is planning to contact Napa Sate Hospital. No date set yet.

VII. BRAGS

A. Linda Luchsinger's Lola received her Intermediate Trick Title.

B. Carol Coawette's Pierre received his Novice Trick Title.

C. Christy Rose's Chopper received his Intermediate Trick Title.

D. Marion Sigel received both a Novice and an Intermediate Trick Title for her dog.

IX. MEETING ADJOURNED at 7:20 PM.

Respectively submitted by
Sue Osborn, Secretary

:

Attachment:

JMD Dog Sports Scent Work Contract



CONTRACT AGREEMENT

This agreement is made by and between JMD Dog Sports of Napa, California and will be referred as JMD, and Napa Valley Dog Training Club of Napa, California and will be referred as NVDTTC. The purpose of this agreement is for trial services by JMD for a two day AKC Scent Work Trial in 2020.

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3. Responsible for the procurement of approved search containers, search supplies, and search odors.
4. Calculate and communicate all final trial results, confirm all fees are paid to AKC, and file all final trial results with AKC in a timely manner.
5. Procure an acceptable trial site that meets AKC regulations
6. Contact, contract, communicate, and manage approved AKC judges for the trial.

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2. Provide a 2-3 person work crew for Friday afternoon Trial site set-up
3. Provide a 2-3 person work crew for Sunday afternoon Trial site clean-up
4. Responsible for attaining day of trial workers. Qty needed 20+. Exact number will be determined when trial classes are established. If NVDTTC cannot procure enough workers to run the trial properly, they will be responsible for hiring additional workers at their expense at \$75.00/day. *(this is prevailing cost)*
5. Responsible for Ordering and purchasing trial ribbons. *(Additional ribbons will be needed to add to the qty of ribbons already in the club's possession. Ribbons donated to NVDTTC by JMD after last years trial.)*
6. Responsible for hospitality and lunch for workers
7. Arrange for liability insurance to cover trial property

TERMS:

1. The net profit after AKC fees have been paid will be split 75%-JMD and 25%-NVDTTC Additionally, the following expenses will be calculated as follows:
2. Trial site expense will be split 50/50- Napa Valley PSI -\$225.00/weekend - \$112.50/each
3. Judges fees expense will be split 50/50 exact cost to TBD.

Proposed Trial Dates: (Past date was between 2 other trials and lowered our entries)

April 18th & 19th 2020

April 25th & 26th 2020

JMD Dog Sports

Date

NVDTTC

Date

JMD Dog Sports

jmddogsports@gmail.com

www.jmddogsports.com

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

August 5, 2019

Page 1 of 3

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:38 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

II. SECRETARY'S REPORT—Sue Osborn

- A. MSC to approve the July 2, 2019 board minutes as published.
- B. A note from Napa Humane to our club thanking us for a variety of donations was shared.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$42,054.72 as of July 31st.
- B. Savings: \$22,309.24 as of July 31st.
- C. Paypal: \$1,004.00 as of July 31st.
- D. Stefanie created a graph showing charges for PG&E using data from 4 years back. Graph shows a spike in charges in March of this year of approximately \$600. Linda will go back to 2011 through 2014, when our space was larger, to make further comparisons.
- E. Financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger
No report.
- B. **VICE-PRESIDENT**—Sandy Bonifield
 - 1. There will be a presentation by Carmen Estrada on Pet Emergency Preparedness at the August 12th general meeting. Sue sent out email to members and the student database to tell them about the presentation.
 - 2. Napa County Community Animal Response Team is a possibility for a future meeting presentation. Linda will provide more information to Sandy about this group.
- C. **MEMBERSHIP**—Carol Coawette
Updated membership list was sent out after last board meeting .
- D. **OFFICE**—Sandy Bonifield
Office is running fine.
- E. **TRAINING**
 - 1. A mini-meeting was held July 24, 2019 at Marilane's house. Schedules for 2020 will be set at the next scheduled meeting on October 23rd.
 - 2. Stefanie will put together a proposal for setting up an Intro to Agility class.
 - 3. **Clickers and Touch Sticks:**
 - a. MSC to approve Donna's request to purchase clickers and touch sticks for her upcoming clicker class. Cost will be passed on to her students.
 - b. Linda will ask Donna to buy extras to keep on hand for future purchases by students.
 - 4. A class Refund was approved for Mackenzie Miller and her dog Rocky.
 - 5. Sandy will be giving a credit voucher to Julie Beckstotter.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

August 5, 2019

Page 2 of 3

F. PUBLICITY

Stefanie will be ordering more rack cards to have on hand for next general meeting for members to take to vets and to distribute in community.

G. BUILDING—Maria Giaccio

1. Taking care of lights is still on hold.

2. Mats:

Donte laid down new mats on Saturday, July 13th and taped the mats, with Linda Luchsinger's help, on July 20th. Total cost for 28.5 hours of work: \$440.00. Cost for tape: \$246.99. Back area near office and crates to be matted later.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. Meeting announcement for the August 12, 2019 meeting was sent out on August 2nd and included announcement about Emergency Pet Preparedness presentation being given by Carmen Estrada.

2. Deadline for September-October newsletter is August 20th.

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

1. Summer workshop at CalState East Bay was held July 28th. There were three NVDTTC members working Napa's ring: Mary Ash, Joy Wood and Donna Albini.

2. The seminar is on track to be held at Mt. Diablo Dog Training Club on Sunday, September 22nd. NVDTTC members interested in attending to let one of the AOCNC reps know.

V. OLD BUSINESS

A. VST Test

Kay Hall is still in process of checking with State Hospital for venue for the 2020 VST Test.

B. Nominating Committee

Linda, Stefanie and Sue will be making calls to members.

C. Bark for Life 2019

A leash and free class certificate were donated to this event.

D. Walk For Animals - Napa Humane - August 4, 2019

1. A very successful day with Maria, Linda, Stefanie & Carol & Jackie McGrath volunteering to work at the NVDTTC table.

2. The freestyle drill team did a demonstration and a basic rally ring and some jumps were set up for attendees and their dogs.

3. A total of 500 flyers were provided for the Napa Humane goodie bags along with a donation of a leash and a free class certificate.

E. Guidelines and Procedures

Sue will be working on a draft for approval based on additions/changes presented at last board meeting. Current job descriptions, to be included, were sent out to board members and are still in need of review.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

August 5, 2019

Page 3 of 3

F. CPR and First Aid Seminar with Peter Pay in 2020

It was approved on July 8, 2019 by general membership to hold this seminar.

G. Sue McGuire November 17, 2019 Four-Hour Seminar

On July 8, 2019, general membership approved to hold this seminar.

VI. NEW BUSINESS

Clear The Shelters Event - Napa County Animal Shelter

A. NVDTC was invited to participate in this event taking place on August 17 from 11 to 3.

B. Linda, and Sandy plan to be there at 10:30 to set up. At the next general meeting, members will be asked to also help at the event. Sue will check with Napa County Animal Shelter to see if a table will be provided.

VII. MEETING ADJOURNED at 8:10 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for July
- 2) Profit & Loss YTD Comparison
- 3) PNL by Class

1:29 PM

08/04/19

Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of July 31, 2019

	<u>Jul 31, 19</u>
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TOTAL ASSETS	<u>65,367.96</u>
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TOTAL LIABILITIES & EQUITY	<u>65,367.96</u>

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
July 2019

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507 · Renovation	0.00	52.51
505 · Building - Other	0.00	167.82
Total 505 · Building	781.99	1,541.86
510 · Bank Charges	117.42	764.51
513 · Class Supplies	0.00	1,017.17
515 · Events & Trials		
515a · Scentwork	0.00	477.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	503.27
520 · Instructor Fees	2,322.00	10,349.00
525 · Insurance	800.00	800.00
530 · Leashes/Collars/Treat Pouches	238.75	1,847.48
535 · Office Supplies	0.00	386.42
537 · Outside Services	384.00	3,336.00
538 · Postage/PO Box	0.00	136.44
539 · Property Taxes	56.84	56.84
540 · Rent	4,045.00	27,170.00
550 · Toys	0.00	984.29
555 · Storage	109.00	763.00
560 · Telephone	198.73	1,303.50
575 · Utilities		
575a · Electricity	92.00	854.00
575b · Gas	34.00	264.00
575c · Garbage	29.79	208.53
575 · Utilities - Other	0.00	1,302.00
Total 575 · Utilities	155.79	2,628.53

Napa Valley Dog Training Club Profit & Loss by Class January through July 2019

	Ado Dog	Beyond ...	CGC	Dog Dan...	GM1	GM2	Obedi...	Puppy	Puppy Pl...	Rally	Scent W...	Small D...	Tricks...	Unclassif...	TOTAL
Ordinary Income/Expense															
Income															
400 - Class Fees															
401 - Ado Dog	13178.35	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	13,178.35
402 - Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,192.50	0.00	0.00	0.00	0.00	0.00	0.00	9,192.50
403 - GM1	0.00	0.00	0.00	0.00	12,160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,160.00
404 - GM2	0.00	0.00	0.00	0.00	0.00	1940.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,940.00
405 - Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4811.50	0.00	0.00	0.00	0.00	4,811.50
406 - Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	710.00	0.00	0.00	0.00	0.00	0.00	710.00
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	615.00	0.00	0.00	615.00
408 - Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,923.50	0.00	0.00	0.00	7,923.50
409 - Dog Dancing	0.00	0.00	0.00	4,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00	4,815.00
410 - CGC	0.00	0.00	1875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,875.00
411 - Beyond Basics	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
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	680.00	0.00	680.00
416 - Obedience	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
Total 400 - Class Fees	13,178.35	500.00	1875.00	4,700.00	12,160.00	1940.00	750.00	9,192.50	710.00	4,811.50	7,923.50	615.00	680.00	115.00	59,150.85
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	1,168.42	1,168.42
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	1,225.00	1,225.00
435 - Miscellaneous	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	8.00	8.00
440 - Building Rental	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	646.00	736.00
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	104.00	104.00
450 - Discounts	(407.20)	(40.00)	(110.00)	(30.00)	(572.50)	(46.80)	(30.00)	(313.80)	(22.00)	(249.40)	(533.00)	(38.80)	(40.20)	(55.00)	(2,488.70)
455 - Class Credit	0.00	(125.00)	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)
460 - Vouchers	(730.00)	0.00	(170.00)	(520.00)	(670.00)	(40.00)	(80.00)	(170.00)	0.00	(527.50)	(2,440.00)	(50.00)	(150.00)	0.00	(5,547.50)
470 - Scent Work Trial	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	804.09	804.09
Total Income	12,041.15	335.00	1595.00	4,240.00	10,917.50	1853.20	640.00	8,708.70	688.00	4,034.60	4,950.50	526.20	489.80	4,015.51	55,035.16
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	225.00	225.00
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	189.65	189.65
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	1,321.53	1,321.53
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	52.51	52.51
505 - Building - Other	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	167.82	167.82
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	1,541.86	1,541.86
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	764.51	764.51
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	1,017.17	1,017.17
515 - Events & Trials															
515a - Scentwork	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	477.35	477.35
515b - 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	0.00	25.92	25.92
Total 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	503.27	503.27

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

August 12, 2019

Page 1 of 2

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 7:55 PM after Carmen Estrada's in-depth 6:30 PM presentation on emergency pet preparedness.
- B. Board members present: Sandy Bonifield, Carol Coawette, Linda Luchsinger, Maria Giaccio, Stefanie Meinhardt, and Sue Osborn.

II. MINUTES—Sue Osborn

MSC to approve the July 8, 2019 general minutes as published with the following change: fix date on header on page 3.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$42,054.72 as of July 31st.
- B. Savings: \$22,309.24 as of July 31st.
- C. Paypal: \$1,004.00 as of July 31st.

IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger
Linda thanked Carmen Estrada for her presentation on emergency pet preparedness.
- B. **VICE-PRESIDENT**—Sandy Bonifield
September general meeting is the annual potluck.
- C. **MEMBERSHIP**—Carol Coawette
No new members tonight.
- D. **OFFICE**—Sandy Bonifield
Sandy works in the office three times a week answering phones, picking up money from mailbox and logging income.
- E. **TRAINING**
 1. Sandy, Lea Ronald, and Marilane met on July 24th to review information for classes.
 2. Next training meeting is October 23, 2019.
 3. Board approved Donna Golemon's request to purchase clickers for her clicker class.
 4. Stefanie will present a proposal at the next training meeting for approval of a beginner agility class.
 5. Marilane is updating orientation handouts and will present at next board meeting for approval.
- F. **PUBLICITY**
Rack cards have been reprinted for distribution to vets. Stefanie passed out sets to members to distribute to vets.
- G. **BUILDING**—Maria Giaccio
 1. Still waiting on Ross Mini to fix overhead lights.
 2. Mats have been laid. Mats for crate and seating area to be installed at a future date.
- H. **NEWSLETTER/WEBSITE**—Sue Osborn
The deadline for the September/October newsletter is August 20th. Typically the September/October newsletter includes information about tracking class, and a wrap up article on Walk for Animals. The November/December issue will include forms for the service award and year end awards.
- I. **AOCNC (Associated Obedience Clubs of Northern California)**—Sue Osborn, Mary Ash, Joy Wood -
 1. Mary Ash, Joy Wood and Donna Albin all worked the NVDTTC ring at this year's July 28th summer workshop. The workshop took in about \$3000, which helps with AOCNC's annual seminar.
 2. Annual seminar to be held September 22nd at Mt. Diablo DTC with Suzanne Edholm. Mary is now taking names from our members and will be sending in final selections to

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

August 12, 2019

Page 2 of 2

meet upcoming September deadline.

J. Hospitality

Thank you to Marilane Bergfelt and Sandy Bonifield for tonight's snacks.

K. Sunshine—Sandy Bonifield

No Report

V. OLD BUSINESS

A. Building Cleanup

Clean up of building postponed due to installation of mats.

B. Mat Laying

Donte installed new mats on Saturday, July 13th and taped the mats, with Linda Luchsinger's help, on July 20th. Date to mat back area near office and crates to be set.

C. Nominating Committee

Slate needs to be established by September general meeting. Nominations will be taken at the October general meeting.

D. Walk for Animals - August 4th

1. A very successful day with Maria, Linda Luchsinger, Stefanie, Carol & Jackie McGrath volunteering to work at the NVDTC table.
2. Judy Gamet's freestyle drill team did a demonstration.
3. A total of 500 flyers were provided for the Napa Humane goodie bags along with a donation of a leash and a free class certificate.

E. Variable Surface Tracking Test

Kay Hall is in process of checking with State Hospital for venue for the 2020 VST Test.

VI NEW BUSINESS

A. Santa Pictures

Linda Luchsinger and Sue Osborn will get together to come up with ideas for taking Christmas photos of members and their dogs and are looking at sometime in October to do this separate from a general meeting. If anyone has items or ideas, let Linda or Sue know.

B. Sue McGuire November 17, 2019 Four-Hour Seminar

On July 8, 2019, general membership approved to hold this seminar.

C. Clear The Shelters Event - Napa County Animal Shelter

1. NVDTC was invited to participate in the Clear The Shelters event taking place on Saturday, August 17th from 11am to three o'clock.
2. Linda, Maria, and Sandy plan to be there at 10:30 to set up.

D. Scent Work Trial—April 18-19, 2020

1. Application has been submitted to AKC.
2. Certificate of Insurance for PSI will be provided by Linda Luchsinger.
3. JMD Dog Sports is working on acquiring judges.
4. Joy Wood, Donna Golemon, and Mary Ash as well as two to three other NVDTC members may be required to be added to premium.
5. Novice, advanced and excellent levels are being offered.
6. Club members are needed for help with grounds, hospitality and with coordination of volunteers.

VII. BRAGS

Joy Wood (with Sierra), Mary Ash, and Carol Coawette (with Jacques) all had brags.

IX. MEETING ADJOURNED at 8:30 PM.

Respectively submitted by
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

September 2, 2019

Page 1 of 3

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:55 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Guest: Mary Ash

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the August 5, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$42,871.13 as of August 31st.
- B. Savings: \$22,312.18 as of August 31st.
- C. Paypal: \$684.36 as of August 31st.
- D. Year to Date Loss: \$1,167.13.
- F. Financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

Mary Ash presented Diane Collings interest in using the NVDTC building to teach conformation to her existing clients as well as new students. Board is interested however, this needs to go the training committee first (their next meeting is October 23rd). Mary will let Diane know it likely will be after the end of year before she could start classes if given go ahead.

B. VICE-PRESIDENT—Sandy Bonifield

Next general meeting is annual potluck.

C. MEMBERSHIP—Carol Coawette

No Report

D. OFFICE—Sandy Bonifield

- 1. Sue will send 2020 membership applications to Sandy for printing.
- 2. Linda will check out new membership packets, throw out anything no longer needed and keep what can be used .

E. TRAINING

- 1. Next meeting will be held Wednesday, Oct 23, 2019.
- 2. Next session starts week of September 9th..
- 3. Marilane, Sandy and Stefanie are organizing training equipment.

F. PUBLICITY

New rack cards have been received and are being distributed to vets.

G. BUILDING—Maria Giaccio

- 1. Maria will let Ross know leftover mats can be picked up when he is ready.
- 2. Marilane, Sandy and Stefanie are putting together permanent barriers to keep students away from equipment. This project was approved through email for \$240 or less and is for nine panels.
- 3. Mats have been laid in the crate area.
- 4. Additional baby gates are in storage.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

September 2, 2019

Page 2 of 3

H. NEWSLETTER/WEBSITE—Sue Osborn

The September-October Tattle Tails newsletter was sent out on August 30th and included announcement about potluck, brags, trick titles awarded, tracking class, articles on green-blue algae, Emergency Pet Preparedness Presentation, Napa Humane's Walk for Animals, Clear the Shelters Event, Why Title Your Dog, and a We Need Your Support letter from Sue Osborn, nominating committee chair.

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

1. Scent Work seminar being held at Mt. Diablo Dog Training Club on Sunday, September 22nd. Working team Joy Wood with Sierra and auditors Carol Coawette and Roxann Gracia will be attending from NVDTTC. De Brilz is signed up as an alternate.
2. Next quarterly meeting is October 26th hosted by San Mateo DTC.

V. OLD BUSINESS

A. Building Cleanup

Date for building cleanup project will be scheduled at next general meeting.

B. Scent Work Trial, April 18 and 19, 2019

Judge Kelly Boyer will be doing novice and advanced. Judge Patti Garcia will be doing excellent. The PSI grounds will be reviewed Tuesday, September 3rd. Committee of Joy Wood, Donna Golemon, Mary Ash, De Brilz and Linda Wargo will be meeting in October or November.

C. Nominating Committee

Sue sent out letter titled "We Need Your Support" to members and also published it in the September-October newsletter.

D. Guidelines and Procedures

Version 11 with incorporated changes, shown in red, was emailed to board members for final review. MSC to post guidelines and procedures on the website with the following changes from tonight's review as listed below.

1. Under Section II, under Use by Members, add the words "For a fee," in front of text that begins with "Any NVDTTC club member can schedule..."
2. Under Section II, under Use by Members, add "/trainer" after the words "Any board member" and before "can use the building at no charge."
3. Under WEBMASTER on page 10, change "onlinw" to "online."

VI. NEW BUSINESS- WEEK 1/ORIENTATION HANDOUT

MSC to approve Week 1/Orientation handout with the following changes:

- A. Under CLUB RULES, bullet #2, change "his leash" to say "the leash" at end of sentence two and leave in the sentence that states: "Don't let your dog visit with the other dogs."
- B. Under CLUB RULES, bullet #3, leave in the word "Please" at beginning of first sentence.
- C. Under CLUB RULES, bullet #5, leave in the word "Only" at beginning of first sentence.
- D. Under TRAINING EQUIPMENT, bullet #2, in the last sentence, change "its" to "it's."
- E. Under TRAINING EQUIPMENT, bullet #3 in sentence #2 change the sentence in parenthesis to (such as hot dogs, cheese, etc.).

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

September 2, 2019

Page 3 of 3

- F. Under THE FIRST CLASS with YOUR DOG, bullet #4, change "do not strangle" to "to not strangle."
- G. On page 4, too much wasted space so move the wording starting with "The Napa Valley Dog Training Club prides itself..." to page 2 by reducing size of text and/or closing up space after the heading at top of page 1 & 2. This will make the document only three pages instead of four.
- H. Under COMMONLY USED VERBAL CUES, where it says "Gentle," add the word "/Nice."

VII. MEETING ADJOURNED a 8:49 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for August
- 2) Profit & Loss YTD Comparison
- 3) PNL by Class

5:53 PM

08/31/19

Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of August 31, 2019

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	42,871.13
105 · Savings - Rabobank	22,312.18
110 · Paypal Clearing Account	684.36
Total Checking/Savings	<u>65,867.67</u>
Total Current Assets	<u>65,867.67</u>
TOTAL ASSETS	<u>65,867.67</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	-1,167.13
Total Equity	<u>65,867.67</u>
TOTAL LIABILITIES & EQUITY	<u>65,867.67</u>

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
August 2019

	Aug 19	Jan - Aug 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	1,666.65	14,845.00
402 · Puppy	1,770.00	10,962.50
403 · GM1	1,305.00	13,465.00
404 · GM2	670.00	2,610.00
405 · Rally	420.00	5,231.50
406 · Puppy Playtime	0.00	710.00
407 · Small Dog Social	0.00	615.00
408 · Scent Work	585.00	8,508.50
409 · Dog Dancing	690.00	5,505.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	0.00	500.00
413 · Tricks & Games	0.00	680.00
416 · Obedience	0.00	750.00
Total 400 · Class Fees	7,106.65	66,257.50
420 · Equipment	168.75	1,337.17
430 · Dues	0.00	1,225.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	0.00	736.00
445 · Donation	10.50	114.50
450 · Discounts	-287.30	-2,776.00
455 · Class Credit	0.00	-125.00
460 · Vouchers	-530.00	-6,077.50
470 · Scent Work Trial	0.00	804.09
Total Income	6,468.60	61,503.76
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	189.65
505 · Building		
506 · Repairs & Maintenance	0.00	1,321.53
507 · Renovation	0.00	52.51
505 · Building - Other	0.00	167.82
Total 505 · Building	0.00	1,541.86
510 · Bank Charges	116.29	880.80
513 · Class Supplies	0.00	1,017.17
515 · Events & Trials		
515a · Scentwork	0.00	477.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	503.27
520 · Instructor Fees	752.00	11,101.00
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	0.00	1,847.48
535 · Office Supplies	0.00	386.42
537 · Outside Services	480.00	3,816.00
538 · Postage/PO Box	0.00	136.44
539 · Property Taxes	0.00	56.84
540 · Rent	4,045.00	31,215.00
542 · Reimbrsmnts Misc Class Supplies	15.29	15.29
550 · Toys	0.00	984.29
555 · Storage	109.00	872.00
560 · Telephone	221.41	1,524.91
575 · Utilities		
575a · Electricity	123.00	977.00
575b · Gas	0.00	264.00
575c · Garbage	0.00	208.53
575 · Utilities - Other	0.00	1,302.00
Total 575 · Utilities	123.00	2,751.53

Napa Valley Dog Training Club Profit & Loss by Class January through August 2019

	Ado Dog	Beyon...	CGC	Dog D...	GM1	GM2	Obedi...	Puppy	Puppy ...	Rally	Scent ...	Small ...	Tricks ...	Unclassif...	TOTAL
Ordinary Income/Expense															
Income															
400 · Class Fees															
401 · Ado Dog	14845.00	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	14,845.00
402 · Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10962.50	0.00	0.00	0.00	0.00	0.00	0.00	10,962.50
403 · GM1	0.00	0.00	0.00	0.00	13465.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,465.00
404 · GM2	0.00	0.00	0.00	0.00	0.00	2610.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,610.00
405 · Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5231.50	0.00	0.00	0.00	0.00	5,231.50
406 · Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	710.00	0.00	0.00	0.00	0.00	0.00	710.00
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	615.00	0.00	0.00	615.00
408 · Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,508.50	0.00	0.00	0.00	8,508.50
409 · Dog Dancing	0.00	0.00	0.00	5390.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00	5,505.00
410 · CGC	0.00	0.00	1875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,875.00
411 · Beyond Basics	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
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	680.00	0.00	680.00
416 · Obedience	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
Total 400 · Class Fees	14845.00	500.00	1875.00	5390.00	13465.00	2610.00	750.00	10962.50	710.00	5231.50	8,508.50	615.00	680.00	115.00	66,257.50
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	1,337.17	1,337.17
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	1,225.00	1,225.00
435 · Miscellaneous	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	8.00	8.00
440 · Building Rental	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	646.00	736.00
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	114.50	114.50
450 · Discounts	(504.10)	(40.00)	(110.00)	(30.00)	(640.50)	(75.20)	(30.00)	(362.30)	(22.00)	(274.90)	(553.00)	(38.80)	(40.20)	(55.00)	(2,776.00)
455 · Class Credit	0.00	(125.00)	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)
460 · Vouchers	(750.00)	0.00	(170.00)	(610.00)	(880.00)	(150.00)	(80.00)	(170.00)	0.00	(627.50)	(2,440.00)	(50.00)	(150.00)	0.00	(6,077.50)
470 · Scent Work Trial	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	804.09	804.09
Total Income	13590.90	335.00	1595.00	4840.00	11944.50	2384.80	640.00	10430.20	688.00	4329.10	5,515.50	526.20	489.80	4,194.76	61,503.76
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	225.00	225.00
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	189.65	189.65
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	1,321.53	1,321.53
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	52.51	52.51
505 · Building - Other	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	167.82	167.82
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	1,541.86	1,541.86
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	880.80	880.80
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	1,017.17	1,017.17
515 · Events & Trials															
515a · Scentwork	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	477.35	477.35
515b · 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	0.00	25.92	25.92
Total 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	503.27	503.27

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

September 9, 2019

Page 1 of 2

I. CALL TO ORDER

- A. Before tonight's annual potluck, President Linda Luchsinger called the meeting to order at 6:36 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Linda Luchsinger, Maria Giaccio, Stefanie Meinhardt, and Sue Osborn.

II. MINUTES—Sue Osborn

MSC to approve the August 12, 2019 general minutes as published:

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$42,871.13 as of August 31st.
- B. Savings: \$22,312.18 as of August 31st.
- C. Paypal: \$684.36 as of August 31st.

IV. BOARD, COMMITTEE & CHAIR REPORTS

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

B. **VICE-PRESIDENT**—Sandy Bonifield

1. Tonight was the club's annual potluck.
2. The October general meeting is a Bring Your Dog To The Meeting night. There will be a Halloween costume contest and parade.

C. **MEMBERSHIP**—Carol Coawette

MSC to accept the following two new members:

1. Belinda Head who has a 7-month-old Chihuahua Mix named Tally.
2. Enrique Martinez who has a 11-month-old German Shepherd named Mikey.

D. **OFFICE**—Sandy Bonifield

Marilane and Sandy are covering the office. Sue has been notified of homepage links needing to be reworked in order to directly go to the online registration page.

E. TRAINING

1. Next Meeting:

Wednesday, October 23, 2019—the first 3 sessions for 2020 will be set.

2. Conformation Classes:

Mary Ash reported Judge Diane Collings' interest in holding conformation classes at NVDTTC. This needs to go to the training meeting before a decision is made. Diane is okay with waiting until after the first of the year to start.

3. Classes:

Summer classes have been slow. Trainers have been working together to arrange rescheduling of class times.

F. PUBLICITY

At the last general meeting, Stefanie gave out rack cards to various members to take to vets.

G. BUILDING—Maria Giaccio

1. Crating area has been matted. Ross Mini has picked up leftover mats.
2. Stefanie, Maria, Marilane and Sandy have been re-organizing equipment and paperwork. A filing cabinet is available to anyone who is interested.
3. Sue has taped the wall by the office to indicate the location and approximate size for the awards and plaques shelf unit.

H. NEWSLETTER/WEBSITE—Sue Osborn

The September-October Tattle Tails newsletter included brags, trick titles awarded, tracking class starting up, articles on green-blue algae, the Emergency Pet Preparedness Presentation, Napa Humane's Walk for Animals, Clear the Shelters Event, and an article on Why Title Your Dog.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

September 9, 2019

Page 2 of 2

- I. **AOCNC (Associated Obedience Clubs of Northern California)**—Sue Osborn, Mary Ash, Joy Wood
 1. Annual seminar will take place on September 22nd at Mt. Diablo DTC with Suzanne Edholm presenting. Working team Joy Wood with Sierra and auditors Carol Coawette and Roxann Gracia will be attending from NVDTTC. De Brilz is signed up as an alternate.
 2. Next AOCNC quarterly meeting will be held in October.

V. OLD BUSINESS

A. Building Cleanup

A Building Cleanup Day has been set for Sunday, October 27th at 10:00 am. A sign-up sheet will be made available before the next general meeting.

B. Nominating Committee

Debbie Hilton and Marion Sigel have been added to the slate for 2020 board nominations. There are still two open board positions.

C Variable Surface Tracking Test

No Report

D. Clear the Shelters

Sandy Bonifield, Linda Luchsinger, and Maria Giaccio attended and set up a table with information about our club at Napa County Animal Shelter and Adoption Center's August 17th and 18th Clear the Shelters event.

E. Sue McGuire November 17, 2019 Four-Hour Seminar

Marilane reported she will be receiving flyers from Sue McGuire soon.

VI NEW BUSINESS—Open House

Date is set for April 25, 2020. Exact time to be determined. Ideas for activities are welcome.

VII. BRAGS

- A. Sandy Bonifield has new puppies.
- B. Joy Wood's Sierra received her CGC Title and her first Excellent Leg at the Mensona Kennel Club Rally Trial.
- C. Mary Ash's Kit received her first Novice Obedience Leg at the Mensona Kennel Club Obedience Trial.
- D. Stefanie Meinhardt's Csavo received his second leg in Open Jumpers last weekend.
- E. Sue Osborn's Brooklyn received Best Opposite Sex and Best of Breed Owner Handler at the Mensona Kennel Club Obedience Trial on Saturday and Select Bitch on Sunday.

IX. MEETING ADJOURNED at 7:07 PM.

Respectively submitted by
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

October 7, 2019

Page 1 of 3

I. CALL TO ORDER

- A. Vice President, Sandy, called the meeting to order at 6:37 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Guests: Mary Ash, Marilane Bergfelt
- C. **April 18 and 19, 2020 Scent Work Trial Update**—Mary Ash
 1. Judges for trial are Pat Moffit and Kelly Boyer.
 2. AKC has approved event.
 3. Mary presented a preliminary draft of job assignments. See attached.
 4. Opening date is February 5, 2020 with closing date of March 25, 2020.
 5. Ribbons need to be ordered. There are some ribbons left from NVDTTC's February scent work trial. For quantity needed, check with Mary when ready to order to see how many dogs are entered. Mary suggested asking Linda Wargo to mentor person assigned to do ribbons.
 6. Tables and chairs may be required from club if PSI does not have enough. JMD will confirm once closer to trial dates.
 7. Three classes are being offered on both days.
 8. Mary suggested NVDTTC set up a budget for hospitality.
 9. Donna Golemon is working on premium.
 10. A scent work trial meeting is scheduled for October 22nd at 6:30 pm at clubhouse.
 11. Update on scent work trial from JMD will be presented to board in January.

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the September 2, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of September 30th:
 1. Checking: \$43,783.64
 2. Savings: \$22,315.14
 3. Paypal: \$1,027.20
- B. Year to Date profit: \$91.18. Last year at this time we had a profit of \$13,847.37. There was approximately \$6000 for building renovations in 2019.
- C. No gas bill from Ross since NVDTTC noted the overcharge made to club.
- D. Financials are attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger
No Report
- B. **VICE-PRESIDENT**—Sandy Bonifield
Next general meeting on October 14th is a "Bring Your Dog To The Meeting" night, a Halloween contest and parade event. Stefanie made prizes for the event: one grand prize plus rope prizes for participants. Ideas for activities were kicked around.
- C. **MEMBERSHIP**—Carol Coawette
Membership applications will be sent out after January to those who have not yet renewed.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

October 7, 2019

Page 2 of 3

Sandy has had hardcopy applications printed for the clubhouse.

D. OFFICE—Sandy Bonifield

No report

E. TRAINING

1. Stefanie has her agility training program (12 weeks of lesson plans) ready for presentation to the training meeting on October 23rd. Donna also has a class she is going to bring to the training committee. Marilane would like to send both proposals to trainers for review before training meeting.
2. Marilane presented three versions of session setups for 2020 and requested a decision be made before next training committee meeting as to the best one to use.
3. Stefanie will run reports to see how income versus classes size up.

F. PUBLICITY

Marilane is looking for ways to publicize the November 17th Sue McGrath workshop other than posting on club bulletin board and on trainer boards.

G. BUILDING—Maria Giaccio

1. MSC to approve use of building by LAPS on Nov 9th, 23rd and December 7th, as requested by Marilane. More LAPS dates for 2020 will be submitted at general meeting for approval.
2. New attractive panels were put up to keep equipment safe and clean. Thank you to Stefanie, Maria, and Sandy for this nice addition to the training floor and also for cleaning up bins and making new signs in the training area.
3. Sue will touch base with Diana Martin for use of building on December 8th.

H. NEWSLETTER/WEBSITE—Sue Osborn

The October Meeting Announcement was sent out via MailChimp to members and students. The announcement will go out again on October 8th..

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

1. Scent Work seminar was held at Mt. Diablo Dog Training Club on Sunday, September 22nd.
2. Next quarterly meeting is October 26th hosted by San Mateo DTC.
3. Golden Gater Kennel Club Show coming up end of January- AOCNC will have a table.
4. Winter Workshop will be held February 9, 2020.

V. OLD BUSINESS

A. Building Cleanup

Date for building cleanup project is scheduled for October 27th at 10 am. A signup sheet will be passed around at the October 14th general meeting.

B. Scent Work Trial, April 18 and 19, 2019

See item I-C above.

C. Nominating Committee

Nominations to date have been presented to members with announcement for the October 14th meeting and are as follows: President: Linda Luchsinger, Vice President: Sandy Boni-

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

October 7, 2019

Page 3 of 3

field, Treasurer: Stefanie Meinhardt, Secretary: Sue Osborn, At Large Board Members: Carol Coawette, Marion Sigel, and Debbie Hilton with two open At Large Board positions. Additional nominations will be taken at the October 14th meeting.

4. Tracking Test 2020

No report.

VI. NEW BUSINESS - Christmas/Santa Photos

- A. Date for taking Santa photos for members' dogs is set for November 16, 2019 at the clubhouse. Sue and Linda Luchsinger will get together to set up details such as scheduling, backdrop, respond by date, etc.. Stefanie will check with a friend to see if he can be our Santa.

VII. MEETING ADJOURNED by President, Linda Luchsinger, at 8:32 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for September
- 2) Profit & Loss YTD Comparison
- 3) PNL by Class
- 4) Scent Work Trial Jobs (Preliminary)

12:25 PM

10/05/19

Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of September 30, 2019

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	43,783.64
105 · Savings - Rabobank	22,315.14
110 · Paypal Clearing Account	1,027.20
Total Checking/Savings	<u>67,125.98</u>
Total Current Assets	<u>67,125.98</u>
TOTAL ASSETS	<u>67,125.98</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	91.18
Total Equity	<u>67,125.98</u>
TOTAL LIABILITIES & EQUITY	<u>67,125.98</u>

Napa Valley Dog Training Club
Profit & Loss Prev Year Comparison
January through September 2019

	Jan - Sep 19	Jan - Sep 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
400 · Class Fees				
401 · Ado Dog	16,615.00	17,721.50	-1,106.50	-6.2%
402 · Puppy	12,712.50	20,886.10	-8,173.60	-39.1%
403 · GM1	15,235.00	14,746.80	488.20	3.3%
404 · GM2	3,360.00	3,545.00	-185.00	-5.2%
405 · Rally	6,071.50	6,305.00	-233.50	-3.7%
406 · Puppy Playtime	710.00	1,966.80	-1,256.80	-63.9%
407 · Small Dog Social	615.00	1,785.00	-1,170.00	-65.6%
408 · Scent Work	9,668.50	7,770.00	1,898.50	24.4%
409 · Dog Dancing	6,585.00	6,847.00	-262.00	-3.8%
410 · CGC	1,875.00	625.00	1,250.00	200.0%
411 · Beyond Basics	500.00	2,780.00	-2,280.00	-82.0%
412 · Community Walks	0.00	390.00	-390.00	-100.0%
413 · Tricks & Games	680.00	470.00	210.00	44.7%
414 · Tracking	0.00	725.00	-725.00	-100.0%
415 · Trick Dog	0.00	25.00	-25.00	-100.0%
416 · Obedience	1,000.00	0.00	1,000.00	100.0%
Total 400 · Class Fees	75,627.50	86,588.20	-10,960.70	-12.7%
420 · Equipment	1,411.17	1,712.25	-301.08	-17.6%
430 · Dues	1,241.00	840.00	401.00	47.7%
435 · Miscellaneous	8.00	0.00	8.00	100.0%
440 · Building Rental	1,141.00	1,970.00	-829.00	-42.1%
445 · Donation	141.50	368.00	-226.50	-61.6%
450 · Discounts	-3,271.60	-4,044.90	773.30	19.1%
455 · Class Credit	-125.00	-625.00	500.00	80.0%
460 · Vouchers	-7,342.50	-5,280.00	-2,062.50	-39.1%
470 · Scent Work Trial	804.09	0.00	804.09	100.0%
Total Income	69,635.16	81,528.55	-11,893.39	-14.6%
Expense				
500 · AOCNC	225.00	270.00	-45.00	-16.7%
503 · Advertising	335.11	73.69	261.42	354.8%
505 · Building				
506 · Repairs & Maintenance	1,446.76	189.16	1,257.60	664.8%
507 · Renovation	102.51	6,133.06	-6,030.55	-98.3%
505 · Building - Other	167.82	0.00	167.82	100.0%
Total 505 · Building	1,717.09	6,322.22	-4,605.13	-72.8%
510 · Bank Charges	941.16	554.01	387.15	69.9%
513 · Class Supplies	1,314.69	769.61	545.08	70.8%
515 · Events & Trials				
515a · Scentwork	477.35	0.00	477.35	100.0%
515b · Tracking	25.92	25.00	0.92	3.7%
Total 515 · Events & Trials	503.27	25.00	478.27	1,913.1%
520 · Instructor Fees	11,805.00	13,918.57	-2,113.57	-15.2%
525 · Insurance	800.00	800.00	0.00	0.0%
530 · Leashes/Collars/Treat Pouches	2,158.44	1,736.35	422.09	24.3%
533 · Licenses & Permits	0.00	125.00	-125.00	-100.0%
535 · Office Supplies	456.35	481.08	-24.73	-5.1%
537 · Outside Services	4,200.00	2,376.00	1,824.00	76.8%
538 · Postage/PO Box	136.44	120.00	16.44	13.7%
539 · Property Taxes	56.84	57.06	-0.22	-0.4%
540 · Rent	35,260.00	33,264.00	1,996.00	6.0%
542 · Reimbrsmnts Misc Class Supplies	15.29	0.00	15.29	100.0%
550 · Toys	984.29	346.12	638.17	184.4%
555 · Storage	991.00	1,090.00	-99.00	-9.1%
560 · Telephone	1,765.29	1,461.27	304.02	20.8%

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
 September 2019

	Sep 19	Jan - Sep 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	1,770.00	16,615.00
402 · Puppy	1,750.00	12,712.50
403 · GM1	1,770.00	15,235.00
404 · GM2	750.00	3,360.00
405 · Rally	840.00	6,071.50
406 · Puppy Playtime	0.00	710.00
407 · Small Dog Social	0.00	615.00
408 · Scent Work	1,160.00	9,668.50
409 · Dog Dancing	1,080.00	6,585.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	0.00	500.00
413 · Tricks & Games	0.00	680.00
416 · Obedience	250.00	1,000.00
Total 400 · Class Fees	9,370.00	75,627.50
420 · Equipment	74.00	1,411.17
430 · Dues	16.00	1,241.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	405.00	1,141.00
445 · Donation	27.00	141.50
450 · Discounts	-495.60	-3,271.60
455 · Class Credit	0.00	-125.00
460 · Vouchers	-1,265.00	-7,342.50
470 · Scent Work Trial	0.00	804.09
Total Income	8,131.40	69,635.16
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	145.46	335.11
505 · Building		
506 · Repairs & Maintenance	125.23	1,446.76
507 · Renovation	50.00	102.51
505 · Building - Other	0.00	167.82
Total 505 · Building	175.23	1,717.09
510 · Bank Charges	60.36	941.16
513 · Class Supplies	297.52	1,314.69
515 · Events & Trials		
515a · Scentwork	0.00	477.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	503.27
520 · Instructor Fees	704.00	11,805.00
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	310.96	2,158.44
535 · Office Supplies	69.93	456.35
537 · Outside Services	384.00	4,200.00
538 · Postage/PO Box	0.00	136.44
539 · Property Taxes	0.00	56.84
540 · Rent	4,045.00	35,260.00
542 · Reimbrsmnts Misc Class Supplies	0.00	15.29
550 · Toys	0.00	984.29
555 · Storage	119.00	991.00
560 · Telephone	432.00	1,765.29
575 · Utilities		
575a · Electricity	92.00	1,069.00
575b · Gas	0.00	264.00
575c · Garbage	0.00	208.53
575 · Utilities - Other	64.64	1,366.64
Total 575 · Utilities	156.64	2,908.17

Napa Valley Dog Training Club
Profit & Loss Prev Year Comparison
 January through September 2019

	Jan - Sep 19	Jan - Sep 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
400 · Class Fees				
401 · Ado Dog	16,615.00	17,721.50	-1,106.50	-6.2%
402 · Puppy	12,712.50	20,886.10	-8,173.60	-39.1%
403 · GM1	15,235.00	14,746.80	488.20	3.3%
404 · GM2	3,360.00	3,545.00	-185.00	-5.2%
405 · Rally	6,071.50	6,305.00	-233.50	-3.7%
406 · Puppy Playtime	710.00	1,966.80	-1,256.80	-63.9%
407 · Small Dog Social	615.00	1,785.00	-1,170.00	-65.6%
408 · Scent Work	9,668.50	7,770.00	1,898.50	24.4%
409 · Dog Dancing	6,585.00	6,847.00	-262.00	-3.8%
410 · CGC	1,875.00	625.00	1,250.00	200.0%
411 · Beyond Basics	500.00	2,780.00	-2,280.00	-82.0%
412 · Community Walks	0.00	390.00	-390.00	-100.0%
413 · Tricks & Games	680.00	470.00	210.00	44.7%
414 · Tracking	0.00	725.00	-725.00	-100.0%
415 · Trick Dog	0.00	25.00	-25.00	-100.0%
416 · Obedience	1,000.00	0.00	1,000.00	100.0%
Total 400 · Class Fees	75,627.50	86,588.20	-10,960.70	-12.7%
420 · Equipment	1,411.17	1,712.25	-301.08	-17.6%
430 · Dues	1,241.00	840.00	401.00	47.7%
435 · Miscellaneous	8.00	0.00	8.00	100.0%
440 · Building Rental	1,141.00	1,970.00	-829.00	-42.1%
445 · Donation	141.50	368.00	-226.50	-61.6%
450 · Discounts	-3,271.60	-4,044.90	773.30	19.1%
455 · Class Credit	-125.00	-625.00	500.00	80.0%
460 · Vouchers	-7,342.50	-5,280.00	-2,062.50	-39.1%
470 · Scent Work Trial	804.09	0.00	804.09	100.0%
Total Income	69,635.16	81,528.55	-11,893.39	-14.6%
Expense				
500 · AOCNC	225.00	270.00	-45.00	-16.7%
503 · Advertising	335.11	73.69	261.42	354.8%
505 · Building				
506 · Repairs & Maintenance	1,446.76	189.16	1,257.60	664.8%
507 · Renovation	102.51	6,133.06	-6,030.55	-98.3%
505 · Building - Other	167.82	0.00	167.82	100.0%
Total 505 · Building	1,717.09	6,322.22	-4,605.13	-72.8%
510 · Bank Charges	941.16	554.01	387.15	69.9%
513 · Class Supplies	1,314.69	769.61	545.08	70.8%
515 · Events & Trials				
515a · Scentwork	477.35	0.00	477.35	100.0%
515b · Tracking	25.92	25.00	0.92	3.7%
Total 515 · Events & Trials	503.27	25.00	478.27	1,913.1%
520 · Instructor Fees	11,805.00	13,918.57	-2,113.57	-15.2%
525 · Insurance	800.00	800.00	0.00	0.0%
530 · Leashes/Collars/Treat Pouches	2,158.44	1,736.35	422.09	24.3%
533 · Licenses & Permits	0.00	125.00	-125.00	-100.0%
535 · Office Supplies	456.35	481.08	-24.73	-5.1%
537 · Outside Services	4,200.00	2,376.00	1,824.00	76.8%
538 · Postage/PO Box	136.44	120.00	16.44	13.7%
539 · Property Taxes	56.84	57.06	-0.22	-0.4%
540 · Rent	35,260.00	33,264.00	1,996.00	6.0%
542 · Reimbrsmnts Misc Class Supplies	15.29	0.00	15.29	100.0%
550 · Toys	984.29	346.12	638.17	184.4%
555 · Storage	991.00	1,090.00	-99.00	-9.1%
560 · Telephone	1,765.29	1,461.27	304.02	20.8%

8:05 PM

10/06/19

Accrual Basis

Napa Valley Dog Training Club
Profit & Loss Prev Year Comparison
January through September 2019

	Jan - Sep 19	Jan - Sep 18	\$ Change	% Change
575 · Utilities				
575a · Electricity	1,069.00	1,024.80	44.20	4.3%
575b · Gas	264.00	207.72	56.28	27.1%
575c · Garbage	208.53	238.32	-29.79	-12.5%
575 · Utilities - Other	1,366.64	909.77	456.87	50.2%
Total 575 · Utilities	2,908.17	2,380.61	527.56	22.2%
580 · Special Events				
580a · Awards Dinner	1,441.53	573.65	867.88	151.3%
580b · Open House	131.00	34.74	96.26	277.1%
580c · Walk for Animals	93.66	295.94	-202.28	-68.4%
580d · Various	145.27	153.47	-8.20	-5.3%
Total 580 · Special Events	1,811.46	1,057.80	753.66	71.3%
583 · Donations	500.00	0.00	500.00	100.0%
585 · Website	685.71	479.43	206.28	43.0%
Total Expense	69,570.60	67,707.82	1,862.78	2.8%
Net Ordinary Income	64.56	13,820.73	-13,756.17	-99.5%
Other Income/Expense				
Other Income				
910 · Interest Income	26.62	26.64	-0.02	-0.1%
Total Other Income	26.62	26.64	-0.02	-0.1%
Net Other Income	26.62	26.64	-0.02	-0.1%
Net Income	91.18	13,847.37	-13,756.19	-99.3%

AKC Trail Jobs

#	Job	Group Assigned to	Person Assigned too	Comments
1	Trial Application	JMD	Donna	Done
2	Securing Judges	JMD	Mary	Done
3	Securing Site	JMD	Mary	Done
4	Application Submission	JMD	Donna	Done
5	Committed formed	Both		Done
6	Classed to be held each day	JMD	JMD	Novice, Advanced, Excellent (Interior, Exterior, Containers, Buried)
7	Decide on entry method	JMD	FCFS	
8	Decide Opening Date	JMD	Feb 5	
9	Decide Closing Date	JMD	March 25	
10	Decide on entry number	JMD	limited (125 per judge)	Done
11	Develop Premium List	JMD	Donna - Must be to AKC 21 days before opening	
12	Premium Approval from AKC		Donna	
13	Communication with judges		Mary	
14	Decide on order of classes	JMD		
15	Supply Equipment (pens, pencils, clipboards, etc.)	NVDC		
16	Boundary Markers	NVDC		
17	Check in Table	NVDC		
18	Warn-up containers	JMD	Donna	
19	Distractions items as needed	JMD		
20	Timers (physical)	JMD	Joy	
21	Judges Scoresheets	JMD	Donna	
22	Judges Certificates Pages	JMD	Donna	
23	Move ups	JMD	Yes	
24	Judges program sent to exhibitors	JMD	Joy	

AKC Trail Jobs

#	Job	Group Assigned to	Person Assigned too	Comments
25	Assign arm band #	JMD	Donna	
26	Determine when trial is full	JMD	Donna	
27	Communicate with entrants	JMD	D/J	
28	Maintain wait list	JMD	Donna	
29	Return entries after close	JMD	Donna	
30	Refund entries, replaced by wait list	JMD	Mary/Donna	
31	Action any entry declined by club	JMD	Donna	
32	Action class transfers	JMD		
33	Judges Time Schedule per AKC	JMD		
34	Admin/Set up			
35	Novice 2.5 min			
36	Advanced 3 min			
37	Exc. Except int. 4 min			
38	Exc. Int. 6.5 min			
39	Master except int. 5 min			
40	Master Int. 7 min			
41	Determine staging areas	JMD	JMD	Done
42	Determine spectator area	JMD		
43	Layout of each search area to judges	JMD	Joy	Diagram and pictures
44	Demo Dog			
45	Handler briefing Judge plus			
46	Posting of preliminary results	JMD		
47	Records results	JMD		
48	Submittal of results	JMD		
49	Trail Secretary Certification Pages	JMD		
50	Recording Fees calculate	JMD		

AKC Trail Jobs

#	Job	Group Assigned to	Person Assigned too	Comments
51	Parking	NVDC		
52	Hospitality	NVDC		
53	Bathrooms - supplies	NVDC		
54	Signage	NVDC		
55	Head Volunteer	NVDC	Linda Wargo	
56	Assignments of volunteer jobs	Linda Wargo		
57	Ribbons	NVDC		
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NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 14, 2019

Page 1 of 3

I. CALL TO ORDER

- A. President Linda Luchsinger called the meeting to order at 6:43 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Maria Giaccio.

II. MINUTES—Sue Osborn

MSC to approve the September 9, 2019 general minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

As of September 30th:

- A. Checking: \$43,783.64
- B. Savings: \$22,315.14
- C. Paypal: \$1,027.20
- D. Year to date profit: \$91.18.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

Board of Directors Nominations:

1. Nominations were presented at tonight's meeting as follows: President: Linda Luchsinger, Vice President: Sandy Bonifield, Treasurer: Stefanie Meinhardt, Secretary: Sue Osborn, At Large Board Members: Carol Coawette, Marion Sigel, and Debbie Hilton.
2. With no additional nominations at tonight's meeting, this leaves two open at large board positions.
4. Election will take place at the November annual general meeting.

B. VICE-PRESIDENT—Sandy Bonifield

1. Tonight was the club's "Bring Your Dog To The Meeting" night. There was a Halloween costume contest and parade. Stefanie provided prizes for tonight's event.
2. The annual Christmas potluck will take place at the December 9th general meeting with a gift exchange (\$15 limit).

C. MEMBERSHIP—Carol Coawette

1. MSC to accept new members Nancy Taylor and Diana Hanson.
2. Hardcopy membership applications for 2020 are now available.

D. OFFICE—Sandy Bonifield

If anyone can volunteer to work in the office, let Sandy know. Office volunteers earn a \$40 voucher for each session worked.

E. TRAINING

1. Meeting date has been moved from Wednesday, October 23rd to Thursday, October 24th.
2. First 3 sessions for 2020 will be set and proposed classes will be reviewed.

F. PUBLICITY

Sue continues to promote dog club events and classes on Facebook and through email blasts to members and past students.

G. BUILDING—Maria Giaccio

1. Use of building by LAPS on Nov 9th, 23rd and December 7th was approved at the October 7, 2019 Board meeting.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 14, 2019

Page 2 of 3

2. MSC to approve LAPS use of building in 2020 for the following dates:
 - a. Spring 2020: Feb 22, 29 and March 7,14, 21 - class. Clean / set up March 28. Testing March 29 and advanced training on April 4.
 - b. Caring Canines: June 20 (clean building prior daytime)
 - c. Fall 2020: Sept 12,19, 26 and October 10 & 17. Clean / set up October 24. Testing October 25 and advanced training on Oct 31.
 - d. There is no charge to LAPS for days set aside for cleaning.
3. New attractive panels were put up to keep equipment safe and clean. Thank you to Stefanie, Maria, and Sandy for this nice addition to the training floor.
4. MSC to approve use of building by Irish Terrier Club on December 8, 2019.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. The October Meeting Announcement was sent out a total of three times via MailChimp to members and students.
2. Requests for items for the November-December newsletter will be sent out on October 16th.
3. The November-December issue will include forms for year-end awards (Linda Wargo in charge) and for the Gerry Glantz Memorial Club Service Award (Committee Chair Stefanie Meinhardt).

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

1. Scent Work seminar was held at Mt. Diablo Dog Training Club on Sunday, September 22nd. Working team Joy Wood with Sierra and auditors Carol Coawette and Roxann Gracia attended. De Brilz signed up as an alternate.
2. Next quarterly meeting is October 26th hosted by San Mateo DTC.
3. Golden Gate Kennel Club Show coming up end of January- AOCNC will have a table.
4. Winter Workshop will be held February 9, 2020 at the Cow Palace.

V. OLD BUSINESS

A. Santa Photos - November 16, 2019

1. Need one or two people to help.
2. Sue Osborn will take photos, which will be put on thumb drives if provided by attendee having photos done and can be emailed.
3. Linda Wargo has backdrops to use.
4. Stefanie has contacted a friend to see if he can be Santa depending on if he can get a Santa Suit for November 16th date. If not, Karl Luchsinger can be Santa but will need to rent a suit.

B. Scent Work Trial - April 18 & 19, 2020

Everything is in order. Judges, Pat Moffit and Kelly Boyer, are lined up.

C. Building Cleanup Day, October 27, 2019

Cleanup day will start at 10:00 am. A signup sheet was passed around at tonight's meeting.

D. Sue McGuire November 17, 2019 Four-Hour Seminar

1. Flyers have been received and emailed to members and students and put on trainers' boards.
2. Both working and auditor spots available.
3. There is a \$10 discount available for club members.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 14, 2019

Page 3 of 3

VI NEW BUSINESS

No new business.

VII. BRAGS

- A. At the Donner Trail Kennel Club show, Sue Osborn's Brooklyn received Best Opposite Sex & Best of Breed Owner Handled on Saturday and Sunday for a total of 4 Grand Champion points. On Sunday Brooklyn also received Owner Handled Group 3.
- B. Linda Wargo's Bill, Ziji, and Hef competed and received a variety of titles in a variety of venues: USDAAA TRACS and Performance, Grand Prix, Steeplechase, and the NACSW ORT.
- C. Linda Luchsinger's Lola passed her birch scent for the ORT (Odor Recognition Test) trial on Saturday, October 5, 2019 at PSI.
- D. Chris Mayer's Pepper completed her ORT title having previously passed the test for birch. On October 5th, she passed the tests for anise and clove to complete the title.

IX. MEETING ADJOURNED at 7:09 PM.

Respectively submitted by
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

November 4, 2019

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: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Guest: Marilane Bergfelt.

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the October 7, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of October 31st:
 - 1. Checking: \$45,440.03
 - 2. Savings: \$22,317.99
 - 3. Paypal: \$778.77
- B. Stefanie presented a discounts and vouchers to class fees comparable report.
- C. Financials are attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger
No report.
- B. **VICE-PRESIDENT**—Sandy Bonifield
Donna Golemon will present a Handler Discrimination demo on November 11, 2019 before start of general meeting.
- C. **MEMBERSHIP**—Carol Coawette
Membership applications are available in office and online (online version is for renewal only)
- D. **OFFICE**—Sandy Bonifield
Sandy gave a big thank you to Marilane for coming in to help with phone messages. Although most classes are closed, there have been a lot of phone calls.
- E. **TRAINING**
 - 1. Session 1 and 2 were set at the October 24th training meeting. Instructors will let Marilane know for sure if classes for session 1 and 2 are okay.
 - 2. Next training meeting is November 25, 2019 at the clubhouse.
 - 3. Upcoming sessions: Marilane will come up with another workup for a session schedule (option D).
 - 4. Online registration procedure for those who are not able to do so is as follows: A hard-copy is filled out by individual followed by a picture of hard copy sent to Donna. Donna then calls individual and sets up an online account on DogBizPro for them.
 - 5. MSC to issue a \$115 class refund to Janet Volkman.
 - 6. MSC to issue a full refund to Betsy Morgan for a puppy class.
 - 7. MSC to accept Stefanie Meinhardt as an Agility Instructor.
 - 8. MSC to accept Deanna Brilz as an Instructor for Puppy, AdoDog and GM1.
 - 9. MSC to start Stefanie at \$28/hour and De at \$20/hour.
 - 10. MSC to accept "Agility Foundation for Competition" class outline as approved by Training committee.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

November 4, 2019

Page 2 of 2

11. MSC to approve "Train Your Dog to Listen Anytime, Anywhere" class by Donna Golemon with the stipulation there will be a maximum of eight and a minimum of five. students.
12. Consideration for new, non-club instructor for Conformation, Diane Collings, is on hold until Linda Luchsinger contacts her to find out how she would like to receive payment.
13. MSC to require all students sign up for classes through the club's online registration.

F. BUILDING—Maria Giaccio

Evidence of rats found. Linda Lucshinger will purchase traps. Marilane will set up.

V. OLD BUSINESS

A. Building Cleanup

During four hours on October 27th, the main floor was cleaned by the following members: Marion Sigel, Chris Mayer, Stefanie Meinhardt, Marilane Bergfelt, Linda Luchsinger, and Debbie Hilton. Leslie McNamara and her daughter and her daughter's friend, Ruby, also helped as a community service project for St Anthony's School. Pizza was served. Vouchers will be issued to members who volunteered.

B. Nominating Committee

It is important for members to attend the November annual meeting to vote on the 2020 Board of Directors.

C. Sue McGuire November 17 Workshop

MSC to postpone the Sue McGuire workshop to January 11, 2020.

VI. NEW BUSINESS

Group Use of Building:

MSC to approve use of building by AOCNC on January 11th for their quarterly meeting.

VII. MEETING ADJOURNED at 8:33 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for October
- 2) Profit & Loss YTD Comparison
- 3) PNL by Class
- 4) PNL Previous Year Comparison

1:36 PM
11/02/19
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of October 31, 2019

	<u>Oct 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	45,440.03
105 · Savings - Rabobank	22,317.99
110 · Paypal Clearing Account	778.77
Total Checking/Savings	<u>68,536.79</u>
Total Current Assets	<u>68,536.79</u>
TOTAL ASSETS	<u>68,536.79</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	1,501.99
Total Equity	<u>68,536.79</u>
TOTAL LIABILITIES & EQUITY	<u>68,536.79</u>

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
October 2019

	Oct 19	Jan - Oct 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	2,240.00	18,855.00
402 · Puppy	1,750.00	14,462.50
403 · GM1	1,730.00	16,965.00
404 · GM2	375.00	3,735.00
405 · Rally	215.00	6,286.50
406 · Puppy Playtime	0.00	710.00
407 · Small Dog Social	0.00	615.00
408 · Scent Work	745.00	10,413.50
409 · Dog Dancing	1,080.00	7,665.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	625.00	1,125.00
413 · Tricks & Games	0.00	680.00
414 · Tracking	435.00	435.00
416 · Obedience	0.00	1,000.00
417 · Jumps & Tunnels	850.00	850.00
Total 400 · Class Fees	10,045.00	85,672.50
420 · Equipment	160.00	1,571.17
430 · Dues	140.00	1,381.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	196.00	1,337.00
445 · Donation	0.00	141.50
450 · Discounts	-398.70	-3,670.30
455 · Class Credit	125.00	0.00
460 · Vouchers	-785.00	-8,127.50
470 · Scent Work Trial	125.00	929.09
Total Income	9,607.30	79,242.46
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	335.11
505 · Building		
506 · Repairs & Maintenance	140.57	1,587.33
507 · Renovation	0.00	102.51
505 · Building - Other	0.00	167.82
Total 505 · Building	140.57	1,857.66
510 · Bank Charges	186.83	1,127.99
513 · Class Supplies	0.00	1,314.69
515 · Events & Trials		
515a · Scentwork	0.00	477.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	503.27
520 · Instructor Fees	2,508.00	14,313.00
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	11.15	2,169.59
535 · Office Supplies	54.75	511.10
537 · Outside Services	404.16	4,604.16
538 · Postage/PO Box	0.00	136.44
539 · Property Taxes	0.00	56.84
540 · Rent	4,045.00	39,305.00
542 · Reimbrsmnts Misc Class Supplies	113.50	128.79
550 · Toys	0.00	984.29
555 · Storage	119.00	1,110.00
560 · Telephone	190.59	1,926.09
575 · Utilities		
575a · Electricity	149.00	1,218.00
575b · Gas	0.00	264.00
575c · Garbage	34.85	273.17
575 · Utilities - Other	0.00	1,366.64
Total 575 · Utilities	183.85	3,121.81

NVDTC

October 2019

PNL by Class with Discount/Voucher %

	Ado Dog	Beyond Basics	CGC	Dog Dancing	GM1	GM2	Jumps & Tunnels	Obedience	Puppy	Puppy Playtime	Rally	Scent Work	Small Dog Social	Tracking	Tricks & Games	Unclassified	TOTAL
Ordinary Income/Expense																	
Income																	
400 - Class Fees																	
401 - Ado Dog	18855	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18855
402 - Puppy	0	0	0	0	0	0	0	0	14462.5	0	0	0	0	0	0	0	14462.5
403 - GM1	0	0	0	0	16965	0	0	0	0	0	0	0	0	0	0	0	16965
404 - GM2	0	0	0	0	0	3735	0	0	0	0	0	0	0	0	0	0	3735
405 - Rally	0	0	0	0	0	0	0	0	0	6286.5	0	0	0	0	0	0	6286.5
406 - Puppy Playtime	0	0	0	0	0	0	0	0	0	710	0	0	0	0	0	0	710
407 - Small Dog Social	0	0	0	0	0	0	0	0	0	0	0	615	0	0	0	0	615
408 - Scent Work	0	0	0	0	0	0	0	0	0	0	10413.5	0	0	0	0	0	10413.5
409 - Dog Dancing	0	0	0	7550	0	0	0	0	0	0	0	0	0	0	0	0	7550
410 - CGC	0	1875	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1875
411 - Beyond Basics	0	1125	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1125
413 - Tricks & Games	0	0	0	0	0	0	0	0	0	0	0	0	0	0	680	0	680
414 - Tracking	0	0	0	0	0	0	0	0	0	0	0	0	0	435	0	0	435
416 - Obedience	0	0	0	0	0	0	0	1000	0	0	0	0	0	0	0	0	1000
417 - Jumps & Tunnels	0	0	0	0	0	0	850	0	0	0	0	0	0	0	0	0	850
Total 400 - Class Fees	18855	1125	1875	7550	16965	3735	850	1000	14462.5	710	6286.5	10413.5	615	435	680	115	85672.5
420 - Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1571.17	1571.17
430 - Dues	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1381	1381
435 - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8
440 - Building Rental	0	0	0	126	0	0	0	0	0	0	0	0	0	0	0	1211	1337
445 - Donation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	141.5	141.5
450 - Discounts	-674.1	-70	-110	-40	-840.5	-125.2	-58.1	-80	-482.3	-22	-309.2	-733.3	-38.8	-11.6	-40.2	-55	-3670.3
455 - Class Credit	0	-125	0	0	0	0	0	0	0	0	0	0	0	0	0	125	0
460 - Vouchers	-850	-175	-170	-780	-1160	-230	-185	-240	-210	0	-727.5	-3090	-50	-120	-150	0	-8127.5
470 - Scent Work Trial	0	0	0	0	0	0	0	0	0	0	0	125	0	0	0	0	804.09
Total Income	17330.9	755	1595	6856	14964.5	3379.8	606.9	700	13770.2	688	5249.8	6725.2	526.2	303.4	489.8	5301.76	79242.46
Expense																	
500 - AOCNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	225	225
503 - Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	335.11	335.11
505 - Building																	
506 - Repairs & Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1587.33	1587.33
507 - Renovation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	102.51	102.51
505 - Building - Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	167.82	167.82
Total 505 - Building	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1857.66	1857.66
510 - Bank Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1127.99	1127.99
513 - Class Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1314.69	1314.69
515 - Events & Trials																	
515a - Scentwork	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	477.35	477.35
515b - Tracking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25.92	25.92
Total 515 - Events & Trials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	503.27	503.27
520 - Instructor Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14313	14313
525 - Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	800	800
530 - Leashes/Collars/Treat Pouches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2169.59	2169.59
535 - Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	511.1	511.1
537 - Outside Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4604.16	4604.16
538 - Postage/PO Box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	136.44	136.44
539 - Property Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56.84	56.84
540 - Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	39305	39305
542 - Reimbrsmnts Misc Class Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	128.79	128.79
550 - Toys	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	984.29	984.29
555 - Storage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1110	1110
560 - Telephone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1926.09	1926.09
575 - Utilities																	
575a - Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1218	1218
575b - Gas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	284	284
575c - Garbage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	273.17	273.17
575 - Utilities - Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1366.64	1366.64
Total 575 - Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3121.81	3121.81
580 - Special Events																	
580a - Awards Dinner	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1441.53	1441.53
580b - Open House	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	144.98	144.98
580c - Walk for Animals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	115.08	115.08
580d - Various	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	162.42	162.42
Total 580 - Special Events	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1864.01	1864.01
583 - Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500
585 - Website	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	875.1	875.1
Total Expense	17330.9	755	1595	6856	14964.5	3379.8	606.9	700	13770.2	688	5249.8	6725.2	526.2	303.4	489.8	77769.94	77769.94
Net Ordinary Income																	
Other Income/Expense																	
Other Income																	
910 - Interest Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29.47	29.47
Total Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29.47	29.47
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29.47	29.47
Net Income	17330.9	755	1595	6856	14964.5	3379.8	606.9	700	13770.2	688	5249.8	6725.2	526.2	303.4	489.8	-72438.7	1501.99

Napa Valley Dog Training Club
Profit & Loss Prev Year Comparison
January through October 2019

	Jan - Oct 19	Jan - Oct 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
400 · Class Fees				
401 · Ado Dog	18,855.00	19,971.50	-1,116.50	-5.6%
402 · Puppy	14,462.50	22,846.10	-8,383.60	-36.7%
403 · GM1	16,965.00	16,246.80	718.20	4.4%
404 · GM2	3,735.00	4,045.00	-310.00	-7.7%
405 · Rally	6,286.50	7,255.00	-968.50	-13.4%
406 · Puppy Playtime	710.00	1,966.80	-1,256.80	-63.9%
407 · Small Dog Social	615.00	1,785.00	-1,170.00	-65.6%
408 · Scent Work	10,413.50	8,615.00	1,798.50	20.9%
409 · Dog Dancing	7,665.00	7,582.00	83.00	1.1%
410 · CGC	1,875.00	625.00	1,250.00	200.0%
411 · Beyond Basics	1,125.00	2,780.00	-1,655.00	-59.5%
412 · Community Walks	0.00	390.00	-390.00	-100.0%
413 · Tricks & Games	680.00	470.00	210.00	44.7%
414 · Tracking	435.00	725.00	-290.00	-40.0%
415 · Trick Dog	0.00	55.00	-55.00	-100.0%
416 · Obedience	1,000.00	0.00	1,000.00	100.0%
417 · Jumps & Tunnels	850.00	0.00	850.00	100.0%
Total 400 · Class Fees	85,672.50	95,358.20	-9,685.70	-10.2%
420 · Equipment	1,571.17	1,879.25	-308.08	-16.4%
430 · Dues	1,381.00	875.00	506.00	57.8%
435 · Miscellaneous	8.00	0.00	8.00	100.0%
440 · Building Rental	1,337.00	2,010.00	-673.00	-33.5%
445 · Donation	141.50	368.00	-226.50	-61.6%
450 · Discounts	-3,670.30	-4,354.00	683.70	15.7%
455 · Class Credit	0.00	-625.00	625.00	100.0%
460 · Vouchers	-8,127.50	-6,030.00	-2,097.50	-34.8%
470 · Scent Work Trial	929.09	0.00	929.09	100.0%
Total Income	79,242.46	89,481.45	-10,238.99	-11.4%
Expense				
500 · AOCNC	225.00	270.00	-45.00	-16.7%
503 · Advertising	335.11	73.69	261.42	354.8%
505 · Building				
506 · Repairs & Maintenance	1,587.33	189.16	1,398.17	739.2%
507 · Renovation	102.51	6,133.06	-6,030.55	-98.3%
505 · Building - Other	167.82	0.00	167.82	100.0%
Total 505 · Building	1,857.66	6,322.22	-4,464.56	-70.6%
510 · Bank Charges	1,127.99	689.76	438.23	63.5%
513 · Class Supplies	1,314.69	769.61	545.08	70.8%
515 · Events & Trials				
515a · Scentwork	477.35	0.00	477.35	100.0%
515b · Tracking	25.92	25.00	0.92	3.7%
Total 515 · Events & Trials	503.27	25.00	478.27	1,913.1%
517 · Education	0.00	130.00	-130.00	-100.0%
520 · Instructor Fees	14,313.00	16,124.57	-1,811.57	-11.2%
525 · Insurance	800.00	800.00	0.00	0.0%
530 · Leashes/Collars/Treat Pouches	2,169.59	1,855.79	313.80	16.9%
533 · Licenses & Permits	0.00	125.00	-125.00	-100.0%
535 · Office Supplies	511.10	481.08	30.02	6.2%
537 · Outside Services	4,604.16	2,760.00	1,844.16	66.8%
538 · Postage/PO Box	136.44	120.00	16.44	13.7%
539 · Property Taxes	56.84	57.06	-0.22	-0.4%
540 · Rent	39,305.00	37,080.00	2,225.00	6.0%
542 · Reimbrsmnts Misc Class Supplies	128.79	0.00	128.79	100.0%
550 · Toys	984.29	512.58	471.71	92.0%
555 · Storage	1,110.00	1,199.00	-89.00	-7.4%
560 · Telephone	1,926.09	1,634.73	291.36	17.8%

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

November 11, 2019

Page 1 of 3

I. CALL TO ORDER

- A. After a most interesting presentation by Donna Golemon on Handler Discrimination, President Linda Luchsinger called the meeting to order at 7:00 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Maria Giaccio.

II. MINUTES—Sue Osborn

MSC to approve the October 14, 2019 general minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

As of October 31st:

- A. Checking: \$45,440.03
- B. Savings: \$22,317.99
- C. Paypal: \$778.77
- D. Profit: \$1501.99
- E. Linda Luchsinger reported tax extension was filed today. Tax return was made available at tonight's meeting for members to look over.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

No report.

B. VICE-PRESIDENT—Sandy Bonifield

1. Tonight was the presentation on Handler Discrimination by Donna Golemon.
2. The annual Christmas potluck will take place at the December 9th general meeting with a gift exchange (\$15 limit). Donna Golemon will bring a new game (using a popular Christmas story) for the gift exchange.

C. MEMBERSHIP—Carol Coawette

MSC to accept two new returning members; Bridgette Gheno and Ann Stanley.

D. OFFICE—Sandy Bonifield

Going well. Really would like help for next year. Only two members running office now. Looking at doing an office seminar in January. Best time to work is hour before or after a class you are taking. You also get a \$40 voucher for six weeks, one night a week.

E. TRAINING

1. Session 1 and 2 were set at the October 24th training meeting.
2. Next training meeting is Monday, November 25, 2019 at the clubhouse.
3. Board approved requirement for all students to sign up for classes through the club's on-line registration portal.
4. Two new trainers, Stefanie Meinhardt and De Brilz were approved by Board.
5. Two class refunds were issued.
6. Two new classes approved: Agility Foundation for Competition taught by Stefanie and Train Your Dog To Listen taught by Donna Golemon.
7. Kim leslie may be able to come back and teach on Friday mornings.
8. Session one will be online within the next couple of days.

F. PUBLICITY

No report.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

November 11, 2019

Page 2 of 3

G. BUILDING—Maria Giaccio

Rats have been found in the building. Ross has set some box traps in electrician room and near the water heater.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. The November-December newsletter was emailed November 2nd and included information for tonight's handler discrimination demo, December potluck, Santa photo shoot, Sue McGuire workshop, photos of class graduates, an article about cooking for your dog, request for Napa Humane donations, forms for the year end awards and the Gerry Glantz memorial club service award, brags, and Halloween costume photos from the October meeting
2. Deadline for submittals for the January-February newsletter is December 20th.

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

1. Next quarterly meeting is January 11th hosted by Napa Valley DTC.
2. Golden Gate Kennel Club Show at Cow Palace coming up January 25th & 26th wherein AOCNC will have an educational table.
3. Winter Workshop will be held February 9, 2020 at Cow Palace. Flyers will be posted soon.

V. OLD BUSINESS

A. Building Cleanup Day, October 27, 2019

Members Marion Sigel, Chris Mayer, Stefanie Meinhardt, Marilane Bergfelt, Linda Luchsinger, and Debbie Hilton participated in our building cleanup day. Leslie McNamara and her daughter, Ashley, and her daughter's friend, Ruby, also helped giving us 3 hours as a community service project for St Apollinaris's School.

B. Election of 2020 Board of Directors

1. The following white ballot members were elected as follows: President: Linda Luchsinger, Vice President: Sandy Bonifield, Treasurer: Stefanie Meinhardt, Secretary: Sue Osborn, At Large Board Members: Carol Coawette, Marion Sigel, and Debbie Hilton.
2. There are still two board openings for anyone interested in serving on the board in 2020.

C. Santa Photos - November 16, 2019, Noon to 3PM

1. Members Linda Luchsinger, Sue Osborn, Donna Golemon, Stefanie Meinhardt and Linda Wargo all will be on hand to help with taking photos.
2. Sue Osborn will take photos, which will be put on thumb drive and/or emailed.
3. Stefanie's friend volunteered to be our Santa.

B. Annual Tracking Test

On schedule as far as known. No site selected yet. This year will be a combined test.

C. Scent Work Trial, April 18 & 19, 2020

1. Linda Wargo is in charge of volunteers, and sent a signup sheet around to members tonight. If not enough volunteers sign up, NVDTTC will have to pay for additional help.
2. Novice, advanced, and excellent venues are planned for both days.
3. De Brilz is in charge of hospitality.

VI NEW BUSINESS

A. Year End Awards

Linda Wargo is handling year end awards, application forms are online and available in the

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

November 11, 2019

Page 3 of 3

office. Return filled out forms to Linda.

B. Gerry Glantz Memorial Club Service Award

Stefanie Meinhardt is committee chair and passed out nomination forms at tonight's meeting. Forms are also online and available in the office. Return filled out forms to Stefanie.

VII. BRAGS

- A. From Stefanie Meinhardt: Ekko's daughter, Kiva (Vintage Kivancsi by Leaps and Bounds), went Winners Bitch, Best of Opposite Sex, Best of Breed Bred by Exhibitor and Bred by Exhibitor Sporting Group 1 at the Wine Country KC Dog Show.
- B. Sue Osborn's CH Lahrheim's Brooklyn Dawn received Select Bitch for a 4 point major at the Wine Country KC Dog Show.
- C. Sandy Bonifield's CH BONIROSE'S Wine Taster aka Ink received Select and Best of Breed Owner Handled at the Wine Country KC Dog Show.
- D. Roxann Gracia's Zena passed the Odor Recognition Test (ORT) qualifications in all three scent searches.

IX. MEETING ADJOURNED at 7:40 PM.

Respectively submitted by
Sue Osborn, Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

December 2, 2019

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: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Guest: Incoming Board Member Debbie Hilton

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the November 4, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of November 30th:
 - 1. Checking: \$44,752.96
 - 2. Savings: \$22,230.65
 - 3. Paypal: \$679.44
- B. Profit for year: \$718.25
- C. Financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

Linda reviewed jobs for 2020 Board members: Debbie Hilton will take over building. Marion Sigel's job will be determined at next board meeting. Everyone else now on the Board and continuing on will keep their 2019 jobs.

B. VICE-PRESIDENT—Sandy Bonifield

No Report

C. MEMBERSHIP/VOUCHERS—Carol Coawette

- 1. Carol reported not all trainers have renewed their dues for 2020 and need to be renewed before they can start teaching classes in 2020. Sue can send a segmented MailChimp email reminder out.
- 2. At last training meeting, Carol gave vouchers to building cleanup volunteers.

D. OFFICE—Sandy Bonifield

Marilane has been doing most of the work in the office. Sandy is willing to do a training session on office duties to encourage others to volunteer.

E. TRAINING

- 1. MSC to approve Marlene as a puppy instructor.
- 2. MSC to approve De Brilz, Carol Coawette, and Chris Mayer as scent work assistants.
- 3. MSC to approve Linda Wargo as an assistant for scent work and specialty classes.
- 4. MSC to approve Chris Mayer as an agility assistant.
- 5. Sue Osborn's submitted application to be an agility assistant needs to go through training committee before being submitted for Board approval.
- 6. Training committee agreed on option D for 2020 schedule, which consists of six 6-week sessions and two 2-week sessions allowing for more time off in the summer.
- 7. Sessions 1 and 2 have been finalized. New and returning classes need to be PR'd. Instructors are to contact Sue with descriptions of classes for use on flyers, Facebook, and email blasts to members and students.
- 8. Next training meeting is scheduled for Feb 26, 2020 at the clubhouse: 6:00 pm for instructors/trainers, 6:30 pm for assistants.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

December 2, 2019

Page 2 of 2

F. PUBLICITY

1. Sandy suggested posting flyers, such as class schedules, at pet stores and vet offices.
2. Rack cards continue to be provided to vet offices.

G. BUILDING—Maria Giaccio

No word about results from mouse traps recently set in building.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. Meeting announcement for December 9th Christmas potluck and gift exchange was sent out November 29th.
2. Deadline for January February newsletter is December 20th.

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

1. Next quarterly meeting is January 11, 2020 hosted by Napa Valley DTC at the NVDTTC clubhouse.
2. AOCNC will have an educational table at the Golden Gate Kennel Club Show at Cow Palace coming up January 25th & 26th.
3. AOCNC's annual winter workshop will be held February 9, 2020 at Cow Palace. Flyers will be posted/emailed soon. Sue will have a volunteer signup sheet available at upcoming general meeting.

V. OLD BUSINESS

A. VST Test

No Report.

B. Year End Awards and Gerry Glantz Memorial Club Service Award

1. Year end award forms go to Linda Wargo.
2. Service award nominations go to Stefanie Meinhardt.

VI. NEW BUSINESS

A. Additional Facebook Administrator Request

MSC to approve De Brilz as an additional administrator for NVDTTC's Facebook page.

B. Critter Comforters Request

1. Gwen MacKenzie from Critter Comforters requested \$745.47 to purchase 1,000 labels for blankets that are donated to Napa County Animal Shelter: approval will go to general due to amount being requested.
2. Gwen is looking for someone to take over the lead for Critter Comforters.

C. Sue McGuire Workshop Reimbursements

MSC to reimburse trainers and assistants now for money they already paid out for the Sue McGuire workshop originally scheduled for November 17, 2019, which was postponed to January 12, 2020 due to unforeseen circumstances.

D. Irish Terrier Club Building Use

Because Sue will be out of town, Sandy Bonifeld will open and close the building on December 8th for the Irish Terrier Club.

VII. MEETING ADJOURNED at 7:38 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for November
- 2) Profit & Loss YTD Comparison
- 3) PNL by Class
- 4) PNL Previous Year Comparison

12:28 PM

12/02/19

Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of November 30, 2019

	<u>Nov 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	44,752.96
105 · Savings - Rabobank	22,320.65
110 · Paypal Clearing Account	679.44
Total Checking/Savings	<u>67,753.05</u>
Total Current Assets	<u>67,753.05</u>
TOTAL ASSETS	<u>67,753.05</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	718.25
Total Equity	<u>67,753.05</u>
TOTAL LIABILITIES & EQUITY	<u>67,753.05</u>

12:27 PM
 12/02/19
 Accrual Basis

Napa Valley Dog Training Club Profit & Loss YTD Comparison November 2019

	Nov 19	Jan - Nov 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	2,125.00	20,980.00
402 · Puppy	520.00	14,982.50
403 · GM1	375.00	17,340.00
404 · GM2	510.00	4,245.00
405 · Rally	160.00	6,446.50
406 · Puppy Playtime	0.00	710.00
407 · Small Dog Social	0.00	615.00
408 · Scent Work	590.00	11,003.50
409 · Dog Dancing	540.00	8,205.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	425.00	1,550.00
413 · Tricks & Games	0.00	680.00
414 · Tracking	0.00	435.00
416 · Obedience	0.00	1,000.00
417 · Jumps & Tunnels	0.00	850.00
418 · Agility	250.00	250.00
Total 400 · Class Fees	5,495.00	91,167.50
420 · Equipment	288.50	1,859.67
430 · Dues	350.00	1,731.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	40.00	1,377.00
445 · Donation	0.00	141.50
470 · Scent Work Trial	0.00	929.09
490 · Class Credit	0.00	0.00
Total Income	6,173.50	97,213.76
Cost of Goods Sold		
448 · Instructor Fees	1,386.00	15,699.00
450 · Discounts	212.00	3,882.30
460 · Vouchers	110.00	8,237.50
Total COGS	1,708.00	27,818.80
Gross Profit	4,465.50	69,394.96
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	335.11
505 · Building		
506 · Repairs & Maintenance	95.00	1,682.33
507 · Renovation	0.00	102.51
505 · Building - Other	0.00	167.82
Total 505 · Building	95.00	1,952.66
510 · Bank Charges	49.33	1,177.32
513 · Class Supplies	8.73	1,323.42
515 · Events & Trials		
515a · Scentwork	0.00	477.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	503.27
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	0.00	2,169.59
533 · Licenses & Permits	60.00	60.00
535 · Office Supplies	86.03	597.13
537 · Outside Services	361.00	4,965.16
538 · Postage/PO Box	0.00	136.44
539 · Property Taxes	0.00	56.84
540 · Rent	4,045.00	43,350.00
542 · Reimbrsmnts Misc Class Supplies	0.00	128.79
550 · Toys	0.00	984.29
555 · Storage	119.00	1,229.00
560 · Telephone	206.76	2,132.85

12:26 PM
12/02/19
Accrual Basis

**Napa Valley Dog Training Club
Profit & Loss by Class
January through November 2019**

	Ado Dog	Agility	Beyond ...	CGC	Dog Dan...	GM1	GM2	Jumps &...	Obedien...	Puppy	Puppy P...	Rally	Scent ...	Small ...	Track...	Tricks &...	Unclassi...	TOTAL
Ordinary Income/Expense																		
Income																		
400 - Class Fees																		
401 - Ado Dog	20,980.00	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	0.00	0.00	0.00	20,980.00
402 - Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,982.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,982.50
403 - GM1	0.00	0.00	0.00	0.00	0.00	17,340.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,340.00
404 - GM2	-115.00	0.00	0.00	0.00	0.00	0.00	4,360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,245.00
405 - Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,446.50	0.00	0.00	0.00	0.00	0.00	6,446.50
406 - Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	710.00	0.00	0.00	0.00	0.00	0.00	0.00	710.00
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	0.00	0.00	615.00	0.00	0.00	0.00	615.00
408 - Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,003.50	0.00	0.00	0.00	0.00	11,003.50
409 - Dog Dancing	0.00	0.00	0.00	0.00	8,205.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,205.00
410 - CGC	0.00	0.00	0.00	1,875.00	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	1,875.00
411 - Beyond Basics	0.00	0.00	1,550.00	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	0.00	1,550.00
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	0.00	0.00	680.00	0.00	680.00
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	0.00	0.00	435.00	0.00	0.00	435.00
416 - Obedience	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
417 - Jumps & Tunnels	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00
418 - Agility	0.00	250.00	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	0.00	0.00	250.00
Total 400 - Class Fees	20,865.00	250.00	1,550.00	1,875.00	8,205.00	17,340.00	4,360.00	850.00	1,000.00	14,982.50	710.00	6,446.50	11,003.50	615.00	435.00	680.00	0.00	91,167.50
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	0.00	0.00	0.00	1,859.67
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	0.00	0.00	0.00	1,731.00
435 - Miscellaneous	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	0.00	0.00	0.00	8.00
440 - Building Rental	0.00	0.00	0.00	0.00	126.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,251.00
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	0.00	0.00	0.00	141.50
470 - Scent Work Trial	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	0.00	0.00	0.00	0.00	804.09
490 - Class Credit	0.00	0.00	-125.00	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	0.00	125.00
Total Income	20,865.00	250.00	1,425.00	1,875.00	8,331.00	17,340.00	4,360.00	850.00	1,000.00	14,982.50	710.00	6,446.50	11,128.50	615.00	435.00	680.00	5,920.26	97,213.76
Cost of Goods Sold																		
448 - Instructor Fees	3,368.00	0.00	0.00	0.00	4,563.00	384.00	192.00	128.00	0.00	2,792.00	288.00	448.00	3,040.00	368.00	0.00	128.00	0.00	15,699.00
450 - Discounts	764.10	0.00	80.00	110.00	40.00	850.50	145.20	58.10	60.00	502.30	22.00	317.20	787.30	38.80	11.60	40.20	55.00	3,882.30
460 - Vouchers	850.00	0.00	175.00	170.00	780.00	1,160.00	290.00	185.00	240.00	220.00	0.00	727.50	3,120.00	50.00	120.00	150.00	0.00	8,237.50
Total COGS	4,982.10	0.00	255.00	280.00	5,383.00	2,394.50	627.20	371.10	300.00	3,514.30	310.00	1,492.70	6,947.30	456.80	131.60	318.20	55.00	27,818.80
Gross Profit	15,882.90	250.00	1,170.00	1,595.00	2,948.00	14,945.50	3,732.80	478.90	700.00	11,468.20	400.00	4,953.80	4,181.20	158.20	303.40	361.80	5,865.26	69,394.96
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	0.00	0.00	0.00	225.00
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	0.00	0.00	0.00	335.11
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	0.00	0.00	0.00	1,682.33
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	0.00	0.00	0.00	102.51
505 - Building - Other	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	0.00	0.00	0.00	167.82
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	0.00	0.00	0.00	1,952.66
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	0.00	0.00	0.00	1,177.32
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	0.00	0.00	0.00	1,323.42
515 - Events & Trials																		
515a - Scentwork	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	0.00	0.00	0.00	477.35
515b - 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	0.00	0.00	0.00	0.00	0.00	25.92
Total 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	0.00	0.00	0.00	503.27

12:23 PM
 12/02/19
 Accrual Basis

Napa Valley Dog Training Club Profit & Loss Prev Year Comparison January through November 2019

	Jan - Nov 19	Jan - Nov 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
400 · Class Fees				
401 · Ado Dog	20,980.00	20,721.50	258.50	1.3%
402 · Puppy	14,982.50	24,475.03	-9,492.53	-38.8%
403 · GM1	17,340.00	16,641.80	698.20	4.2%
404 · GM2	4,245.00	4,045.00	200.00	4.9%
405 · Rally	6,446.50	8,490.00	-2,043.50	-24.1%
406 · Puppy Playtime	710.00	1,966.80	-1,256.80	-63.9%
407 · Small Dog Social	615.00	1,785.00	-1,170.00	-65.6%
408 · Scent Work	11,003.50	8,680.00	2,323.50	26.8%
409 · Dog Dancing	8,205.00	7,807.00	398.00	5.1%
410 · CGC	1,875.00	625.00	1,250.00	200.0%
411 · Beyond Basics	1,550.00	2,780.00	-1,230.00	-44.2%
412 · Community Walks	0.00	390.00	-390.00	-100.0%
413 · Tricks & Games	680.00	470.00	210.00	44.7%
414 · Tracking	435.00	725.00	-290.00	-40.0%
415 · Trick Dog	0.00	55.00	-55.00	-100.0%
416 · Obedience	1,000.00	0.00	1,000.00	100.0%
417 · Jumps & Tunnels	850.00	0.00	850.00	100.0%
418 · Agility	250.00	0.00	250.00	100.0%
Total 400 · Class Fees	91,167.50	99,657.13	-8,489.63	-8.5%
420 · Equipment	1,859.67	2,038.25	-178.58	-8.8%
430 · Dues	1,731.00	1,085.00	646.00	59.5%
435 · Miscellaneous	8.00	0.00	8.00	100.0%
440 · Building Rental	1,377.00	2,090.00	-713.00	-34.1%
445 · Donation	141.50	369.00	-227.50	-61.7%
470 · Scent Work Trial	929.09	0.00	929.09	100.0%
490 · Class Credit	0.00	-625.00	625.00	100.0%
Total Income	97,213.76	104,614.38	-7,400.62	-7.1%
Cost of Goods Sold				
448 · Instructor Fees	15,699.00	17,031.57	-1,332.57	-7.8%
450 · Discounts	3,882.30	4,527.00	-644.70	-14.2%
460 · Vouchers	8,237.50	6,280.00	1,957.50	31.2%
Total COGS	27,818.80	27,838.57	-19.77	-0.1%
Gross Profit	69,394.96	76,775.81	-7,380.85	-9.6%
Expense				
500 · AOCNC	225.00	270.00	-45.00	-16.7%
503 · Advertising	335.11	154.63	180.48	116.7%
505 · Building				
506 · Repairs & Maintenance	1,682.33	384.76	1,297.57	337.2%
507 · Renovation	102.51	6,133.06	-6,030.55	-98.3%
505 · Building - Other	167.82	0.00	167.82	100.0%
Total 505 · Building	1,952.66	6,517.82	-4,565.16	-70.0%
510 · Bank Charges	1,177.32	721.22	456.10	63.2%
513 · Class Supplies	1,323.42	769.61	553.81	72.0%
515 · Events & Trials				
515a · Scentwork	477.35	0.00	477.35	100.0%
515b · Tracking	25.92	25.00	0.92	3.7%
Total 515 · Events & Trials	503.27	25.00	478.27	1,913.1%

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

December 9, 2019

Page 1 of 2

I. CALL TO ORDER

- A. President Linda Luchsinger called the meeting to order at 6:40 PM. Tonight's meeting was followed by NVDTTC's annual Christmas potluck and gift exchange. Gifts were passed around in a circle according to story read by Donna.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

II. MINUTES—Sue Osborn

MSC to approve the November 11, 2019 general minutes with the following changes:

- A. Under III-E, remove the word "extension." published.
- B. Under V-A, change "St. Anthony's" to "St. Apollinaris's."

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of November 30th:
 1. Checking: \$44,752.96
 2. Savings: \$22,320.65
 3. Paypal: \$679.44
- B. Profit for year: \$718.25

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

Linda welcomed the two new board members, Debbie Hilton and Marion Sigel and invited others to be on the board. Debbie Hilton will take on building role.

B. VICE-PRESIDENT—Sandy Bonifield

No Report.

C. MEMBERSHIP—Carol Coawette

MSC to accept members Chelsea Murdock and Ben Brenner who own a five-month-old Shepherd Lab mix named Morty.

D. OFFICE—Sandy Bonifield

Sandy thanked Marilane for her help in the office. When people call in, they are being directed to sign up online.

E. TRAINING

1. MSC to approve Marlene as a puppy instructor.
2. MSC to approve De Brilz, Carol Coawette, and Chris Mayer as scent work assistants.
3. MSC to approve Linda Wargo as an assistant for scent work and specialty classes.
4. MSC to approve Chris Mayer as an agility assistant.
5. Sue Osborn's submitted application to be an agility assistant needs to go through training committee before being submitted for Board approval.
6. Training committee agreed on option D for 2020 schedule, which consists of six 6-week sessions and two 2-week sessions allowing for more time off in the summer.
7. Sessions 1 and 2 have been finalized.
8. Next training meeting is scheduled for Feb 26, 2020 at the clubhouse: 6:00 pm for instructors/trainers, 6:30 pm for assistants.

F. PUBLICITY

De Brilz has been approved as an additional administrator for NVDTTC's Facebook page.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

December 9, 2019

Page 2 of 2

G. BUILDING—Maria Giaccio

No report

H. NEWSLETTER/WEBSITE—Sue Osborn

Deadline for January February newsletter is December 20th.

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

No report.

V. OLD BUSINESS

A. Santa Photo Shoot - November 16, 2019

Sue Osborn thanked everyone who helped with this very fun club event. Stefanie's friend aka Santa Claus was awesome. There were a total of 23 dogs who had their photos taken with Santa.

B. Year End Awards

Linda Wargo is handling year end awards, application forms are online and available in the office. Return filled out forms to Linda.

C. Gerry Glantz Memorial Club Service Award

Stefanie Meinhardt is committee chair and passed out nomination forms at tonight's meeting. Forms are also online and available in the office. Return filled out forms to Stefanie.

D. Sue McGuire Workshop

1. Rescheduled to January 12, 2020 due to unforeseen circumstances.
2. Board agreed to give reimbursement to trainers and assistants now for money they already paid out for the Sue McGuire workshop originally scheduled for November 17, 2019.
3. Club members are eligible to receive \$10 off of workshop.

VI NEW BUSINESS—Napa Humane Donations

The NVDTTC dog club is a designated drop-off point for donations.

Respectively submitted by
Sue Osborn, Secretary