

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

January 6, 2020

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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, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Marion Sigel. Guest: Mary Ash

II. SCENT WORK TRIAL, April 18 & 19, 2020—Update from Mary Ash

- A. Trial will move forward as planned and all the jobs JMD Sports has taken on will now be done by Donna Golemon and Mary Ash.
- B. Linda Luchsinger will take care of getting insurance documents to JMD.
- C. As of today, premium has been sent to AKC for final approval Once finalized, it will be posted on the AOCNC and NVDTTC websites.
- D. Marion Sigel volunteered to take care of ribbons. Linda Wargo will mentor her.
- E. De Brilz is in charge of hospitality and will be given a budget to work with.

III. SECRETARY'S REPORT—Sue Osborn

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

IV. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of December 31st:
 - 1. Checking: \$41,900.29
 - 2. Savings: \$22,323.58
 - 3. Paypal: \$4,726.34
- B. Profit for year: approximately \$2,700
- C. MSC to approve class refund to Lindee Treewick. Class fee of \$96.60 was paid via Paypal
- D. Financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger
 - 1. *Board members took a moment to remember Joy Wood.*
 - 2. **Conformation Classes**
 - a. Linda has spoken to Diane Collings to set up Monday night conformation classes as soon as possible.
 - b. Diane charges \$40 a class. Linda will contact Diane to clarify if classes are a half hour or an hour long.
- B. **VICE-PRESIDENT**—Sandy Bonifield
No Report
- C. **MEMBERSHIP/VOUCHERS**—Carol Coawette
 - 1. Carol will publish the 2020 Membership list next week. Two trainers have yet to turn in membership renewal for 2020.
 - 2. Reminder to renew membership will be given at next general meeting
- D. **OFFICE**—Sandy Bonifield
 - 1. All is going well in the office.
 - 2. Linda will contact Donna to see about changing time a session opens up for online registration.
- E. **TRAINING**
 - 1. Classes have filled up nicely.
 - 2. Marilane Bergfelt to move away from all activities related to training chair responsibilities.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

January 6, 2020

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3. Linda Luchsinger is willing to make copies of training materials as needed. Anyone needing such copies, let Linda know.

F. **PUBLICITY**—Marion Sigel

Marion Sigel will take on publicity. Sue gave her the publicity notebook (updated by Marilane Bergfelt in 2019).

G. **BUILDING**—Debbie Hilton

1. Debbie has touched base with Maria Giaccio and received her notebook on building duties.

2. Maria also turned over keys list & keys to Debbie. Due to some uncertainty of who has what keys, Debbie will make up a new list and have everyone resign for keys.

3. Linda Luchsinger will be contacting property management to obtain a full lease, which is up in April.

4. Stefanie reported the last two utility bills show the exact same amount charged.

H. **NEWSLETTER/WEBSITE**—Sue Osborn

Newsletter to go out in next couple of days.

I. **AOCNC**—Sue Osborn, Mary Ash

1. Next quarterly meeting is January 11, 2020 hosted by Napa Valley DTC at the NVDTCC 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 the Cow Palace. Flyers have been posted/emailed.

V. OLD BUSINESS

A. **VST Test**—Stefanie Meinhardt, Chair

Since Kaye Hall is currently having health issues, Stefanie will touch base with her later.

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

Service award nominations go to Stefanie Meinhardt.

VI. NEW BUSINESS

A. **Year End Awards Dinner**

1. Possible dates are February 23rd or Sunday, February 24th.

2. Sandy Bonifield and Linda Luchsinger will be on committee to organize the year end awards dinner.

B. **Sue McGuire Workshop Volunteers**

Marilane Bergfelt needs help for cleaning and setting up on Saturday, January 11, 2020, after the AOCNC meeting for the workshop and has sent out an email to ask for help..

C. **Critter Comforters Request**

1. Check has been written to Critter Comforters in response to request they made for labels for blankets they make for Napa County Animal Shelter.

2. Critter Comforters is looking for someone to take over Gwen McKenzie's position.

D. **2020 Projects Committee**

Committee will be formed to come up with different projects/activities the club can do in 2020, i.e., Christmas parade, downtown dog walk. More on this at next board meeting.

E. **Awards Display**

Sue presented an alternate method for displaying awards and flyers, a system used by the li-

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January 6, 2020

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brary called a slat wall. Board agreed to have Sue move forward with pricing.

F. AT&T Price Increase

Sandy will contact AT&T for details about price increase.

G. Santa Photo Shoot Vouchers

Linda Luchsinger, Sue Osborn, Stefanie Meinhardt, Donna Golemon, and Linda Wargo will receive vouchers for working the November 16, 2019 Santa photo shoot.

H. PSI Contract

Cost of cleaning is increasing.

I. Daytime Parking for Students

Lixit may be contacted to see if their parking lot can be used.

VII. MEETING ADJOURNED at 8:30 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

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

1:15 PM
01/11/20
Accrual Basis

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

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	41,900.29
105 · Savings - Rabobank	22,323.58
110 · Paypal Clearing Account	4,726.34
Total Checking/Savings	<u>68,950.21</u>
Total Current Assets	<u>68,950.21</u>
TOTAL ASSETS	<u>68,950.21</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	13,468.35
Net Income	2,509.73
Total Equity	<u>68,950.21</u>
TOTAL LIABILITIES & EQUITY	<u>68,950.21</u>

1:14 PM
01/11/20
Accrual Basis

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

	Dec 19	Jan - Dec 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	1,625.00	22,605.00
402 · Puppy	2,250.00	17,232.50
403 · GM1	2,115.00	19,455.00
404 · GM2	375.00	4,620.00
405 · Rally	375.00	6,821.50
406 · Puppy Playtime	0.00	710.00
407 · Small Dog Social	0.00	615.00
408 · Scent Work	375.00	11,378.50
409 · Dog Dancing	324.00	8,529.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	650.00	2,200.00
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	750.00	1,000.00
419 · Delightful Distractions	125.00	125.00
Total 400 · Class Fees	8,964.00	100,131.50
425 · Equipment	29.00	1,888.67
430 · Dues	315.00	2,046.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	165.00	1,542.00
445 · Donation	0.00	141.50
470 · Scent Work Trial	0.00	929.09
490 · Class Credit	0.00	0.00
Total Income	9,473.00	106,686.76
Cost of Goods Sold		
448 · Instructor Fees	960.00	16,659.00
450 · Discounts	340.00	4,222.30
460 · Vouchers	150.00	8,387.50
Total COGS	1,450.00	29,268.80
Gross Profit	8,023.00	77,417.96
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	335.11
505 · Building		
506 · Repairs & Maintenance	207.44	1,889.77
507 · Renovation	0.00	102.51
505 · Building - Other	0.00	167.82
Total 505 · Building	207.44	2,160.10
510 · Bank Charges	213.10	1,390.42
513 · Class Supplies	487.94	1,811.36
515 · Events & Trials		
515a · Scentwork	0.00	477.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	503.27

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

	Ado Dog	Agility	Beyond ...	CGC	Delightf...	Dog Dan...	GM1	GM2	Jumps &...	Obedien...	Puppy
Ordinary Income/Expense											
Income											
400 · Class Fees											
401 · Ado Dog	22,605.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402 · Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,232.50
403 · GM1	0.00	0.00	0.00	0.00	0.00	0.00	19,455.00	0.00	0.00	0.00	0.00
404 · GM2	-115.00	0.00	0.00	0.00	0.00	0.00	0.00	4,735.00	0.00	0.00	0.00
405 · Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
406 · Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
407 · Small Dog Social	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
409 · Dog Dancing	0.00	0.00	0.00	0.00	0.00	8,529.00	0.00	0.00	0.00	0.00	0.00
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
411 · Beyond Basics	0.00	0.00	2,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
413 · Tricks & Games	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
414 · Tracking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
416 · Obedience	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
417 · Jumps & Tunnels	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00	0.00	0.00
418 · Agility	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
419 · Delightful Distractions	0.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 400 · Class Fees	22,490.00	1,000.00	2,200.00	1,875.00	125.00	8,529.00	19,455.00	4,735.00	850.00	1,000.00	17,232.50
425 · Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
435 · Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440 · Building Rental	0.00	0.00	0.00	0.00	0.00	126.00	0.00	0.00	0.00	0.00	0.00
445 · Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
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
Total Income	22,490.00	1,000.00	2,075.00	1,875.00	125.00	8,655.00	19,455.00	4,735.00	850.00	1,000.00	17,232.50
Cost of Goods Sold											
448 · Instructor Fees	3,944.00	0.00	0.00	0.00	0.00	4,563.00	384.00	192.00	128.00	0.00	3,176.00
450 · Discounts	814.10	20.00	110.00	110.00	0.00	40.00	940.50	155.20	58.10	60.00	592.30
460 · Vouchers	850.00	0.00	255.00	170.00	0.00	780.00	1,160.00	290.00	185.00	240.00	220.00
Total COGS	5,608.10	20.00	365.00	280.00	0.00	5,383.00	2,484.50	637.20	371.10	300.00	3,988.30
Gross Profit	16,881.90	980.00	1,710.00	1,595.00	125.00	3,272.00	16,970.50	4,097.80	478.90	700.00	13,244.20
Net Ordinary Income	16,881.90	980.00	1,710.00	1,595.00	125.00	3,272.00	16,970.50	4,097.80	478.90	700.00	13,244.20
Net Income	16,881.90	980.00	1,710.00	1,595.00	125.00	3,272.00	16,970.50	4,097.80	478.90	700.00	13,244.20

1:14 PM

01/11/20

Accrual Basis

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

	Jan - Dec 19	Jan - Dec 18	\$ Change
Ordinary Income/Expense			
Income			
400 · Class Fees			
401 · Ado Dog	22,605.00	23,096.50	-491.50
402 · Puppy	17,232.50	27,215.03	-9,982.53
403 · GM1	19,455.00	19,176.80	278.20
404 · GM2	4,620.00	4,170.00	450.00
405 · Rally	6,821.50	8,490.00	-1,668.50
406 · Puppy Playtime	710.00	1,966.80	-1,256.80
407 · Small Dog Social	615.00	1,785.00	-1,170.00
408 · Scent Work	11,378.50	9,146.80	2,231.70
409 · Dog Dancing	8,529.00	8,536.00	-7.00
410 · CGC	1,875.00	625.00	1,250.00
411 · Beyond Basics	2,200.00	2,780.00	-580.00
412 · Community Walks	0.00	390.00	-390.00
413 · Tricks & Games	680.00	470.00	210.00
414 · Tracking	435.00	725.00	-290.00
415 · Trick Dog	0.00	55.00	-55.00
416 · Obedience	1,000.00	0.00	1,000.00
417 · Jumps & Tunnels	850.00	0.00	850.00
418 · Agility	1,000.00	0.00	1,000.00
419 · Delightful Distractions	125.00	0.00	125.00
Total 400 · Class Fees	100,131.50	108,627.93	-8,496.43
425 · Equipment	1,888.67	2,059.00	-170.33
430 · Dues	2,046.00	1,365.00	681.00
435 · Miscellaneous	8.00	0.00	8.00
440 · Building Rental	1,542.00	2,190.00	-648.00
445 · Donation	141.50	369.00	-227.50
470 · Scent Work Trial	929.09	0.00	929.09
490 · Class Credit	0.00	-625.00	625.00
Total Income	106,686.76	113,985.93	-7,299.17
Cost of Goods Sold			
448 · Instructor Fees	16,659.00	17,831.57	-1,172.57
450 · Discounts	4,222.30	4,749.00	-526.70
460 · Vouchers	8,387.50	6,665.00	1,722.50
Total COGS	29,268.80	29,245.57	23.23
Gross Profit	77,417.96	84,740.36	-7,322.40
Expense			
500 · AOCNC	225.00	270.00	-45.00
503 · Advertising	335.11	154.63	180.48
505 · Building			
506 · Repairs & Maintenance	1,889.77	384.76	1,505.01
507 · Renovation	102.51	6,133.06	-6,030.55
505 · Building - Other	167.82	0.00	167.82
Total 505 · Building	2,160.10	6,517.82	-4,357.72
510 · Bank Charges	1,390.42	911.17	479.25
513 · Class Supplies	1,811.36	769.61	1,041.75
515 · Events & Trials			
515a · Scentwork	477.35	0.00	477.35
515b · Tracking	25.92	50.00	-24.08
Total 515 · Events & Trials	503.27	50.00	453.27

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 12, 2020

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I. CALL TO ORDER

A. President, Linda Luchsinger, called the meeting to order at 7:35 PM.

B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Marion Sigel.

II. TREASURER'S REPORT—Stefanie Meinhardt

A. As of October 2nd:

1. Savings: \$22,341.27
2. Checking: \$37,751.76
3. Paypal: \$849.79

B. One month's past arrears rent has been paid with full October rent.

III. SECRETARY'S REPORT—Sue Osborn

MSC to approve September 14, 2020 General Meeting Minutes as published.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. **PRESIDENT**—Linda Luchsinger

Property Manager's Written Agreement

1. Commencing June 2021, NVDTTC's lease with Sawyer Properties will be a triple net lease, which means as a tenant, NVDTTC will be paying for related property taxes, insurance premiums and maintenance costs.
2. Linda has communicated with other businesses in the complex and as of now, none have triple net leases with Sawyer Properties (however may happen when their leases renew).
3. Linda's proposal for NVDTTC to pay someone to review our lease to see what can be done about the triple net cost and to negotiate with Sawyer Properties on our behalf was acceptable by those in attendance. Linda will contact a property manager for assistance.

B. **VICE-PRESIDENT**—Sandy Bonifield

No Report.

C. **MEMBERSHIP/VOUCHERS**—Carol Coawette

1. Membership applications for 2021 are available at the clubhouse. Current members can download a 2021 membership application from the NVDTTC website.
2. Debbie and Sue are meeting after tonight's meeting regarding update of membership packets

D. **OFFICE**—Sandy Bonifield

1. Sandy, Marilane and Mary are taking care of office duties and all is running well.
2. Robin Miller is interested in helping in office. Mary will contact her with details.

E. **TRAINING**—Linda Luchsinger

1. Sessions 1 to 3 worked on at recent October 4th training meeting, all three sessions will continue on 4 week schedule with hopes of going back to six weeks in April.
2. Next training meeting is set for Saturday, December 5th at 11 AM at clubhouse.
3. Information about reimbursement form for trainers/assistant dog related classes/seminars has been emailed to instructors and assistants and is available online on the "Resources" page.
4. **Board Approvals from October 5, 2020 Meeting**
(See attached information sent to all instructors.)
 - a. New registration procedure recommendation from training meeting was approved as follows: "Before the official registration closing date, if a class is not filling to the minimum number of students required for a class to commence, instructors are responsible for contacting Donna to let her know they can find enough students to run the class. If trainer does not contact Donna by official registration closing date, the class will be closed, no ex-

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 12, 2020

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ceptions. If contacted by instructor in time, Donna will keep such classes open until start date of class." See attachment for additional information..

- b. Deadline set for class registration as follows: "Student class payment must be received by the 26th of the month or student's place will be given to someone on the waiting list." See attachment for additional information..
5. Marilane touched base with Reactive Rovers about training in the NVDTTC building when building is not in use.
6. Mary Ash is checking with Pat White about renewing her contract, which expires in December. If not, other classes can be opened on times/days previously filled with Pat's classes.

F. PUBLICITY—Marion Sigel

No Report.

G. BUILDING—Debbie Hilton

1. **Pest Spraying** has been scheduled during Thanksgiving week between 8 and 12 on November 24th.
2. **Rollup Door:** Ross Mini had someone look at our rollup door, a new one to be installed.
3. **Phone/Internet Installation** took place Friday, October 9th.
 - a. There are two Comcast units in the office. One is for phone lines. The other is for the Internet.
 - b. Current login and password for the internet is on the bottom of the larger unit.
 - c. There are two modes for internet connection, a slower one for use with cell phones and a faster one for use with laptops or iPads.
 - d. Debbie has placed an instruction sheet under the Plexi glass on the office desk.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. **Submissions for News Items:** October 20th for newsletter & November 20th for meeting announcement.
2. **Forms for Year end Awards and Service Award:**
 - a. Both need to be included in the upcoming newsletter.
 - b. Sue will send last year's Service Award form to Marilane for her to update.
 - c. Need a chairperson for coordinating year end awards before updating form; Linda Luchsinger will check with Linda Wargo.
3. **Class Payment Deadline** as outlined above (Item IV-E-4-b) has been added to registration page on website (as well as to DogBizPro registration responses to students).
4. Sue will begin posting agendas along with item submission deadlines on the NVDTTC website at agendas@nvdtc.org/.

I. AOCNC—Sue Osborn, Mary Ash

The 2021 Winter Workshop likely will not happen—waiting on confirmation from reps.

J. HOSPITALITY

Thank you to Debbie Hilton for the Halloween decorations and goodies for tonight's meeting!

K. SUNSHINE

On behalf of the club, Sandy sent a card to Debbie Crain for her loss of Mayo.

V. OLD BUSINESS

A. Scent Work Trial—April 17 & 18, 2021

1. Committee for scent work trial: Mary Ash, De Brilz, Donna Golemon, Roxann Gracia, and Sue Osborn.
2. One judge has been confirmed. Because of limited availability, a second judge may need to

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 12, 2020

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be come from out of the area resulting in hotel expenses.

3. Volunteers from the club needed, exact number to be determined when closer to trial dates. Suggestion is for a club member to be contact person for signing up volunteers; there will also be an outside person to manage and organize volunteers.
4. Parking will be set up for social distancing.

B. Nominations for 2021 Board

Following nominations were presented by the nominating committee: President, Sue Osborn, Vice President: Sandy Bonifield, Secretary: Roxann Gracia, Treasurer: Stefanie Meinhardt, Members at Large: Mary Ash, Carol Coawette, Debbie Hilton, Marion Sigel, Past President: Linda Luchsinger. No nominations from the floor. Election will be held at the November general meeting.

C. Joy Wood Memorial Ideas

1. Canopy over Rollup Door—Tabled until next meeting.
2. Mary Ash is still checking on planting of tree in Joy's memory.

VI. NEW BUSINESS

A. Rental of NVDTC Building

Mariah Kelin, Cal Fire Academy, interested in using the NVDTC building for one day for an in-person workshop. Linda will contact them for more details and to find out if they are non-profit.

B. Year End Banquet

MSC to plan a year-end banquet keeping in mind COVID-19 implications. .

VII. BRAGS

Carol Coawette, Robin Miller, and Sue Osborn.

VIII. MEETING ADJOURNED at 7:50 PM.

Respectively submitted by Sue Osborn,
NVDTC Secretary

Attachment:
New Registration Procedures

From Email sent October 8, 2020
New NVDTC Registration Procedures

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*Instructors,*

*Please read the two new procedures shown below now in place regarding class registrations.*

*After reading, PLEASE reply and acknowledge receipt of this email.*

*Thank you!*  
*Linda Luchsinger*  
[\*lindyckrs@aol.com\*](mailto:lindyckrs@aol.com)

**1) Class Closing Date Exception:**

Instructors are to keep an eye on the counts button (located on the home page of the website) for number of enrollees in classes they are instructing.

BEFORE the official registration closing date, if a class is not filling to the minimum number of students required for a class to commence, instructors are responsible for contacting Donna to let her know they can find enough students to run the class.

If trainer does not contact Donna by official registration closing date, the class will be closed, no exceptions.

If contacted by instructor in time, Donna will keep such classes open until start date of class.

Approved by Board 10/5/20

**2) Payment Deadline:**

Student class payment must be received by the 26th of the month or student's place will be given to someone on the waiting list.\*

Approved by Board 10/5//20

Notes:

Followup to contact students whose payments did not make it in time will NOT be done by Donna. It will be the instructor's responsibility to see that such students in their classes are contacted to let them know they are NOT enrolled.

Who has paid and who has not paid is shown on class rosters (with student contact information), which Donna provides to instructors once registration for classes closes on the 21st.

*\*Class payment deadline information has been added to emails that students receive both upon registering for a class and upon confirming they are officially enrolled in a class. This information is also noted on the website's registration page.*

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

February 3, 2020

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## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order 6:35 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Marion Sigel

## II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the January 6, 2020 board minutes as published.

## III. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of January 31st:
  - 1. Checking: \$50,648.96
  - 2. Savings: \$22,326.42
  - 3. Paypal: \$700.58
- B. Financials attached.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger  
No report.
- B. **VICE-PRESIDENT**—Sandy Bonifield  
Sandy will contact Dana Osbourne from Napa Dog-Real Food for Real Dogs to set up a 10 minute presentation at the upcoming general meeting.
- C. **MEMBERSHIP/VOUCHERS**—Carol Coawette  
Sue has sent out a 3rd email reminder to renew membership..
- D. **OFFICE**—Sandy Bonifield  
Mail with checks and invoices arrived in club mailbox (Box #7) extremely late. This will be addressed at the next training meeting.
- E. **TRAINING**
  - 1. Next training meeting is February 19th at the clubhouse.
  - 2. Linda Luchsinger sent an email on January 28th to Diane Collings regarding conformation classes and has yet to hear back.
- F. **PUBLICITY**—Marion Sigel  
Marion presented the following publicity ideas/goals:
  - 1. Fifty members by 50th Anniversary Open House.
  - 2. Special 50th Anniversary shirts that can be ordered from an outside vendor.
  - 3. Business cards to hand out at each meeting to encourage members to hand out to friends and community. Sue will obtain pricing for cards
  - 4. Giving a voucher (or a coupon) to members who bring in a new member. Marion will present this idea to training committee.
- G. **BUILDING**—Debbie Hilton
  - 1. No response yet from Ross regarding work orders for training floor light and roll-up door window.
  - 2. Linda will send Ross an email to let him know Debbie Hilton is our new building person.
  - 3. Lease expires end of April. No one has gotten back to Linda about this.
  - 4. Stefanie asked for information from Chris regarding utilities; she has not yet received a response.
  - 5. There are still signs of rats in the building. Linda will talk to Donna about using Irish

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

February 3, 2020

Page 2 of 2

Spring as a deterrent.

6. Lynda Rhyno has been contacted regarding her building key.

7. Existing building wishlist for projects will be addressed at a later date.

## H. NEWSLETTER/WEBSITE—Sue Osborn

Meeting announcement went out on January 31st and included information on the awards dinner.

## I. AOCNC—Sue Osborn, Mary Ash

AOCNC's annual winter workshop is February 9, 2020 at the Cow Palace.

## V. OLD BUSINESS

### VST Test—Stefanie Meinhardt, Chair

The VST Test has been cancelled.

## VI. NEW BUSINESS

### A. BRING YOUR DOG TO MEETING NIGHT

1. March 9, 2020.

2. Theme is St. Patricks with racing lanes and games.

3. Organizer, Debbie Hilton, will distribute flyers to advertise this fun night for dogs and members.

### B. Slat Wall Panels

1. Slat wall will be installed on wall next to office and in place of bulletin boards on training wall and in office and possibly where class clipboards are located.

2. A free class certificate will be awarded to Roxann Gracia for her generous donation of the slat wall panels for use in displaying awards, certificates, pictures, flyers and other information.

### C. Year End Awards Dinner

1. Sunday, February 23, 2020 at Fillippi's.

2. Cocktails at 5:30 PM. Dinner at 6:00 PM.

### D. 2020 Projects

Goal is to have a list of projects ready for the March meeting for members to sign up for.

### E. Materials Request

Donna Golemon's request for reimbursement of printer materials approved.

### F. Puppy Play X-Pens

Request to look into warranty on the X-pens as they are falling apart. Since shipping back to Company for repair could be costly, zip ties will be used to hold pens together.

### G. Club Involvement with Rutherford 4H

Linda Luchsinger and Marion Sigel are interested in setting something up with David Dressler who requested our club give a presentation on dog training at one of their Rutherford 4H meetings.

Respectively submitted by  
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for January 2020
- 2) Profit & Loss YTD Comparison
- 3) PNL by Class
- 4) PNL Previous Year Comparison

8:47 PM  
02/01/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of January 31, 2020

|                                       | <u>Jan 31, 20</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| Current Assets                        |                         |
| Checking/Savings                      |                         |
| 101 · Cash - Rabobank                 | 50,648.96               |
| 105 · Savings - Rabobank              | 22,326.42               |
| 110 · Paypal Clearing Account         | 700.58                  |
| <b>Total Checking/Savings</b>         | <u>73,675.96</u>        |
| <b>Total Current Assets</b>           | <u>73,675.96</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>73,675.96</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| Equity                                |                         |
| 300 · Equity                          | 52,972.13               |
| 32000 · Unrestricted Net Assets       | 15,978.08               |
| Net Income                            | 4,725.75                |
| <b>Total Equity</b>                   | <u>73,675.96</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>73,675.96</u></b> |

8:44 PM  
02/01/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss Prev Year Comparison**  
January 2020

|                                     | Jan 20           | Jan 19          | \$ Change       |
|-------------------------------------|------------------|-----------------|-----------------|
| <b>Ordinary Income/Expense</b>      |                  |                 |                 |
| <b>Income</b>                       |                  |                 |                 |
| 400 · Class Fees                    |                  |                 |                 |
| 401 · Ado Dog                       | 1,286.80         | 1,625.00        | -338.20         |
| 402 · Puppy                         | 3,460.00         | 2,315.00        | 1,145.00        |
| 403 · GM1                           | 2,000.00         | 1,190.00        | 810.00          |
| 404 · GM2                           | 375.00           | 250.00          | 125.00          |
| 405 · Rally                         | 695.00           | 890.00          | -195.00         |
| 406 · Puppy Playtime                | 0.00             | 315.00          | -315.00         |
| 408 · Scent Work                    | 2,820.00         | 1,140.00        | 1,680.00        |
| 409 · Dog Dancing                   | 675.00           | 540.00          | 135.00          |
| 410 · CGC                           | 750.00           | 500.00          | 250.00          |
| 418 · Agility                       | 125.00           | 0.00            | 125.00          |
| 419 · Delightful Distractions       | -125.00          | 0.00            | -125.00         |
| <b>Total 400 · Class Fees</b>       | <b>12,061.80</b> | <b>8,765.00</b> | <b>3,296.80</b> |
| 425 · Equipment                     | 325.75           | 330.00          | -4.25           |
| 430 · Dues                          | 245.00           | 210.00          | 35.00           |
| 435 · Miscellaneous                 | 0.00             | 8.00            | -8.00           |
| 440 · Building Rental               | 0.00             | 20.00           | -20.00          |
| 445 · Donation                      | 0.50             | 0.00            | 0.50            |
| 490 · Class Credit                  | -125.00          | 0.00            | -125.00         |
| <b>Total Income</b>                 | <b>12,508.05</b> | <b>9,333.00</b> | <b>3,175.05</b> |
| <b>Cost of Goods Sold</b>           |                  |                 |                 |
| 448 · Instructor Fees               | 0.00             | 480.00          | -480.00         |
| 450 · Discounts                     | 697.20           | 411.50          | 285.70          |
| 460 · Vouchers                      | 1,435.00         | 925.00          | 510.00          |
| <b>Total COGS</b>                   | <b>2,132.20</b>  | <b>1,816.50</b> | <b>315.70</b>   |
| <b>Gross Profit</b>                 | <b>10,375.85</b> | <b>7,516.50</b> | <b>2,859.35</b> |
| <b>Expense</b>                      |                  |                 |                 |
| 500 · AOCNC                         | 20.00            | 0.00            | 20.00           |
| 505 · Building                      |                  |                 |                 |
| 506 · Repairs & Maintenance         | 52.73            | 16.14           | 36.59           |
| 507 · Renovation                    | 0.00             | 52.51           | -52.51          |
| <b>Total 505 · Building</b>         | <b>52.73</b>     | <b>68.65</b>    | <b>-15.92</b>   |
| 510 · Bank Charges                  | 124.16           | 87.22           | 36.94           |
| 513 · Class Supplies                | 0.00             | 405.03          | -405.03         |
| 517 · Education                     | 720.00           | 0.00            | 720.00          |
| 530 · Leashes/Collars/Treat Pouches | 23.92            | 0.00            | 23.92           |
| 535 · Office Supplies               | 18.68            | 88.45           | -69.77          |
| 537 · Outside Services              | 0.00             | 672.00          | -672.00         |
| 540 · Rent                          | 4,045.00         | 3,816.00        | 229.00          |
| 550 · Toys                          | 6.44             | 203.04          | -196.60         |
| 555 · Storage                       | 119.00           | 109.00          | 10.00           |
| 560 · Telephone                     | 204.18           | 173.99          | 30.19           |
| 575 · Utilities                     |                  |                 |                 |
| 575a · Electricity                  | 168.00           | 0.00            | 168.00          |
| 575b · Gas                          | 30.00            | 0.00            | 30.00           |
| 575c · Garbage                      | 34.85            | 29.79           | 5.06            |
| 575 · Utilities - Other             | 0.00             | 355.00          | -355.00         |
| <b>Total 575 · Utilities</b>        | <b>232.85</b>    | <b>384.79</b>   | <b>-151.94</b>  |
| 583 · Donations                     | 0.00             | 500.00          | -500.00         |
| 585 · Website                       | 85.98            | 111.84          | -25.86          |
| <b>Total Expense</b>                | <b>5,652.94</b>  | <b>6,620.01</b> | <b>-967.07</b>  |
| <b>Net Ordinary Income</b>          | <b>4,722.91</b>  | <b>896.49</b>   | <b>3,826.42</b> |

**Napa Valley Dog Training Club**  
**Profit & Loss by Class**  
**January 2020**

|                                | Ado Dog         | Agility       | CGC           | Delightf...    | Dog Dan...    | GM1             | GM2           | Puppy           | Rally         | Scent W...      | Unclassi...   |
|--------------------------------|-----------------|---------------|---------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
| <b>Ordinary Income/Expense</b> |                 |               |               |                |               |                 |               |                 |               |                 |               |
| <b>Income</b>                  |                 |               |               |                |               |                 |               |                 |               |                 |               |
| 400 · Class Fees               |                 |               |               |                |               |                 |               |                 |               |                 |               |
| 401 · Ado Dog                  | 1,286.80        | 0.00          | 0.00          | 0.00           | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          |
| 402 · Puppy                    | 0.00            | 0.00          | 0.00          | 0.00           | 0.00          | 0.00            | 0.00          | 3,460.00        | 0.00          | 0.00            | 0.00          |
| 403 · GM1                      | 0.00            | 0.00          | 0.00          | 0.00           | 0.00          | 2,000.00        | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          |
| 404 · GM2                      | 0.00            | 0.00          | 0.00          | 0.00           | 0.00          | 0.00            | 375.00        | 0.00            | 0.00          | 0.00            | 0.00          |
| 405 · Rally                    | 0.00            | 0.00          | 0.00          | 0.00           | 0.00          | 0.00            | 0.00          | 0.00            | 695.00        | 0.00            | 0.00          |
| 408 · Scent Work               | 0.00            | 0.00          | 0.00          | 0.00           | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          | 2,820.00        | 0.00          |
| 409 · Dog Dancing              | 0.00            | 0.00          | 0.00          | 0.00           | 675.00        | 0.00            | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          |
| 410 · CGC                      | 0.00            | 0.00          | 750.00        | 0.00           | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          |
| 418 · Agility                  | 0.00            | 125.00        | 0.00          | 0.00           | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          |
| 419 · Delightful Distractions  | 0.00            | 0.00          | 0.00          | -125.00        | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          |
| <b>Total 400 · Class Fees</b>  | <b>1,286.80</b> | <b>125.00</b> | <b>750.00</b> | <b>-125.00</b> | <b>675.00</b> | <b>2,000.00</b> | <b>375.00</b> | <b>3,460.00</b> | <b>695.00</b> | <b>2,820.00</b> | <b>0.00</b>   |
| 425 · Equipment                | 0.00            | 0.00          | 0.00          | 0.00           | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          | 0.00            | 325.75        |
| 430 · Dues                     | 0.00            | 0.00          | 0.00          | 0.00           | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          | 0.00            | 245.00        |
| 445 · Donation                 | 0.00            | 0.00          | 0.00          | 0.00           | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          | 0.00            | 0.50          |
| 490 · Class Credit             | 0.00            | 0.00          | 0.00          | 0.00           | 0.00          | 0.00            | 0.00          | 0.00            | 0.00          | -125.00         | 0.00          |
| <b>Total Income</b>            | <b>1,286.80</b> | <b>125.00</b> | <b>750.00</b> | <b>-125.00</b> | <b>675.00</b> | <b>2,000.00</b> | <b>375.00</b> | <b>3,460.00</b> | <b>695.00</b> | <b>2,695.00</b> | <b>571.25</b> |
| <b>Cost of Goods Sold</b>      |                 |               |               |                |               |                 |               |                 |               |                 |               |
| 450 · Discounts                | 68.40           | 0.00          | 40.00         | 0.00           | 0.00          | 100.00          | 30.00         | 130.00          | 57.00         | 271.80          | 0.00          |
| 460 · Vouchers                 | 20.00           | 0.00          | 80.00         | 0.00           | 80.00         | 50.00           | 40.00         | 480.00          | 115.00        | 570.00          | 0.00          |
| <b>Total COGS</b>              | <b>88.40</b>    | <b>0.00</b>   | <b>120.00</b> | <b>0.00</b>    | <b>80.00</b>  | <b>150.00</b>   | <b>70.00</b>  | <b>610.00</b>   | <b>172.00</b> | <b>841.80</b>   | <b>0.00</b>   |
| <b>Gross Profit</b>            | <b>1,198.40</b> | <b>125.00</b> | <b>630.00</b> | <b>-125.00</b> | <b>595.00</b> | <b>1,850.00</b> | <b>305.00</b> | <b>2,850.00</b> | <b>523.00</b> | <b>1,853.20</b> | <b>571.25</b> |
| <b>Net Ordinary Income</b>     | <b>1,198.40</b> | <b>125.00</b> | <b>630.00</b> | <b>-125.00</b> | <b>595.00</b> | <b>1,850.00</b> | <b>305.00</b> | <b>2,850.00</b> | <b>523.00</b> | <b>1,853.20</b> | <b>571.25</b> |
| <b>Net Income</b>              | <b>1,198.40</b> | <b>125.00</b> | <b>630.00</b> | <b>-125.00</b> | <b>595.00</b> | <b>1,850.00</b> | <b>305.00</b> | <b>2,850.00</b> | <b>523.00</b> | <b>1,853.20</b> | <b>571.25</b> |



# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

February 10, 2020

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, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Marion Sigel.

## II. MINUTES—Sue Osborn

MSC to approve the January 13, 2020 general minutes as published.

## III. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of January 31st:
  1. Checking: \$50,648.96
  2. Savings: \$22,326.42
  3. Paypal: \$700.58
- B. Total income: \$4,725.75

## IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger  
No Report
- B. **VICE-PRESIDENT**—Sandy Bonifield  
No Report
- C. **MEMBERSHIP**—Carol Coawette  
MSC to accept new members Joe and Neanna Gracia. Their dogs are Tucker, Monty, and Chester.
- D. **OFFICE**—Sandy Bonifield  
Sandy and Marilane are running the office on their own. If anyone is interested in helping, Sandy will train. Each session worked equals a \$40 voucher.
- E. **TRAINING**
  1. Next training meeting is set for February 19 at the clubhouse.
  2. Linda Luchsinger heard back from Diane Colling and was told she has declined to hold conformation classes at our club at this time because of personal conflicts. Mary Ash will touch base with her.
  3. Sessions 3 & 4 will be set at the training meeting.
- F. **PUBLICITY**—Marion Sigel.
  1. Marion gave out prizes to members assigned to drop off rack cards at vets.
  2. Marion proposed having business cards printed for trainers to hand out to students. This proposal will be taken to training meeting.
  3. Marion will work with Stefanie on 50th Anniversary theme shirts; with a goal to have them in time for the Open House.
  4. Marion's goal to bring membership up to 50 members by the open house by asking trainers to hand out membership applications will be brought up at the training meeting.
- G. **BUILDING**—Debbie Hilton
  1. There are still 12 people who have not yet signed the new key log.
  2. New contact person for property management is Steven. Steven was told about the lights and will take care of once he gets settled. Steven's phone number is 316-847-4863.

## NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

February 10, 2020

Page 2 of 3

3. Lease is going to be raised by 5% , will be 3 years, and triple net.
4. There will be a credit on our utility bill because of past overcharge.

### H. NEWSLETTER/WEBSITE—Sue Osborn

1. Deadline for information for the March-April newsletter is February 20th.
2. The premium for the April 18th & 19th Scent Work trial is now posted on the NVDTC website.

### I. AOCNC—Sue Osborn, Mary Ash

1. Winter Workshop was held yesterday. Donna Albini, Mary Ash, and Sue Osborn ran the Novice Rally and Beginner Novice Rally ring at the workshop.
2. There is an opening for a third AOCNC rep. Talk to Mary Ash or Sue Osborn if interested.
3. AOCNC's club appreciation luncheon is Sunday, March 8, 2020 in Pleasant Hill at Zio Fraedo's. AOCNC will pay for one NVDTC member's lunch. Attendance is open to everyone.

### J. Hospitality

1. Donna Albini took care of hospitality for today's general meeting. Debbie Hilton helped with setup and takedown. Thank you to Donna and Debbie.
2. Sandy Bonifield will do hospitality for the March general meeting.

## V. OLD BUSINESS

### A. Awards Banquet

1. Banquet will be held at Filippi's on Sunday, February 23rd—5:30 pm for cocktails) and 6:00 pm for family style dinner.
2. Cost is \$20 per person.
3. Linda Wargo is taking care of year end awards.

### B. Scent Work Trial

1. Linda Wargo, who is in charge of volunteers, sent around a volunteer sign up sheet. A lot more volunteers are needed as there are three scent work levels on both April 18th and April 19th.
2. Trial has filled.

### C. Display Slat Wall

A huge thank you to Joe and Roxann Gracia for donation of slatwall for use at clubhouse. Robert Osborn and Dontae will be mounting slatwall.

### D. Building Lease

Linda Luchsinger has not yet received a copy of lease from property management.

### E. Critter Comforters

1. Materials for blankets are needed and can be dropped off at the club for delivery to Critter Comforters.
2. Critter Comforters is looking for someone to take over Gwen McKenzie's role.

## VI NEW BUSINESS

### A. Rutherford 4H Club

Marion Sigel and Linda Luchsinger are interested in working with the Rutherford 4H Club to do a presentation about dogs per 4H Leader David Dressler's request. Sue will respond to David to let him know NVDTC will take this on.

### B. Open House 2020

Sue Osborn will be setting up a committee meeting soon. Committee members include

## NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

February 10, 2020

Page 3 of 3

Sandy Bonifield, Linda Luchsinger, Donna Golemon, Debbie Hilton, and Committee Chair Sue Osborn. Anyone interested in being on the committee can contact Sue.

### C. **Bring Your Dog to the Meeting Night—March 9, 2020**

Debbie Hilton is organizing the March meeting, which is a St. Patrick's Day theme. She distributed flyers to advertise this fun night for dogs and members. Whether or not to invite students will be brought up at the upcoming trainers meeting.

### D. **Irish Terrier Club Use of Building**

MSC for the Irish Terrier Club to reserve the building for Sunday, March 15, 2020 from 11:30 AM to 3:00 PM.

### E. **In Memory of Joy Wood**

1. A donation of \$100 will be made by NVDTC to UC Davis Medical Veterinary School.
2. Donation from Vange Leonis will go toward something for the club.
3. Scent work class students donated to hospice.
4. Members asked for ideas for additional ways to pay tribute.

### F. **Peter Pay Seminar**

MSC to sponsor a Peter Pay CPR/Pet First Aid Seminar in 2020.

## VI **BRAGS**

Linda Wargo and Stefanie Meinhardt shared brags. Marilane Bergfelt and Mary Ash each have a new puppy!

## VI **MEETING ADJOURNED** at 7:38 PM.

Respectively submitted by  
Sue Osborn, Secretary

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

March 2, 2020

Page 1 of 2

## I. CALL TO ORDER

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

## II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the February 3, 2020 board minutes as published.

## III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$58,457.64
- B. Savings: \$22,328.99
- C. Paypal: Approximately \$754.00
- D. Stefanie sent \$100 to UC Davis in memory of Joy Wood
- E. A fifty dollar donation in memory of Joy Wood has been received from Trina Wagner. To date, a total of \$200 has been donated in Joy Wood's memory.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

### A. PRESIDENT—Linda Luchsinger

No report.

### B. VICE-PRESIDENT—Sandy Bonifield

1. Sandy will see if Dana Osbourne from Napa Dog-Real Food will come for the April general Meeting.
2. March general meeting is a "Bring Your Dog to the Meeting" night. More on this under old business.

### C. MEMBERSHIP/VOUCHERS—Carol Coawette

1. Membership packets are to be passed out to new members when they join. Linda will look at them to see if they need to be updated.
2. Carol called the last few people who have not yet sent in membership renewals.

### D. OFFICE—Sandy Bonifield

A lot of extra calls were received last week by people wanting to sign up for session 2 classes.

### E. TRAINING

1. Sessions 3, 4, & 5 were set at the last meeting held February 19th.
2. Sue Osborn has been approved for assistant in agility foundation.
3. De Brilz has been approved to teach puppy, good manners and adolescent classes.
4. Linda Luchsinger will call Karen Oglesby who is interested in holding conformation classes at our club.
5. Donna Golemon reported scent work items have been stolen.

### F. PUBLICITY—Marion Sigel

1. Sue will contact Brizio Products about specifications for submitting artwork for shirts.
2. Business card design is a go.
3. Tote bags with club logo under consideration.

### G. BUILDING—Debbie Hilton

1. Dead rat found in a plastic trap. Debbie will contact Steven about traps.
2. More signatures have been received on key log. Debbie will put notes on the clipboards of trainers who have not yet signed off on the key log.
3. .Debbie checked out storage unit for more baby gates did not find any.

## NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

March 2, 2020

Page 2 of 2

### H. NEWSLETTER/WEBSITE—Sue Osborn

1. Newsletter went out to members on February 29th.
2. Deadline for April meeting announcement is March 20th.
3. Announcement will be posted on Facebook about upcoming session 3 classes.
4. Session 3 & 4 are now online.

### I. AOCNC—Sue Osborn, Mary Ash

1. AOCNC will be holding their appreciation luncheon on March 8th at Zio Fraedo's in Pleasant Hill.
2. Next quarterly meeting, hosted by Vallejo DTC, will be held March 29th.
3. There is still an opening for a third AOCNC representative.

## V. OLD BUSINESS

### A. Open House

1. Committee met on February 24th, actions and duties were assigned. Committee members are Chairperson Sue Osborn, Sandy Bonifield, Donna Golemon, Debbie Hilton, and Linda Luchsinger,
2. Sue presented business size card design advertising the open house for members and trainers to pass out to students and community.

### B. Building Lease

Linda Luchsinger still has not heard anything about the lease. She reported lease is good until the end of May.

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

Still need lots of volunteers to work the trial.

### D. Slat Wall Panels

1. Board approved purchase of holders and hooks via email, all have arrived and some items are now on display.
2. Remaining certificates and plaques need hangers installed on them before hanging.

### E. Bring Your Dog to the Meeting Night, April 9th

1. Debbie Hilton, in charge of organizing activities, requested help with relay races and setup.
2. Special St. Patrick's hats and ties purchased by Debbie will be worn by board members.

## VI. NEW BUSINESS

### A. General Club Email Address

De Brilz will respond to emails from info@nvdtc.org and forward questions to those who can best handle them.

### B. Surveillance Signs for Office

Stefanie will make signs to hang in office as a deterrent to stealing.

### C. AB5

Will wait until after law suits settle to look at implementing.

Respectively submitted by  
Sue Osborn, Secretary

# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

March 9, 2020

Page 1 of 2

## I. CALL TO ORDER

- A. President Linda Luchsinger called the meeting to order at 6:36 PM. Meeting was followed by special St. Patrick's fun for owners and their dogs as tonight was a "Bring Your Dog to the Meeting" night. Thank you to Debbie Hilton for a great job organizing this event and the 25 yard dash team races!
- B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Marion Sigel.

## II. MINUTES—Sue Osborn

MSC to approve the February 10, 2020 general minutes as published.

## III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$56,132.82
- B. Savings: \$22,328.99
- C. Paypal: \$551.87
- D. \$10,000 profit for the year.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger  
No Report
- B. **VICE-PRESIDENT**—Sandy Bonifield  
Sandy has asked Dana Osbourne from Napa Dog Real Food to speak at the April meeting.
- C. **MEMBERSHIP**—Carol Coawette
  1. Membership renewals are now up to date.
  2. Linda will look at updating membership packets.
  3. MSC to accept Robin Miller as a new member.
- D. **OFFICE**—Sandy Bonifield  
Marilane and Sandy have been covering the office. More help is needed.
- E. **TRAINING**
  1. Next training meeting will be held at clubhouse during break between sessions 2 & 3.
  2. Sessions 3, 4, & 5 were set at the February training meeting.
  3. Sue Osborn has been approved as an assistant in Agility Foundation.
  4. De Brilz has been approved to teach Puppy, Good Manners and Adolescent classes.
  5. Diane Collings gave Linda Luchsinger Karen Oglesby's name as someone who may be available to hold conformation classes at our club.
  6. Donna Golemon reported scent work items were taken. Stefanie is looking into a security company for a webcam and will see if neighboring business will let NVDTC piggyback on their WIFI connection.
- F. **PUBLICITY**—Marion Sigel.
  1. Marion will speak to trainers at classes about passing out open house cards and business cards.
  2. MSC to approve up to \$200 to purchase tote bags with imprint of NVDTC 50th Anniversary logo. Sue will work with Stefanie to order.
  3. Business cards to be ordered.
  4. California Vet would like NVDTC to put together information about new puppies to be included in their go-home bags. Drop a line to Marion for your ideas and thoughts.

# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

March 9, 2020

Page 2 of 2

## G. **BUILDING**—Debbie Hilton

1. Trap with dead rat has been taken care of.
2. Debbie talked to Ross about roll-up door window and about fixing hole in back area.
3. Ross dropped off pallet of baby gates and legs and will pick up what is not used.

## H. **SUNSHINE**

Looking for someone to take over the role of Sunshine. A card needs to be sent to Ross Mini for the loss of his wife.

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

1. Deadline for information for the April meeting announcement is March 20th.
2. Session 3 & 4 are now posted online.
3. De Brilz will respond to emails from info@nvdtc.org and forward questions to those who can best handle them.

## J. **AOCNC**—Sue Osborn, Mary Ash

1. AOCNC's club appreciation luncheon was held Sunday, March 8, 2020 in Pleasant Hill at Zio Fraedo's. Sue, Mary, Linda Luchsinger and Sandy all attended.
2. There is an opening for a third AOCNC rep. Talk to Mary Ash or Sue Osborn if interested.
3. Next quarterly meeting will be hosted by Vallejo DTC on March 29th. Agenda includes going over Summer Workshop to be held in July, Seminar to be held in September at Mt. Diablo Club, and the 2021 Winter Workshop.

## K. **Hospitality**

1. Sandy Bonifield took care of hospitality for tonight's general meeting.
2. Robin Miller will take care of hospitality for the April general meeting.

## V. **OLD BUSINESS**

### A. **Scent Work Trial**

1. See Linda Wargo to volunteer.
2. Trial has filled and people are no longer being added to waiting list.

### B. **Building Lease**

Linda Luchsinger still has not heard anything.

### C. **Joy Wood**

One hundred dollars was sent to UC Davis in memory of Joy Wood. To date, a total of \$200 has been donated in Joy's memory.

### D. **Open House 2020**

1. A sign-up sheet was passed around for volunteers to help out with open house.
2. MSC to approve \$500 budget for open house (to be used toward special business cards advertising open house, flyers, tablecloths, balloons, special 50th decorations, frames for displaying trainers and special member recognitions, promotional items, gift baskets, items for drawings, prizes, snack, and other miscellaneous items as needed).
3. Open House cards to be ordered.

## VI. **NEW BUSINESS**

No new business.

## VII. **BRAGS**

Carol Coawette reported on Jacques and Pierre's wins at February 29th AKC Scent Work Trial.

## VIII. **MEETING ADJOURNED** at 7:20 PM.

Respectively submitted by  
Sue Osborn, Secretary

# NAPA VALLEY DOG TRAINING CLUB SPECIAL BOARD MEETING MINUTES

May 18, 2020

Page 1 of 3

## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:10 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Marion Sigel

## II. TREASURER'S APRIL 30th REPORT —Stefanie Meinhardt

- A. Savings: 22,334.68
- B. Checking: 32,625.69
- C. Paypal: 680.54
- D. Loss of 13,309.30
- E. Financial Reports for both March and April are attached

## III. SECRETARY'S REPORT—Sue Osborn

- A. MSC to approve March 2, 2020 Board Minutes.
- B. Notes from March 16, 2020 Emergency Meeting are attached.

## IV. OLD BUSINESS

- A. Open House has been rescheduled for April, 2021.
- B. 50th Anniversary Tote Bags will be given to board members, trainers, and members attending first meeting after COVID-19 limitations are lifted, then handed out to puppy and ado classes followed by good manners classes, and more advanced classes, one per person, until tote bags run out.

## V. NEW BUSINESS

### A. COVID-19 Related Items

#### 1. Financial Situation

- a. Letter to be sent to property owner requesting a 50% reduction in rent for June through December 2020. Draft letter was presented to board members and revised to add the following:
  - i. State that NVDTTC is a non-profit corporation
  - ii. Our income for January to June of this year will be \$35,000 less than what it was for the same period in 2019.
  - iii. The Napa Valley Dog Training Club's Board has adopted a new policy wherein bills must be received prior to payment; this means we no longer accept automatic deductions from our bank account, effective immediately.
  - iv. MSC to send letter to property management by registered mail.
- b. Linda has sent a couple of emails inquiring about receiving a hard copy signed lease agreement. To date, she has not received a response. Since our previous signed lease from 2017 does state, as spelled out in email from property manager, that our lease is set to automatically renew on 05/31/2020 for one additional year at a rate of \$4,288 a month in base rent, NVDTTC is good until next year.
- c. Results for a report on refunds not yet calculated.
- d. To cut down on class payment confusion as to what session payments are for, Sandy has added a line on class payment records to designate this information.



## NAPA VALLEY DOG TRAINING CLUB SPECIAL BOARD MEETING MINUTES

May 18, 2020

Page 2 of 3

### 2. Trainers

Linda reported where trainers stand in regard to starting up classes:

- a. Lea wants to wait until phase 3 of lifting COVID-19 limitations. She also said proper sanitization is important. Marlene and Marilane also want to wait until phase 3.
- b. Donna is willing to conduct classes outdoors.
- c. Judy Gamet is willing to do a soft opening.
- d. Linda Luchsinger is looking at classes with reduced number of students taught in a shorter time period.
- e. Sandy is okay with reduced size classes.
- f. De is looking at online classes, such as evaluating trick dog classes via video submission.
- g. No word from Mary, and Leslie.

### 3. Starting Up Classes

- a. Linda Luchsinger has written to Napa County to ask for permission to start classes, has yet to hear back.
- b. PSI is having a meeting on Thursday regarding COVID-19. If the club does want them to clean the building when they are ready to start, we would have to be flexible as they cannot commit to just cleaning on Monday mornings as in the past.
- c. Linda Luchsinger will send out email for a tentative training meeting on June 3rd at the clubhouse.
  - i. Number one is to hear from the county as club may have to wait until phase 3 before being able to open classes to the community.
  - ii. Training committee members will be asked to start looking at places classes can be held outdoors, for their input on ideas of how to do soft openings, how to handle sanitization, social distancing, and wearing of masks.
  - iii. Training committee members will be asked for input about online training opportunities the club could set up to bring in income.
- d. Board is in favor of using DogBizPro's Roster Style 1 as presented by Sue and Marion.
- e. Sue is willing to schedule classes on Dog Biz Pro once they start up if Donna is unavailable to do so. Sue will contact members who have indicated on their training application their willingness to help with computer work to find someone to take over DogBizPro class scheduling if needed.
- f. Advance time needed before classes reopen is two weeks to a month
  - i. PR is needed to let community know when classes are opening (flyers, facebook, emails, etc).
  - ii. Classes need to be set up.
  - iii. Guidelines for teaching classes to be spelled out for the safety and protection of staff and clients.

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

**May 18, 2020**

**Page 3 of 3**

**4. Voucher Approval**

MSC to give Marilane a \$40 voucher for March/April office work.

**5. Photo Contest**

Sue will promote photo contest as featured in May-June newsletter to public by posting on Facebook.

**6. Bulletin Board and Slat Wall Display**

Debbie has been busy setting up displays for past events and organizing how items (including plaques and certificates) are shown on the slat walls. She is also spearheading getting photos of board members and trainers to display on the slat wall. And she will set up a display for the 50th Anniversary shirts Marion has set up for the club.

**VI. MEETING ADJOURNED** at 8:00 PM.

Respectively submitted by  
Sue Osborn, Secretary

Attachments:

March/April Financial Attachments

Emergency March 16, 2020 Board Meeting Notes

7:06 PM  
04/11/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of March 31, 2020

|                                       | <u>Mar 31, 20</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| <b>Current Assets</b>                 |                         |
| Checking/Savings                      |                         |
| 101 · Cash - Rabobank                 | 35,019.28               |
| 105 · Savings - Rabobank              | 22,331.93               |
| 110 · Paypal Clearing Account         | 3,238.04                |
| <b>Total Checking/Savings</b>         | <u>60,589.25</u>        |
| <b>Total Current Assets</b>           | <u>60,589.25</u>        |
| <b>TOTAL ASSETS</b>                   | <u><b>60,589.25</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| Equity                                |                         |
| 300 · Equity                          | 52,972.13               |
| 32000 · Unrestricted Net Assets       | 15,978.08               |
| Net Income                            | -8,360.96               |
| <b>Total Equity</b>                   | <u>60,589.25</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><b>60,589.25</b></u> |

7:07 PM  
 04/11/20  
 Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison March 2020

|                                        | Mar 20     | Jan - Mar 20 |
|----------------------------------------|------------|--------------|
| <b>Ordinary Income/Expense</b>         |            |              |
| <b>Income</b>                          |            |              |
| <b>400 · Class Fees</b>                |            |              |
| 401 · Ado Dog                          | -1,480.00  | 1,871.80     |
| 402 · Puppy                            | -2,385.00  | 4,450.00     |
| 403 · GM1                              | -1,807.50  | 3,257.50     |
| 404 · GM2                              | -792.50    | 1,207.50     |
| 405 · Rally                            | -318.23    | 971.77       |
| 408 · Scent Work                       | -695.29    | 3,494.71     |
| 409 · Dog Dancing                      | 0.00       | 2,045.00     |
| 410 · CGC                              | -677.50    | 572.50       |
| 415 · Trick Dog                        | -312.50    | 437.50       |
| 418 · Agility                          | -182.50    | 567.50       |
| 419 · Delightful Distractions          | 0.00       | 0.00         |
| <b>Total 400 · Class Fees</b>          | -8,651.02  | 18,875.78    |
| 425 · Equipment                        | 212.75     | 724.00       |
| 430 · Dues                             | 35.00      | 805.00       |
| 435 · Miscellaneous                    | 0.00       | 96.00        |
| 440 · Building Rental                  | 175.00     | 495.00       |
| 445 · Donation                         | 0.00       | 0.50         |
| 490 · Class Credit                     | 0.00       | -375.00      |
| <b>Total Income</b>                    | -8,228.27  | 20,621.28    |
| <b>Cost of Goods Sold</b>              |            |              |
| 448 · Instructor Fees                  | 3,916.00   | 5,397.00     |
| 450 · Discounts                        | -210.00    | 1,030.80     |
| 460 · Vouchers                         | 40.00      | 2,265.00     |
| <b>Total COGS</b>                      | 3,746.00   | 8,692.80     |
| <b>Gross Profit</b>                    | -11,974.27 | 11,928.48    |
| <b>Expense</b>                         |            |              |
| 500 · AOCNC                            | 105.00     | 130.00       |
| 503 · Advertising                      | 77.58      | 99.36        |
| 505 · Building                         |            |              |
| 506 · Repairs & Maintenance            | 146.92     | 299.65       |
| 507 · Renovation                       | 0.00       | 296.59       |
| <b>Total 505 · Building</b>            | 146.92     | 596.24       |
| 510 · Bank Charges                     | 71.15      | 437.95       |
| 513 · Class Supplies                   | 0.00       | 469.21       |
| 515 · Events & Trials                  |            |              |
| 515a · Scentwork                       | 807.80     | 807.80       |
| <b>Total 515 · Events &amp; Trials</b> | 807.80     | 807.80       |
| 517 · Education                        | 0.00       | 720.00       |
| 530 · Leashes/Collars/Treat Pouches    | 0.00       | 547.37       |
| 533 · Licenses & Permits               | 0.00       | 20.00        |
| 535 · Office Supplies                  | 0.00       | 248.37       |
| 537 · Outside Services                 | 312.00     | 876.00       |
| 538 · Postage/PO Box                   | 0.00       | 152.39       |
| 540 · Rent                             | 4,045.00   | 12,135.00    |
| 550 · Toys                             | 0.00       | 6.44         |
| 555 · Storage                          | 119.00     | 357.00       |
| 560 · Telephone                        | 202.64     | 608.47       |
| 575 · Utilities                        |            |              |
| 575a · Electricity                     | 168.00     | 464.00       |
| 575b · Gas                             | 55.00      | 85.00        |
| 575c · Garbage                         | 40.08      | 115.01       |
| <b>Total 575 · Utilities</b>           | 263.08     | 664.01       |

7:08 PM

04/11/20

Accrual Basis

## Napa Valley Dog Training Club Profit & Loss by Class March 2020

| Ordinary Income/Expense       | Ado Dog          | Agility        | CGC            | GM1              | GM2            | Puppy            | Rally          | Scent W...     | Tricks & ...   | Unclassi...      | TOTAL             |
|-------------------------------|------------------|----------------|----------------|------------------|----------------|------------------|----------------|----------------|----------------|------------------|-------------------|
| <b>Income</b>                 |                  |                |                |                  |                |                  |                |                |                |                  |                   |
| 400 · Class Fees              |                  |                |                |                  |                |                  |                |                |                |                  |                   |
| 401 · Ado Dog                 | -1,480.00        | 0.00           | 0.00           | 0.00             | 0.00           | 0.00             | 0.00           | 0.00           | 0.00           | 0.00             | -1,480.00         |
| 402 · Puppy                   | 0.00             | 0.00           | 0.00           | 0.00             | 0.00           | -2,385.00        | 0.00           | 0.00           | 0.00           | 0.00             | -2,385.00         |
| 403 · GM1                     | 0.00             | 0.00           | 0.00           | -1,807.50        | 0.00           | 0.00             | 0.00           | 0.00           | 0.00           | 0.00             | -1,807.50         |
| 404 · GM2                     | 0.00             | 0.00           | 0.00           | -62.50           | -730.00        | 0.00             | 0.00           | 0.00           | 0.00           | 0.00             | -792.50           |
| 405 · Rally                   | 0.00             | 0.00           | 0.00           | 0.00             | 0.00           | 0.00             | -318.23        | 0.00           | 0.00           | 0.00             | -318.23           |
| 408 · Scent Work              | 0.00             | 0.00           | 0.00           | 0.00             | 0.00           | 0.00             | 0.00           | -695.29        | 0.00           | 0.00             | -695.29           |
| 410 · CGC                     | 0.00             | 0.00           | -677.50        | 0.00             | 0.00           | 0.00             | 0.00           | 0.00           | 0.00           | 0.00             | -677.50           |
| 415 · Trick Dog               | 0.00             | 0.00           | 0.00           | 0.00             | 0.00           | 0.00             | 0.00           | 0.00           | -312.50        | 0.00             | -312.50           |
| 418 · Agility                 | 0.00             | -182.50        | 0.00           | 0.00             | 0.00           | 0.00             | 0.00           | 0.00           | 0.00           | 0.00             | -182.50           |
| <b>Total 400 · Class Fees</b> | <b>-1,480.00</b> | <b>-182.50</b> | <b>-677.50</b> | <b>-1,870.00</b> | <b>-730.00</b> | <b>-2,385.00</b> | <b>-318.23</b> | <b>-695.29</b> | <b>-312.50</b> | <b>0.00</b>      | <b>-8,651.02</b>  |
| 425 · Equipment               | 0.00             | 0.00           | 0.00           | 0.00             | 0.00           | 0.00             | 0.00           | 0.00           | 0.00           | 212.75           | 212.75            |
| 430 · Dues                    | 0.00             | 0.00           | 0.00           | 0.00             | 0.00           | 0.00             | 0.00           | 0.00           | 0.00           | 35.00            | 35.00             |
| 440 · Building Rental         | 0.00             | 0.00           | 0.00           | 0.00             | 0.00           | 0.00             | 0.00           | 0.00           | 0.00           | 175.00           | 175.00            |
| <b>Total Income</b>           | <b>-1,480.00</b> | <b>-182.50</b> | <b>-677.50</b> | <b>-1,870.00</b> | <b>-730.00</b> | <b>-2,385.00</b> | <b>-318.23</b> | <b>-695.29</b> | <b>-312.50</b> | <b>422.75</b>    | <b>-8,228.27</b>  |
| <b>Cost of Goods Sold</b>     |                  |                |                |                  |                |                  |                |                |                |                  |                   |
| 448 · Instructor Fees         | 320.00           | 168.00         | 0.00           | 704.00           | 96.00          | 288.00           | 352.00         | 0.00           | 128.00         | 1,860.00         | 3,916.00          |
| 450 · Discounts               | -40.00           | 0.00           | -20.00         | -80.00           | 0.00           | -80.00           | 0.00           | 10.00          | 0.00           | 0.00             | -210.00           |
| 460 · Vouchers                | 0.00             | 0.00           | 0.00           | 0.00             | 0.00           | 40.00            | 0.00           | 0.00           | 0.00           | 0.00             | 40.00             |
| <b>Total COGS</b>             | <b>280.00</b>    | <b>168.00</b>  | <b>-20.00</b>  | <b>624.00</b>    | <b>96.00</b>   | <b>248.00</b>    | <b>352.00</b>  | <b>10.00</b>   | <b>128.00</b>  | <b>1,860.00</b>  | <b>3,746.00</b>   |
| <b>Gross Profit</b>           | <b>-1,760.00</b> | <b>-350.50</b> | <b>-657.50</b> | <b>-2,494.00</b> | <b>-826.00</b> | <b>-2,633.00</b> | <b>-670.23</b> | <b>-705.29</b> | <b>-440.50</b> | <b>-1,437.25</b> | <b>-11,974.27</b> |
| <b>Net Ordinary Income</b>    | <b>-1,760.00</b> | <b>-350.50</b> | <b>-657.50</b> | <b>-2,494.00</b> | <b>-826.00</b> | <b>-2,633.00</b> | <b>-670.23</b> | <b>-705.29</b> | <b>-440.50</b> | <b>-1,437.25</b> | <b>-11,974.27</b> |
| <b>Net Income</b>             | <b>-1,760.00</b> | <b>-350.50</b> | <b>-657.50</b> | <b>-2,494.00</b> | <b>-826.00</b> | <b>-2,633.00</b> | <b>-670.23</b> | <b>-705.29</b> | <b>-440.50</b> | <b>-1,437.25</b> | <b>-11,974.27</b> |

1:28 PM  
05/03/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of April 30, 2020

|                                       | <u>Apr 30, 20</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| Current Assets                        |                         |
| Checking/Savings                      |                         |
| 101 · Cash - Rabobank                 | 32,625.69               |
| 105 · Savings - Rabobank              | 22,334.68               |
| 110 · Paypal Clearing Account         | 680.54                  |
| <b>Total Checking/Savings</b>         | <u>55,640.91</u>        |
| <b>Total Current Assets</b>           | <u>55,640.91</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>55,640.91</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| Equity                                |                         |
| 300 · Equity                          | 52,972.13               |
| 32000 · Unrestricted Net Assets       | 15,978.08               |
| Net Income                            | -13,309.30              |
| <b>Total Equity</b>                   | <u>55,640.91</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>55,640.91</u></b> |

1:28 PM  
 05/03/20  
 Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison April 2020

|                                        | Apr 20        | Jan - Apr 20     |
|----------------------------------------|---------------|------------------|
| <b>Ordinary Income/Expense</b>         |               |                  |
| <b>Income</b>                          |               |                  |
| 400 · Class Fees                       |               |                  |
| 401 · Ado Dog                          | 0.00          | 1,871.80         |
| 402 · Puppy                            | -57.50        | 4,392.50         |
| 403 · GM1                              | 0.00          | 3,257.50         |
| 404 · GM2                              | 0.00          | 1,207.50         |
| 405 · Rally                            | 0.00          | 971.77           |
| 408 · Scent Work                       | 335.00        | 3,829.71         |
| 409 · Dog Dancing                      | 0.00          | 2,045.00         |
| 410 · CGC                              | 0.00          | 572.50           |
| 415 · Trick Dog                        | 0.00          | 437.50           |
| 418 · Agility                          | 0.00          | 567.50           |
| 419 · Delightful Distractions          | 0.00          | 0.00             |
| <b>Total 400 · Class Fees</b>          | <b>277.50</b> | <b>19,153.28</b> |
| 425 · Equipment                        | 8.00          | 732.00           |
| 430 · Dues                             | 0.00          | 805.00           |
| 435 · Miscellaneous                    | 0.00          | 96.00            |
| 440 · Building Rental                  | 0.00          | 495.00           |
| 445 · Donation                         | 0.00          | 0.50             |
| 490 · Class Credit                     | 0.00          | -375.00          |
| <b>Total Income</b>                    | <b>285.50</b> | <b>20,906.78</b> |
| <b>Cost of Goods Sold</b>              |               |                  |
| 448 · Instructor Fees                  | 0.00          | 5,397.00         |
| 450 · Discounts                        | 28.80         | 1,059.60         |
| 460 · Vouchers                         | 140.00        | 2,405.00         |
| <b>Total COGS</b>                      | <b>168.80</b> | <b>8,861.60</b>  |
| <b>Gross Profit</b>                    | <b>116.70</b> | <b>12,045.18</b> |
| <b>Expense</b>                         |               |                  |
| 500 · AOCNC                            | 0.00          | 130.00           |
| 503 · Advertising                      | 0.00          | 99.36            |
| 505 · Building                         |               |                  |
| 506 · Repairs & Maintenance            | 0.00          | 299.65           |
| 507 · Renovation                       | 0.00          | 296.59           |
| <b>Total 505 · Building</b>            | <b>0.00</b>   | <b>596.24</b>    |
| 510 · Bank Charges                     | 0.00          | 437.95           |
| 513 · Class Supplies                   | 0.00          | 469.21           |
| 515 · Events & Trials                  |               |                  |
| 515a · Scentwork                       | 0.00          | 807.80           |
| <b>Total 515 · Events &amp; Trials</b> | <b>0.00</b>   | <b>807.80</b>    |
| 517 · Education                        | 0.00          | 720.00           |
| 530 · Leashes/Collars/Treat Pouches    | 0.00          | 547.37           |
| 533 · Licenses & Permits               | 0.00          | 20.00            |
| 535 · Office Supplies                  | 18.28         | 266.65           |
| 537 · Outside Services                 | 312.00        | 1,188.00         |
| 538 · Postage/PO Box                   | 54.75         | 207.14           |
| 540 · Rent                             | 4,045.00      | 16,180.00        |
| 550 · Toys                             | 0.00          | 6.44             |
| 555 · Storage                          | 119.00        | 476.00           |
| 560 · Telephone                        | 202.64        | 811.11           |
| 575 · Utilities                        |               |                  |
| 575a · Electricity                     | 132.00        | 533.00           |
| 575b · Gas                             | 46.00         | 194.00           |
| 575c · Garbage                         | 40.08         | 155.09           |
| <b>Total 575 · Utilities</b>           | <b>218.08</b> | <b>882.09</b>    |
| 580 · Special Events                   |               |                  |
| 580a · Awards Dinner                   | 0.00          | 267.08           |
| 580b · Open House                      | 0.00          | 227.35           |
| 580d · Various                         | 28.05         | 613.85           |

1:27 PM  
 05/03/20  
 Accrual Basis

## Napa Valley Dog Training Club Profit & Loss by Class April 2020

|                                | <u>Puppy</u>  | <u>Scent W...</u> | <u>Unclassi...</u> | <u>TOTAL</u>  |
|--------------------------------|---------------|-------------------|--------------------|---------------|
| <b>Ordinary Income/Expense</b> |               |                   |                    |               |
| <b>Income</b>                  |               |                   |                    |               |
| <b>400 · Class Fees</b>        |               |                   |                    |               |
| 402 · Puppy                    | -57.50        | 0.00              | 0.00               | -57.50        |
| 408 · Scent Work               | 0.00          | 335.00            | 0.00               | 335.00        |
| <b>Total 400 · Class Fees</b>  | -57.50        | 335.00            | 0.00               | 277.50        |
| <b>425 · Equipment</b>         | 0.00          | 0.00              | 8.00               | 8.00          |
| <b>Total Income</b>            | -57.50        | 335.00            | 8.00               | 285.50        |
| <b>Cost of Goods Sold</b>      |               |                   |                    |               |
| 450 · Discounts                | 0.00          | 28.80             | 0.00               | 28.80         |
| 460 · Vouchers                 | 0.00          | 140.00            | 0.00               | 140.00        |
| <b>Total COGS</b>              | 0.00          | 168.80            | 0.00               | 168.80        |
| <b>Gross Profit</b>            | -57.50        | 166.20            | 8.00               | 116.70        |
| <b>Net Ordinary Income</b>     | -57.50        | 166.20            | 8.00               | 116.70        |
| <b>Net Income</b>              | <b>-57.50</b> | <b>166.20</b>     | <b>8.00</b>        | <b>116.70</b> |



For the record  
Carol Coawette was at the meeting.

Sent from my iPhone XS

On Mar 17, 2020, at 11:58 AM, lindyckrs@aol.com wrote:

We had a small meeting last night. In attendance was Linda Luchsinger, Lea Ronald, Marilane Bergfelt, Marion Siegel, and Stefanie Meinhardt

All classes have been canceled until further notice. We are refunding the last 3 weeks of student fees for session 2. Students who paid with vouchers will be refunded 1/2 of the fees regardless of paying with cash or vouchers. Trainers, please call your students to let them know if you have not done so already.

Session 3 is canceled as of this moment. If things calm down, we will begin a new class.

Trainers please turn in your bills to Stefanie for the first 3 weeks of session 2

We are asking Sue Osborn to update the website so people can see when we are back up and running

We are asking Donna to close session 3 down and will refund the students. So far its all paid with Paypal and Stefanie will take care of the refunds.. I will send a separate email to Donna & Sue

Trainers: Please email Carol to let her know who are your class assistants and how many weeks did they assist you. clc222@comcast.net

Pat White has canceled her classes

Judy Gamet will be doing online classes

Stefanie Meinhardt will be doing her class outside at Astro Agility.

We will continue to monitor this regularly and call a trainer/board meeting to reschedule the training year when it is appropriate. Stay safe everyone

Linda

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

July 6, 2020

Page 1 of 3

## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order 6:30 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Marion Sigel.

## II. TREASURER'S REPORT—Stefanie Meinhardt

- A. Savings as of June 30: \$22,338.45
- B. Checking as of June 30: \$22,161.97
- C. There has been no response to the certified letter sent to property owner asking for rent reduction because of club losses from COVID-19 pandemic. Linda will look into locating receipt from post office.
- D. Automatic payment of rent & utilities has been stopped.
- E. July rent hasn't been paid as bill from property management has not yet been received.
- F. The question brought up at the June 17, 2020 training meeting as to what outside services were has been answered. Outside services are for PSI at \$360/month. Contract with PSI for this amount is in effect through end of the year.
- G. MSC to pay the rent in its entirety after Linda talks to Stephen Barnt and receives no positive response or any response at all for paying half.
- H. Financial Reports for May and June are attached.

## III. SECRETARY'S REPORT—Sue Osborn

- A. March 2, 2020 Board Minutes approved at Special May 18 Meeting.
- B. MSC to approve Special May 18 Meeting Minutes.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

### A. PRESIDENT—Linda Luchsinger

- 1. Contacting County: Linda Luchsinger will contact Napa County by phone to see if NVDC is allowed to operate now that the county has started closing business back down due to COVID-19 case increases.
- 2. Report from 6/7 and 6/17 Training Meetings:
  - a. MSC to give tote bags to advanced students first.
  - b. DogBizPro Style 1 Roster to be used.
  - c. Option 1 selected for scheduling of sessions for remainder of year.
  - d. Class Changes due to COVID-19:
    - i. Classes to be 45 minutes each to allow for cleaning in between.
    - ii. Minimum of 3 students, Maximum of 6 students
    - iii. Limit of \$40 in vouchers per class
    - iv. AB5: Decision made to continue to keep instructors as independent contractors for now.
    - v. Suggested ways to reduce expenses: 1) Stop buying toys, 2) review phone bill and 3) give up storage unit.

### D. OFFICE—Sandy Bonifield

- 1. New payment procedures per July 1st "Payment "meeting attended by Donna, Sandy, Marilane and Sue.
  - a. Donna will be taking care of payments and scheduling of classes through DogBizPro.
  - b. Two sets of DogBizPro Invoices will be printed for payments not yet received from students prior to session 4 classes starting. One set is to go into a special folder or binder for office use and second copies will go on trainer boards.
  - c. A new stamp for use on DogBizPro invoices has been ordered for filling in information for check number, amount, vouchers, discounts, and grand total.

## NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

July 6, 2020

Page 2 of 3

2. Sandy has requested to be the only one to login payments to cut down on inconsistencies.
3. Sandy will take care of putting DogBizPro rosters on trainer boards.

### **E. TRAINING**—Linda Luchsinger

1. Date for next training committee has been set for September 2, 2020 at 6:30 PM at the clubhouse.
2. Vouchers/Refunds: MSC for treasurer to write refund checks for class fees received in December, 2019 to rally students Donna Albini and Sharon Leos. Other related refunds will be via Paypal.
3. Donna will look into DogBizPro to see if a wait list of two can be incorporated and if so, put into place.
4. MSC to approve Sue Osborn as an assistant for puppy.
5. Session 4 Class Changes:
  - a. The 9:00 Tuesday puppy class will not be an overflow class.
  - b. Saturday classes have been cancelled.
  - c. Kim will be teaching a Small Dog Manners class on Tuesday mornings.

### **F. PUBLICITY**—Marion Sigel

1. 50th Anniversary Logo Shirts
  - a. Most current order was shipped last week, expected to arrive soon.
  - b. Order form not included in July-August newsletter in hopes members and students will show interest in ordering after seeing the shirt display on the training floor.
  - c. Cost per shirt has gone up from \$35 to \$40 due to the COVID-19 situation.
  - d. Marion has ordered another style of a royal blue shirt to present for a possible alternative for purchase.
2. Business Cards
  - a. Business cards for distributing throughout community are located in lower right-hand drawer of the main office desk.
  - b. Marion delivered business cards to Pet Food Express, which were well received.

### **G. BUILDING**—Debbie Hilton

1. Disbursement of Items from Storage Unit:
  - a. Approximately 12 Baby Gates—Keep
  - b. Big plastic bins—Keep.
  - c. Easels—Keep lightweight ones only
  - d. High jumps were thrown out
  - e. Dry erase boards—Keep. Debbie will clean up
  - f. Small lattice wings—Keep. Can be used in agility class
  - g. Small buckets—Keep
  - h. Canopies will be stored in restroom.
2. Debbie and Stefanie working out how best to store A-Frame and other related agility equipment on the training floor.
3. PSI Cleaning of Building: Debbie Hilton will call PSI to find out exact time PSI staff will be cleaning the NVDTTC clubhouse.

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

1. An dedicated email has been set up for students to email their dog's vaccination records: dogshots@nvdte.org. Donna will add vaccination records to students' Dog-BizPro accounts.
2. COVID-19 related changes made to website:
  - a. Discounts and Vouchers updated to match COVID-19 situation

## NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

July 6, 2020

Page 3 of 3

- b. What You'll Need for Class updated to match COVID-19 situation
- c. DogBizPro Waiver to match COVID-19 situation
- d. Orientation Video will be posted soon now that shooting of the last part by De and Lea was completed on 7/5/20.

### I. AOCNC—Sue Osborn, Mary Ash

The summer workshop has been cancelled, 2nd and 3rd quarterly meetings were cancelled, and the seminar likely will be cancelled. AOCNC is looking for an alternate location for their 2021 winter workshop since renting Cow Palace has become too expensive.

### V. OLD BUSINESS

- A. AB5: Marion will look at verbiage on our website, in our guidelines & procedures, and on facebook to make sure it accurately portrays the club as an animal service.
- B. Surveillance camera: Now in place in office and is located up in corner behind the desk.
- C. Service Award: Linda has the award framed and will print up statement for presentation to awardee at next general meeting. Stefanie will ask Linda Wargo about the plaque and tag.

### VI. NEW BUSINESS

- A. Napa Humane's Virtual 2020 Walk for Animals: Marion Sigel has agreed to be NVDTC's contact person for this event .
- B. COVID-19 Disinfectant Cleaning Information: MSC to approve cleaning information document put together by Marilane. See attached.
- C. COVID-19 Reopening Guidelines : MSC to approve. See attached.
- D. COVID-19 Signage: Marilane working on posting related COVID-19 information in and around the clubhouse.
- E. Storage Unit Rental: Payment has been stopped and NVDTC will be receiving a refund.
- F. Phone Bill: Donna reviewed the bill and found nothing that could be eliminated to reduce costs. Increase in bill is anticipated for July. Linda Luchsinger will contact Comcast about obtaining a lower cost for phone and also look into cost of internet service.
- G. Evening Scent Work Training Fee: Donna will be paid for teaching evening scent work class as requested since there is a minimum of three students enrolled.
- H. COVID-19 Waiver: To be signed by anyone who comes into the NVDTC facility. Sue to set up a binder where all signed off waivers are to be filed.
- I. Building Use by Members — Tabled.

### VII. MEETING ADJOURNED at 8:45 pm

Respectively submitted by  
Sue Osborn  
NVDTC Secretary

#### Attachments:

May and June 2020 Financials - 6 Pages  
Cleaning Supplies and More - 2 Pages  
COVID-19 Reopening Guidelines \_ 2 Pages

2:35 PM  
06/27/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of May 31, 2020

|                                       | <u>May 31, 20</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| <b>Current Assets</b>                 |                         |
| <b>Checking/Savings</b>               |                         |
| 101 · Cash - Rabobank                 | 27,689.19               |
| 105 · Savings - Rabobank              | 22,337.53               |
| 110 · Paypal Clearing Account         | 680.54                  |
| <b>Total Checking/Savings</b>         | <u>50,707.26</u>        |
| <b>Total Current Assets</b>           | <u>50,707.26</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>50,707.26</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| <b>Equity</b>                         |                         |
| 300 · Equity                          | 52,972.13               |
| 32000 · Unrestricted Net Assets       | 15,978.08               |
| Net Income                            | -18,242.95              |
| <b>Total Equity</b>                   | <u>50,707.26</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>50,707.26</u></b> |

2:34 PM  
 06/27/20  
 Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison May 2020

|                                        | May 20   | Jan - May 20 |
|----------------------------------------|----------|--------------|
| <b>Ordinary Income/Expense</b>         |          |              |
| <b>Income</b>                          |          |              |
| <b>400 · Class Fees</b>                |          |              |
| 401 · Ado Dog                          | 0.00     | 1,871.80     |
| 402 · Puppy                            | 0.00     | 4,392.50     |
| 403 · GM1                              | 0.00     | 3,257.50     |
| 404 · GM2                              | 0.00     | 1,207.50     |
| 405 · Rally                            | 0.00     | 971.77       |
| 408 · Scent Work                       | 0.00     | 3,829.71     |
| 409 · Dog Dancing                      | 0.00     | 2,045.00     |
| 410 · CGC                              | 0.00     | 572.50       |
| 415 · Trick Dog                        | 0.00     | 437.50       |
| 418 · Agility                          | 0.00     | 567.50       |
| 419 · Delightful Distractions          | 0.00     | 0.00         |
| <b>Total 400 · Class Fees</b>          | 0.00     | 19,153.28    |
| 425 · Equipment                        | 0.00     | 732.00       |
| 430 · Dues                             | 0.00     | 805.00       |
| 435 · Miscellaneous                    | 0.00     | 96.00        |
| 440 · Building Rental                  | 0.00     | 495.00       |
| 445 · Donation                         | 0.00     | 0.50         |
| 490 · Class Credit                     | 0.00     | -375.00      |
| <b>Total Income</b>                    | 0.00     | 20,906.78    |
| <b>Cost of Goods Sold</b>              |          |              |
| 448 · Instructor Fees                  | 0.00     | 5,397.00     |
| 450 · Discounts                        | 0.00     | 1,059.60     |
| 460 · Vouchers                         | 0.00     | 2,405.00     |
| <b>Total COGS</b>                      | 0.00     | 8,861.60     |
| <b>Gross Profit</b>                    | 0.00     | 12,045.18    |
| <b>Expense</b>                         |          |              |
| 500 · AOCNC                            | 0.00     | 130.00       |
| 503 · Advertising                      | 0.00     | 99.36        |
| <b>505 · Building</b>                  |          |              |
| 506 · Repairs & Maintenance            | 100.00   | 399.65       |
| 507 · Renovation                       | 0.00     | 296.59       |
| <b>Total 505 · Building</b>            | 100.00   | 696.24       |
| 510 · Bank Charges                     | -1.00    | 436.95       |
| 513 · Class Supplies                   | 0.00     | 469.21       |
| <b>515 · Events &amp; Trials</b>       |          |              |
| 515a · Scentwork                       | 0.00     | 807.80       |
| <b>Total 515 · Events &amp; Trials</b> | 0.00     | 807.80       |
| 517 · Education                        | 0.00     | 720.00       |
| 530 · Leashes/Collars/Treat Pouches    | 149.90   | 697.27       |
| 533 · Licenses & Permits               | 35.00    | 55.00        |
| 535 · Office Supplies                  | 0.00     | 266.65       |
| 537 · Outside Services                 | 85.00    | 1,273.00     |
| 538 · Postage/PO Box                   | 0.00     | 207.14       |
| 540 · Rent                             | 4,045.00 | 20,225.00    |
| 550 · Toys                             | 0.00     | 6.44         |
| 555 · Storage                          | 119.00   | 595.00       |
| 560 · Telephone                        | 202.53   | 1,013.64     |
| <b>575 · Utilities</b>                 |          |              |
| 575a · Electricity                     | 67.00    | 600.00       |
| 575b · Gas                             | 24.00    | 218.00       |
| 575c · Garbage                         | 40.08    | 195.17       |
| <b>Total 575 · Utilities</b>           | 131.08   | 1,013.17     |
| <b>580 · Special Events</b>            |          |              |
| 580a · Awards Dinner                   | 0.00     | 267.08       |
| 580b · Open House                      | 0.00     | 227.35       |
| 580d · Various                         | 0.00     | 613.85       |

2:34 PM  
06/27/20  
Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison May 2020

|                            | <u>May 20</u>           | <u>Jan - May 20</u>      |
|----------------------------|-------------------------|--------------------------|
| Total 580 · Special Events | 0.00                    | 1,108.28                 |
| 583 · Donations            | 0.00                    | 100.00                   |
| 585 · Website              | 69.99                   | 381.93                   |
| Total Expense              | <u>4,936.50</u>         | <u>30,302.08</u>         |
| Net Ordinary Income        | -4,936.50               | -18,256.90               |
| Other Income/Expense       |                         |                          |
| Other Income               |                         |                          |
| 910 · Interest Income      | 2.85                    | 13.95                    |
| Total Other Income         | <u>2.85</u>             | <u>13.95</u>             |
| Net Other Income           | <u>2.85</u>             | <u>13.95</u>             |
| Net Income                 | <u><u>-4,933.65</u></u> | <u><u>-18,242.95</u></u> |

7:17 PM  
07/07/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of June 30, 2020

|                                       | <u>Jun 30, 20</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| <b>Current Assets</b>                 |                         |
| <b>Checking/Savings</b>               |                         |
| 101 · Cash - Rabobank                 | 22,161.97               |
| 105 · Savings - Rabobank              | 22,338.45               |
| 110 · Paypal Clearing Account         | 2,125.36                |
| <b>Total Checking/Savings</b>         | <u>46,625.78</u>        |
| <b>Total Current Assets</b>           | <u>46,625.78</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>46,625.78</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| <b>Equity</b>                         |                         |
| 300 · Equity                          | 52,972.13               |
| 32000 · Unrestricted Net Assets       | 15,978.08               |
| Net Income                            | <u>-22,324.43</u>       |
| <b>Total Equity</b>                   | <u>46,625.78</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>46,625.78</u></b> |



7:16 PM  
 07/07/20  
 Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison June 2020

|                                        | Jun 20   | Jan - Jun 20 |
|----------------------------------------|----------|--------------|
| <b>Ordinary Income/Expense</b>         |          |              |
| <b>Income</b>                          |          |              |
| <b>400 · Class Fees</b>                |          |              |
| 401 · Ado Dog                          | 0.00     | 1,871.80     |
| 402 · Puppy                            | 0.00     | 4,392.50     |
| 403 · GM1                              | 0.00     | 3,257.50     |
| 404 · GM2                              | 0.00     | 1,207.50     |
| 405 · Rally                            | 250.00   | 1,221.77     |
| 408 · Scent Work                       | 850.00   | 4,679.71     |
| 409 · Dog Dancing                      | 300.00   | 2,345.00     |
| 410 · CGC                              | 0.00     | 572.50       |
| 415 · Trick Dog                        | 0.00     | 437.50       |
| 418 · Agility                          | 100.00   | 667.50       |
| 419 · Delightful Distractions          | 0.00     | 0.00         |
| <b>Total 400 · Class Fees</b>          | 1,500.00 | 20,653.28    |
| 425 · Equipment                        | 0.00     | 732.00       |
| 430 · Dues                             | 0.00     | 805.00       |
| 435 · Miscellaneous                    | 0.00     | 96.00        |
| 440 · Building Rental                  | 0.00     | 495.00       |
| 445 · Donation                         | 0.00     | 0.50         |
| 490 · Class Credit                     | 0.00     | -375.00      |
| <b>Total Income</b>                    | 1,500.00 | 22,406.78    |
| <b>Cost of Goods Sold</b>              |          |              |
| 448 · Instructor Fees                  | 0.00     | 5,397.00     |
| 450 · Discounts                        | 8.00     | 1,067.60     |
| 460 · Vouchers                         | 0.00     | 2,405.00     |
| <b>Total COGS</b>                      | 8.00     | 8,869.60     |
| <b>Gross Profit</b>                    | 1,492.00 | 13,537.18    |
| <b>Expense</b>                         |          |              |
| 500 · AOCNC                            | 0.00     | 130.00       |
| 503 · Advertising                      | 0.00     | 99.36        |
| 505 · Building                         |          |              |
| 506 · Repairs & Maintenance            | 0.00     | 399.65       |
| 507 · Renovation                       | 0.00     | 296.59       |
| <b>Total 505 · Building</b>            | 0.00     | 696.24       |
| 510 · Bank Charges                     | 81.18    | 518.13       |
| 513 · Class Supplies                   | 0.00     | 469.21       |
| 515 · Events & Trials                  |          |              |
| 515a · Scentwork                       | 0.00     | 807.80       |
| <b>Total 515 · Events &amp; Trials</b> | 0.00     | 807.80       |
| 517 · Education                        | 65.00    | 785.00       |
| 525 · Insurance                        | 800.00   | 800.00       |
| 530 · Leashes/Collars/Treat Pouches    | 0.00     | 697.27       |
| 533 · Licenses & Permits               | 0.00     | 55.00        |
| 535 · Office Supplies                  | 0.00     | 266.65       |
| 537 · Outside Services                 | 0.00     | 1,273.00     |
| 538 · Postage/PO Box                   | 0.00     | 207.14       |
| 540 · Rent                             | 4,288.00 | 24,513.00    |
| 550 · Toys                             | 0.00     | 6.44         |
| 555 · Storage                          | 119.00   | 714.00       |
| 560 · Telephone                        | 202.15   | 1,215.79     |
| 575 · Utilities                        |          |              |
| 575a · Electricity                     | -67.00   | 533.00       |
| 575b · Gas                             | -24.00   | 194.00       |
| 575c · Garbage                         | 40.08    | 235.25       |
| <b>Total 575 · Utilities</b>           | -50.92   | 962.25       |
| 580 · Special Events                   |          |              |
| 580a · Awards Dinner                   | 0.00     | 267.08       |
| 580b · Open House                      | 0.00     | 227.35       |

7:16 PM  
07/07/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss YTD Comparison**  
June 2020

|                            | <u>Jun 20</u>           | <u>Jan - Jun 20</u>      |
|----------------------------|-------------------------|--------------------------|
| 580d · Various             | 0.00                    | 613.85                   |
| Total 580 · Special Events | 0.00                    | 1,108.28                 |
| 583 · Donations            | 0.00                    | 100.00                   |
| 585 · Website              | 69.99                   | 451.92                   |
| Total Expense              | <u>5,574.40</u>         | <u>35,876.48</u>         |
| Net Ordinary Income        | -4,082.40               | -22,339.30               |
| Other Income/Expense       |                         |                          |
| Other Income               |                         |                          |
| 910 · Interest Income      | 0.92                    | 14.87                    |
| Total Other Income         | <u>0.92</u>             | <u>14.87</u>             |
| Net Other Income           | <u>0.92</u>             | <u>14.87</u>             |
| Net Income                 | <u><u>-4,081.48</u></u> | <u><u>-22,324.43</u></u> |

# **Napa Valley Dog Training Club - Cleaning Supplies and More**

*Created July 5, 2020*

## Weekly Cleaning by PSI -

Toilets

Bathroom Floor – swept and mopped

Training Floor – vacuumed and mopped

Trash and Recycling bins emptied

Dog Waste bin emptied

## Ongoing Cleaning by NVDTC Members –

- Surfaces must be cleaned and dried BEFORE using disinfectant.
- Disinfectant must be allowed to air dry for the required time to be effective.

Counters

Desks

Tables (including small grooming table)

Chairs

Door Handles

Light Switches

Other frequently touched surfaces

## Other Staff Responsibilities -

1. Recycling Bin is taken out for Monday pick up. This is done on Friday (or Weekend if there are classes) when the bin is full.
2. Trash pick-up is Thursday morning. On Wednesday trash from bathrooms, office, training floor and dog waste bucket is transferred to Trash Bin and bin is moved to pick up location in parking lot.

## Disinfectant Sprays and Schedule:

- a. Midweek / Wednesday Daytime: 256 Disinfectant for training floor and any equipment that is out at the time. This will be mixed with water into the large, gallon sprayer. This will need to dry without wiping.
- b. Daily / after every class and at End of Day: Rescue Disinfectant on touched items. This will be mixed with water into small, hand held sprayers. This will need to dry without wiping.
- c. Both of the above come in concentrated formula. Directions for mixture will need to be posted, plus measuring cups/other marked for each type of disinfectant.

## **Supply List –**

### For Staff:

Face Masks

Plastic Gloves (disposable)

### Floors:

Pine Sol

Trash / Recycling Bins:

Plastic bags (various sizes)

Dog Waste Bin:

Plastic bag and cat litter

Bathrooms:

Toilet Paper

Paper Hand Towel

Toilet Seat Covers (flushable)

Disinfectant Wipes

Toilet Bowl Cleaner

Cleaning Spray (commercial grade)

Hand Soap

2 – small trash cans in stalls

1 – trash can at sink

Training Floor and Office:

Paper Towels

Cleaning Spray (commercial grade)

Facial Tissues

Antibacterial Gel - one at entry and one on counter

## **COVID-19 POLICY**

Page 1 of 2

### Steps to follow for a limited reopening of the NVDTC:

- Following Center for Disease Control or city/state authority mandates for the use of PPE. Examples of PPE include gloves and face masks, when appropriate.
- Encouraging use of respiratory etiquette, which includes covering coughs and sneezes and using trash receptacles to dispose of tissues.
- Discouraging handshakes, high fives, etc. and practicing other types of no touch greetings.
- Following Center for Disease Control or city/state authority mandates for social distancing which is a strategy to avoid crowded places, large gatherings of people or close contact with a group of people. In most cases, six (6) feet will slow the spread of a disease, but more distance can be more effective.
- Napa Valley Dog Training Club (NVDTC) may choose to temporarily implement policies and practices, such as smaller class sizes and/or outside classes.
- As is necessary and possible, limiting the number of people responsible for class size, including the instructor and assistants required to have successful class function.
- Maintaining regular housekeeping practices, including routine cleaning and disinfection of surfaces, equipment and other elements of the training environment. NVDTC will provide cleaning supplies that meet approved claims against emerging viral pathogens.

### Prompt Identification and Isolation of Sick People:

- Instructors, assistants and support staff will self-monitor for signs and symptoms of COVID-19 and follow procedures to stay home if they are sick. This includes staying home until 48 hours after fever is gone.
- NVDTC reserves the right to temperature screen (using a touchless thermometer) all persons entering the training facility. All participants will be asked to self-monitor for symptoms of COVID-19 or other respiratory illnesses, including fever, coughing, shortness of breath, muscle pain, headache, sore throat and/or loss of taste or smell.

### Training Floor Control:

- As necessary, minimizing contact among NVDTC staff and students.
- Reorganizing the training space to create distance between students and staff including tape on the floors to designate where people should stand.
  - Creating visitor policies and posting signage that limits access to some areas or designating specific entrances and exits.
  - Providing resources that promotes personal hygiene. This includes as resources are available tissues, not touch trash cans, soap dispensers, paper towel dispensers, hand soap, alcohol-based sanitizers (containing at least 60 percent alcohol) and disposable towels to clean work surfaces.

**COVID-19 POLICY**

Page 2 of 2

- Promoting regular hand washing or use of alcohol-based hand rubs. NVDTC will post hand washing reminders and directions in restrooms. All staff will be expected to encourage participants to follow handwashing guidelines.

**Cleaning and Environmental Decontamination Plan & Schedule:**

- The training and bathroom floors will be cleaned weekly.
- Desktops, tabletops and other commonly touched surfaces will to be cleaned and disinfected frequently.
- Items touched by people during training classes will be disinfected between classes.
- Disinfectant wipes will be provided in the restroom stalls for use on high touch surfaces.
- High touch areas such as door handles, phones, light switches and will be disinfected between morning classes and evening classes, and again after evening classes.

Instructors, assistants, and students will be required to wear a face mask before entering the training facility and while in the facility.

Students will be asked to bring their own mats, water and treats.

Students will be required to prepay online so no money changes hands.

**Napa Valley Dog Training Club Code of Ethics for Members and Guests:**

1. Commit themselves to the values of fair play, honesty, and courtesy to all others.
2. Welcome, encourage and support newcomers to the club and participants to dog related events.
3. Respect the AKC and NVDTC Bylaws, rules, regulations and policies.
4. Reject behavior that discourages achievement of the Mission Statement.
5. Always consider as paramount, the safety and welfare of all dogs and handlers.
6. Reject any opportunity to take personal advantage of positions offered or bestowed upon them.
7. Respect differences in opinions, training goals, and privacy of all others.
8. Show grace while winning or losing during competition or receiving constructive criticism.

# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

July 13, 2020

Page 1 of 3

## I. CALL TO ORDER

A. President, Linda Luchsinger, called the meeting to order at 6:37 PM.

B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Marion Sigel.

## II. TREASURER'S REPORT—Stefanie Meinhardt

A. As of June 30:

1. Checking: \$22,338.45

2. Savings: \$22,161.97

B. Paypal: \$2,125.26

C. Net Loss: -\$22,324.43

D. Outside Services is defined as PSI.

## III. SECRETARY'S REPORT—Sue Osborn

MSC to approve March 9, 2020 Meeting Minutes as published.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

### A. PRESIDENT—Linda Luchsinger

1. Service Award:

Linda Luchsinger presented the Gerry Glantz Memorial Club Service Award to Marilane Bergfelt. Big congratulations to Marilane!

2. Response from Property Manager:

Sue Osborn and Stefanie Meinhardt joined Linda Luchsinger during a teleconference with Sawyer Properties on Friday, July 10, 2020 in Linda's office. Sawyer Properties agreed to NVDC paying 50% of their rent for the month of July and will get back to the club about a plan for future rent payments.

3. Phone Bill: Linda Luchsinger will be contacting Comcast to see about relocating service provider.

4. Response from Napa County:

Linda Luchsinger spoke with Napa County on the phone today and was told NVDC does not fall under any of the recently categorized businesses to close down thus session 4 classes will open as planned.

5. 7/6/20 Board Meeting Report:

a. Automatic payment of rent has been stopped.

b. Storage unit rental stopped.

c. DogBizPro Roster #1 will be distributed to trainers.

d. Changes to classes: 4 weeks of classes per session, each class 45 minutes long, no discounts, maximum of \$40 in vouchers.

e. AB5: Decision for now is to stay with keeping trainers as independent contractors

f. Ways to reduce expenses covered i.e, give up toys, review phone bill and stop rental of storage unit.

g. Sandy, Sue, Marilane, and Donna held a meeting on July 1st about making payments.

Sandy will be the only one to log in payments. See item IV-D for more details.

h. Mary Ash rally students given refunds.

i. Kim Leslie will be teaching a small dog manners class.

# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

July 13, 2020

Page 2 of 3

## **B. VICE-PRESIDENT**—Sandy Bonifield

No report.

## **C. MEMBERSHIP/VOUCHERS**—Carol Coawette

### 1. New Members:

No new members.

### 2. Status of Membership Packets:

Linda Luchsinger will work on updating as soon as she is able.

## **D. OFFICE**—Sandy Bonifield

1. New Payment Procedures per July 1st meeting: There is now a green binder in the office for all the class information showing who has paid, etc.

2. New stamp for use on invoices has been ordered.

3. Logging in of Payments: Donna and Sandy will work out exact details for new payment procedures.

4. Sandy is looking at moving NVDTC from Mechanics Bank (previously Raba Bank) to a new bank.

## **E. TRAINING**—Linda Luchsinger

### 1. Training Committee Meeting:

Meeting has been rescheduled to Wednesday, July 29th at 6PM at the clubhouse.

### 2. Orientation Videos and Associated Written Materials:

a. Thank you to the video production team for putting videos and written materials together: Marilane Bergfelt who spearheaded this project, Sue Osborn, the videographer, and presenters Linda Luchsinger, Sandy Bonifield, Cheryl Meyer, Donna Golemon, Lea Ronald, and De Brilz.

b. Videos and written materials are to be viewed by students taking beginning classes and are linked from yellow button on lower left of home page.

3. Sue Osborn has been approved for an assistant for puppy class.

4. Session 4 is all set up and ready to go.

### 5. Class Flyers/PR:

Sue asked trainers to let her know if they need flyers to PR their classes.

6. Ross Mini Class Voucher: MSC to award Ross Mini one free class voucher for per session as long as NVDTC remains in current building.

## **F. PUBLICITY**—Marion Sigel

### 1. 50th Anniversary Shirts:

Display and information for shirts are displayed on training floor. Contact Marion Sigel if interested in ordering one.

### 2. Business Cards:

Located in the office. Trainers are encouraged to hand out to their students. Members were invited to take some to hand out in the community.

## **G. BUILDING**—Debbie Hilton

### 1. Joy Wood Display/Slat Wall Displays (Photos & Clipboards) & Improvements:

a. A big round of applause was given Debbie Hilton for all the work she has done in the building: organizing the slat walls, painting and cleaning up items. She recently painted the front door and the A-Frame!

b. Roxann Gracia was thanked again for the slat wall donation; they have worked out so well!



## NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

July 13, 2020

Page 3 of 3

- c. Debbie is working with Ross Mini on fire extinguisher service.
  - d. Storage Unit Report: Items from unit have been brought to clubhouse. Debbie has taken care of everything like keeping the small lattice wings for use in agility class, storing canopies in the restroom, and finding homes for everything.
  - e. Stefanie reminded members there is \$300 that has been donated for use for Joy Wood.
3. PSI Cleaning Schedule: Cleaning will be done on Fridays starting at 9:30 am.
  4. Donna has a clock she will donate to hang on the wall near the entrance.

### H. NEWSLETTER/WEBSITE—Sue Osborn

1. A dedicated email has been set up for students to email their dog's vaccination records: dogshots@nvdte.org. Donna will add vaccination records to students' DogBizPro accounts.
2. COVID-19 related changes made to website:
  - a. Discounts and Vouchers updated to match COVID-19 situation
  - b. What You'll Need for Class updated to match COVID-19 situation
  - c. DogBizPro Waiver to match COVID-19 situation
  - d. Orientation videos are now posted on the website. See item IV-E-2.
3. Prizes awarded for best summer fun photo (Marilane Bergfelt) and best stay at home story (Sandy Bonifeild). Contests were published in the May/June newsletter. Winners received a beautiful bouquet of fresh flowers.

### I. AOCNC—Sue Osborn, Mary Ash

The summer workshop has been cancelled, 2nd and 3rd quarterly meetings were cancelled, and the 2020 seminar likely will be cancelled. AOCNC is looking for an alternate location for their 2021 winter workshop since renting Cow Palace has become too expensive.

### J. HOSPITALITY

No hospitality for tonight's meeting.

### K. SUNSHINE

A card is being sent to Christy Rose for her recent knee replacement surgery.

### V. OLD BUSINESS

- A. AB5: NVDTC is under the category of being an animal service which is exempt.
- B. Surveillance Camera now in the office.
- C. Open House to held on April 24, 2021,.

### VI. NEW BUSINESS

- A. COVID-19 Documents: Waiver, Cleaning Procedures, Reopening Guidelines: All completed by Sue, Marilane, and Linda Luchsinger. Marlane will be writing out the instructions for each instructor to go with cleaning supplies.
- B. 2020 Virtual Walk for Animals Event—Marion Sigel is our contact person to touch base with Napa Humane about this event. In the past NVDTC has donated items for their raffle.

### VII. BRAGS

Stefanie Meinhardt, Mary Ash, Carol Coawette, Neanna Gracia, Sue Osborn, and Linda Luchsinger all had brags.

### VIII. MEETING ADJOURNED at 7:40 PM

Respectively submitted by Sue Osborn,  
NVDTC Secretary

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

August 3, 2020

Page 1 of 3

## I. CALL TO ORDER

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

## II. TREASURER'S REPORT—Stefanie Meinhardt

- A. Savings: \$22,339.40 as of 7/31/20
- B. Checking: \$32,372.86 as of 7/31/20
- C. Paypal: \$834.00 as of 7/31/20
- D. Profit for July: \$6,700 (less instructors fees)
- E. Year to date loss: \$15,500
- F. Fifty percent August rent mailed on 7/27/2020.
- G. Financial reports for July attached.

## III. SECRETARY'S REPORT—Sue Osborn

MSC to approve July 6, 2020 Board Meeting Minutes.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

### A. PRESIDENT—Linda Luchsinger

- 1. No communication from Sawyer Properties; waiting for written lease and half rent agreement.
- 2. MSC (5 yes, 1 no vote) for no change from 2019 Guidelines and Procedures for voucher amounts for assistants and office workers, which is \$40 for 4 to 6 weeks and \$20 for 2 to 3 weeks.
  - a. The board will look at again in December 2020.
  - b. Linda will remind trainers to record assistants' attendance.
- 3. No drop-ins and no reduced rates for missed classes for 4-week sessions now in place (approved by email).
- 4. Linda still to look at potential change in phone service.

### B. VICE RESIDENT—Sandy Bonifield

No report.

### C. MEMBERSHIP/VOUCHERS—Carol Coawette

No report.

### D. OFFICE—Sandy Bonifield

- 1. Sandy has been at NVDTTC almost daily handling the office.
- 2. Sandy reported new payment procedures aren't working due to people canceling classes and new people wanting to enroll at last minute.
- 3. Phone message has been updated.
- 4. Classes will now open on the 7th of the month and close on the 21st of the month.

### E. TRAINING—Linda Luchsinger

- 1. Trainers are now to be shown/written/stated as instructors not trainers.
- 2. Only instructors names (no email or phone) will be added to flyers.

## NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

August 3, 2020

Page 2 of 3

3. Debbie has posted new signage and instructor photos.
4. PSI cleans on Friday
5. August classes are full.

### **F. PUBLICITY**—Marion Sigel

1. A 1/2" leash and one free session will be donated to Napa Humane's 2020 Virtual Walk for Animals. Marion will let Sabrina at Napa Humane know.
2. Marion will ask members at the August 10th general meeting if they would like to do a social distance walk (hopefully wearing NVDTTC shirts) at O'Brien Park on Pueblo Ave on August 11th or 12th at 10:30am. The goal is to have 8-10 volunteers walk their dog and videotaped to give to Sabrina along with a photo taken at the end of the mini walk of the dogs sitting.
3. Thank you to Carol Coawette for delivering the last three shirts to members who bought them. There is still one medium shirt available for \$35.
4. Instructors are to be reminded to distribute NVDTTC's new, adorable business cards.
5. During COVID-19, flyers and rack cards don't work well for distribution in the community. Interest was shown in outdoor signage on poles to place outside vet offices or other animal friendly locations.
6. Linda will distribute tote bags to advanced classes (i.e., scent work and rally) then to puppy, good manners and adolescent classes.

### **G. BUILDING**—Debbie Hilton

1. There is now a new fire extinguisher near roll-up door.
2. Agility equipment has been organized.
3. Debbie made the change from trainers to instructors on the slat wall photos.
4. Linda Luchsinger will supply water bottles for refrigerator for instructors and assistants. Because of COVID-19, these will not be available to students.

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

1. An email, dogshots@nvdte.org, for emailing vaccination records has been set up.
2. COVID-19 related changes made to website
3. Ongoing registration updates will be posted to website.

### **I. AOCNC**—Sue Osborn, Mary Ash

All current activities and meetings on hold. Winter workshop still undecided..

## **V. OLD BUSINESS**

### **A. COVID-19 Waiver**

1. Online DogBizPro version now has statement to scroll to read complete waiver.
2. Latest version has lines for printing name, contact name etc.
3. Waiver is to be signed by those who do not do so through DogBizPro (trainers, PSI, etc.)
4. Waiver forms are on a clipboard in the office.
5. Office binder for signed hardcopies is also located in the office.

### **B. Building Use by Members** – Review of online policy and need of lock box

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

**August 3, 2020**

**Page 3 of 3**

1. No lock box to be installed.
2. No change in online policy.
3. The page showing NVDTC's building use program needs to be updated as to when the building might be available. Currently, it shows time periods being available when actually those times now have classes scheduled.

**VI. NEW BUSINESS**

**A. Elections**

Sandy asked if a current board member is not planning on staying on the 2021 board to please let her know.

**B. Building Responsibilities**

Debbie Hilton will not be able to participate in her role on the board if she should have foot surgery.

**C. Inventory of Equipment**

Sandy will take care of equipment inventory.

**VII. MEETING ADJOURNED** at 8:09 pm

Minutes formatted from Marion Sigel's  
notes and respectively submitted by  
Sue Osborn, NVDTC Secretary

Attachments:

- 1) 7-20 BS
- 2) 7-20 PNL YTD comparison

12:10 PM  
08/02/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of July 31, 2020

|                                       | <u>Jul 31, 20</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| <b>Current Assets</b>                 |                         |
| <b>Checking/Savings</b>               |                         |
| 101 · Cash - Mechanics Bank           | 32,372.86               |
| 105 · Savings - Mechanics Bank        | 22,339.40               |
| 110 · Paypal Clearing Account         | 834.00                  |
| <b>Total Checking/Savings</b>         | <u>55,546.26</u>        |
| <b>Total Current Assets</b>           | <u>55,546.26</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>55,546.26</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| <b>Liabilities</b>                    |                         |
| <b>Current Liabilities</b>            |                         |
| <b>Accounts Payable</b>               |                         |
| 20000 · Accounts Payable              | 2,144.00                |
| <b>Total Accounts Payable</b>         | <u>2,144.00</u>         |
| <b>Total Current Liabilities</b>      | <u>2,144.00</u>         |
| <b>Total Liabilities</b>              | 2,144.00                |
| <b>Equity</b>                         |                         |
| 300 · Equity                          | 52,972.13               |
| 32000 · Unrestricted Net Assets       | 15,978.08               |
| Net Income                            | -15,547.95              |
| <b>Total Equity</b>                   | <u>53,402.26</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>55,546.26</u></b> |

12:12 PM  
 08/02/20  
 Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison July 2020

|                                        | Jul 20    | Jan - Jul 20 |
|----------------------------------------|-----------|--------------|
| <b>Ordinary Income/Expense</b>         |           |              |
| <b>Income</b>                          |           |              |
| <b>400 · Class Fees</b>                |           |              |
| 401 · Ado Dog                          | 3,650.00  | 5,521.80     |
| 402 · Puppy                            | 3,960.00  | 8,352.50     |
| 403 · GM1                              | 1,050.00  | 4,307.50     |
| 404 · GM2                              | 0.00      | 1,207.50     |
| 405 · Rally                            | 805.00    | 2,026.77     |
| 408 · Scent Work                       | 3,760.00  | 8,439.71     |
| 409 · Dog Dancing                      | 1,400.00  | 3,745.00     |
| 410 · CGC                              | 0.00      | 572.50       |
| 415 · Trick Dog                        | 0.00      | 437.50       |
| 418 · Agility                          | 300.00    | 967.50       |
| 419 · Delightful Distractions          | 0.00      | 0.00         |
| <b>Total 400 · Class Fees</b>          | 14,925.00 | 35,578.28    |
| 425 · Equipment                        | 17.00     | 749.00       |
| 430 · Dues                             | 0.00      | 805.00       |
| 435 · Miscellaneous                    | 0.00      | 96.00        |
| 440 · Building Rental                  | 0.00      | 495.00       |
| 445 · Donation                         | 0.00      | 0.50         |
| 490 · Class Credit                     | 0.00      | -375.00      |
| <b>Total Income</b>                    | 14,942.00 | 37,348.78    |
| <b>Cost of Goods Sold</b>              |           |              |
| 448 · Instructor Fees                  | 0.00      | 5,397.00     |
| 450 · Discounts                        | 0.00      | 1,067.60     |
| 460 · Vouchers                         | 985.00    | 3,390.00     |
| <b>Total COGS</b>                      | 985.00    | 9,854.60     |
| <b>Gross Profit</b>                    | 13,957.00 | 27,494.18    |
| <b>Expense</b>                         |           |              |
| 500 · AOCNC                            | 0.00      | 130.00       |
| 503 · Advertising                      | 0.00      | 99.36        |
| 505 · Building                         |           |              |
| 506 · Repairs & Maintenance            | 134.76    | 534.41       |
| 507 · Renovation                       | 0.00      | 296.59       |
| <b>Total 505 · Building</b>            | 134.76    | 831.00       |
| 510 · Bank Charges                     | 303.36    | 821.49       |
| 513 · Class Supplies                   | 0.00      | 469.21       |
| 515 · Events & Trials                  |           |              |
| 515a · Scentwork                       | 0.00      | 807.80       |
| <b>Total 515 · Events &amp; Trials</b> | 0.00      | 807.80       |
| 517 · Education                        | 0.00      | 785.00       |
| 525 · Insurance                        | 0.00      | 800.00       |
| 530 · Leashes/Collars/Treat Pouches    | 0.00      | 697.27       |
| 533 · Licenses & Permits               | 0.00      | 55.00        |
| 535 · Office Supplies                  | 0.00      | 266.65       |
| 537 · Outside Services                 | 0.00      | 1,273.00     |
| 538 · Postage/PO Box                   | 0.00      | 207.14       |
| 540 · Rent                             | 6,432.00  | 30,945.00    |
| 550 · Toys                             | 0.00      | 6.44         |
| 555 · Storage                          | -35.87    | 678.13       |
| 560 · Telephone                        | 202.15    | 1,417.94     |
| 575 · Utilities                        |           |              |
| 575a · Electricity                     | 0.00      | 533.00       |
| 575b · Gas                             | 0.00      | 194.00       |
| 575c · Garbage                         | 40.08     | 275.33       |
| <b>Total 575 · Utilities</b>           | 40.08     | 1,002.33     |
| 580 · Special Events                   |           |              |
| 580a · Awards Dinner                   | 0.00      | 267.08       |
| 580b · Open House                      | 0.00      | 227.35       |

12:12 PM  
08/02/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss YTD Comparison**  
July 2020

|                            | <u>Jul 20</u>          | <u>Jan - Jul 20</u>      |
|----------------------------|------------------------|--------------------------|
| 580d · Various             | 35.00                  | 648.85                   |
| Total 580 · Special Events | 35.00                  | 1,143.28                 |
| 583 · Donations            | 0.00                   | 100.00                   |
| 585 · Website              | 69.99                  | 521.91                   |
| Total Expense              | <u>7,181.47</u>        | <u>43,057.95</u>         |
| Net Ordinary Income        | 6,775.53               | -15,563.77               |
| Other Income/Expense       |                        |                          |
| Other Income               |                        |                          |
| 910 · Interest Income      | 0.95                   | 15.82                    |
| Total Other Income         | <u>0.95</u>            | <u>15.82</u>             |
| Net Other Income           | <u>0.95</u>            | <u>15.82</u>             |
| Net Income                 | <u><u>6,776.48</u></u> | <u><u>-15,547.95</u></u> |

# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

August 10, 2020

Page 1 of 3

## I. CALL TO ORDER

A. President, Linda Luchsinger, called the meeting to order a 6:35 PM.

B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn. and Marion Sigel.

## II. TREASURER'S REPORT—Stefanie Meinhardt

A. As of 7/31/20:

1. Savings: \$22,339.40
2. Checking: \$32,372.86
3. Paypal: \$834.00

B. Profit for July: \$6,700

C. Year to date loss: \$15,500

D Fifty percent (\$2100 ) for August rent was mailed 7/27/2020.

## III. SECRETARY'S REPORT—Sue Osborn

MSC to approve July 13, 2020 General Meeting Minutes as published.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

### A. PRESIDENT—Linda Luchsinger

1. Status of Property Manager Terms/Written Agreement:

a. Stephen & Guy from Sawyer Properties called back on July 15th (after initial teleconference on July 10 to negotiate half rent) with the following proposal, which Linda accepted:.

i. Reduced rent July, August, Sept with an option to continue through Dec 2020.

ii. A new lease for 3 years beginning May 2021.

iii. Repayment of reduced rent as soon as finances permit or at the beginning of 2021.

iv. Sawyer Properties was to email Linda a written proposal of agreement, which has not yet been received. Linda will send a follow up email to request written agreement.

b. Linda is recommending the club pay as much back as soon as able to keep club financially stable as much as possible should there be another setback due to the pandemic.

2. Phone Bill:

Sandy will follow up on obtaining a quote for a lower 2-line phone rate with internet and voice mail options and present to Board for review. Current cost for club phone service is approximately \$200.

3. August 3, 2020 Board Meeting Report:

No report as items are covered in other areas.

4. Status of Membership Packets:

Linda Luchsinger and Carol will review what needs to be done to update the membership packet.

### B. VICE-PRESIDENT—Sandy Bonifield

No report.

### C. MEMBERSHIP/VOUCHERS—Carol Coawette

MSC to accept Pauline Seago as a returning member.

### D. OFFICE—Sandy Bonifield

Sandy lets people who call into the office to go online to register and if they cannot pay through Paypal, to send a check to the Box 7 mailing address.

### E. TRAINING—Linda Luchsinger

1. Session 5, 6, & 7 Status:

All three sessions have been set and sent to Sue, Donna, and instructors. Session 5 is online.



## NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

August 10, 2020

Page 2 of 3

2. Posting of flyers for Beginning Tricks (Session 5), Small Dog Ado/GM 1 (sessions 5 & 7) Delightful Distractions (Session 6), Beyond Basics (Session 7) will happen soon. Board decided Instructor names will now be included on flyers
3. Session 5 adolescent classes are filling up, Session 5 puppy classes are not filling up very fast.
4. Next training meeting will be held Wednesday, September 2nd at 6:00PM.
5. Recommendation was made for visitors observing classes to sit in the area near the crates when it gets too crowded to sit outside the rolling door in the interest of social distancing.
6. Sue Sternberg online class:  
Cheryl recommended Sue's Zoom classes, a lot of good information is being presented. Two more Saturday classes are scheduled. Go to puppyworks.com for more information.
7. Student Amy Martenson is donating a new tunnel that folds up into a disc which can be used in classes.

### **F. PUBLICITY**—Marion Sigel

1. Napa Humane Virtual Walk for Animals
  - a. Video taping a walk by members as suggested by Marion was cancelled due to time constraints.
  - b. NVDTC will donate a medium size leash and one class session for the event.
  - c. If anyone wants to take part in the virtual walk or donate, visit Napa Humane's website.
2. Business Cards, Totes, Shirts
  - a. Ordering of 50th Anniversary shirts is on hold until September.
  - b. 50th Anniversary Totes were passed out tonight to those who did not yet have one.

### **G. BUILDING**—Debbie Hilton

1. New fire extinguisher now in place
2. Agility equipment has been organized; Debbie and Stefanie worked together to organize agility equipment.
3. Big thank you to Debbie for all she has done to brighten and organize the clubhouse: awards and plaque display, board and instructor photo display, Debbie is always down at the club cleaning and improving things.

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

1. Building use page updated to address when building is available. Cleaning day to be changed to Fridays.
2. Deadline for September-October newsletter is August 20th.
3. Flyer page being eliminated. Flyers will now be available as a list of documents in a directory on website. Go to [nvdtc.org/flyers](http://nvdtc.org/flyers) to view current class flyers.

### **I. AOCNC**—Sue Osborn, Mary Ash

All current activities and meetings on hold. Winter workshop is still undecided even with Cow Palace agreeing, to rent one bay instead of two to AOCNC.

### **J. HOSPITALITY**

None

### **K. SUNSHINE**

None

### **V. OLD BUSINESS**

#### **A. AB5:**

Marion will get together with Sue to go over updating website and other materials to reflect NVDTC as an animal service.

## NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

August 10, 2020

Page 3 of 3

### B. COVID-19 Documents: Waiver, Cleaning Procedures, Reopening Guidelines:

All has been taken care of. Thank you to Marilane and Debbie for taking care of posting all needed signage. If there are any questions on these materials, contact Linda Luchisnger, Marilane or Sue,

## VI. NEW BUSINESS

### A. Elections

Sandy is the board member for the nomination committee. She will be sending out an email to the current board to see where they stand for 2021 board positions.

### B. Inventory of Equipment

1. Mary and Sandy have inventoried all the leashes, collars, and bait bags, this inventory will serve as the baseline for future purchases.
2. Thirty-four large martingales with heavy chains will be donated to Napa Humane.

## VII. BRAGS

Sandy Bonifield, Carol Coawette, and Stefanie Meinhardt.

## VIII. MEETING ADJOURNED 7:28 PM

Respectively submitted by Sue Osborn,  
NVDTC Secretary

**NAPA VALLEY DOG TRAINING CLUB**  
**BOARD MEETING MINUTES**  
**Sandy Bonifield's Home • September 7, 2020**  
**Page 1 of 3**

**I. CALL TO ORDER**

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

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

- A. Savings: \$22,340.35
- B. Checking: \$37,959.64
- C. Paypal: \$659.25
- D. Paying Down Rental Debt:
  - MSC to pay half of July now then pay all of October rent when due and at October meeting assess how much can be paid moving forward.

**III. SECRETARY'S REPORT**—Sue Osborn

- MSC to approve August 3, 2020 Board Minutes as published.

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

**A. PRESIDENT**—Linda Luchsinger

- 1. Written Agreement From Sawyer Properties:
  - Linda will write a letter to request written agreement and give to Stefanie to include with the rent she is now paying and mailing to property manager— Reference II-D.
- 2. Phone: MSC to accept Comcast 2 lines plus internet contract and to buy our own router modem (provided there is no additional charge for doing this from Comcast) and to go with a 2 year contract. Linda will follow up with Comcast and Stefanie will purchase router modem based on answer from Comcast.

**B. VICE-PRESIDENT**—Sandy Bonifield

No report.

**C. MEMBERSHIP/VOUCHERS**—Carol Coawette

Most current membership list has been emailed to board members.

**D. OFFICE**—Sandy Bonifield

- 1. Mary and Sandy have been busy working in office. Mary has been great taking care of office.
- 2. Sandy and Mary are the only two who are to log in payments.

**E. TRAINING**—Linda Luchsinger

- 1. No break between sessions 6 and 7. Session 7 will start the week of November 2nd instead of the week of November 9th. Sue will update year round session calendar for website.
- 2. MSC by six Board members at 9/2/20 training meeting for Donna to give student credit on their DogBizPro account for up to two weeks and if more than two weeks then requests for credit are to go to Board.
- 3. MSC by six Board members at 9/2/20 training meeting to give credit or refund due to fire situation to students in session 4 for up to four missed classes.
- 4. Four-week sessions will continue into the first three sessions of 2021 with option to review later this year or early 2021.

**NAPA VALLEY DOG TRAINING CLUB**  
**BOARD MEETING MINUTES**  
**Sandy Bonifield's Home • September 7, 2020**  
**Page 2 of 3**

5. Registering after online registration closes can only be done through DogBizPro via Donna and must be paid through Paypal.
6. Classes will continue to open on the 7th of the month and close on the 21st of the month in sessions 1 to 3, 2021.
7. Mailing address for shot records and payments both go to Napa Valley Dog Training Club, 68 Coombs Street, Box 7, Napa CA 94559.
8. Special class flyers are available online at [nvdtc.org/flyers/](http://nvdtc.org/flyers/).
9. MSC to approve giving instructors half pay for two students and running such class for 30 minutes.
10. Half pay given to Kim Leslie for GM2 class without board quorum.
11. Full refund for student in De's class with a Golden Retriever—approved by four board members via email.
12. Full refund to Margo Cohen approved by board via email.
13. Next training meeting: October 4th at 5:00 PM at the clubhouse to finalize sessions 1 to 3, 2021.

**F. PUBLICITY**—Marion Sigel

1. Napa Humane Walk for Animals: A leash and class gift certificate from NVDTC were donated to this years' Walk for Animals (virtual) event.
2. Flyers for upcoming special classes: Instructors to let Marion know if they need flyers.

**G. BUILDING**—Debbie Hilton

1. New fans: Purchase approved by Board via email.
2. Trash versus recycling cans: Debbie has rearranged cans to help with collection.
3. Taking out AND bringing in garbage and recycle cans for collection:
  - a. Wednesday night: garbage is taken out by instructor or assistant of last class.
  - b. Thursday morning instructor or assistant to bring in garbage can.
  - c. Recycling, if full enough, is taken out on Friday by instructor or assistant of last class. Recycling is collected by garbage company on Mondays.
4. Garbage can run over by vehicle has been replaced with a new one.
5. Debbie has put special class flyers outside the entry door.
6. Shop vac overheated and melted cord due to over-packed filter. Debbie to give to Sue for Robert to try to fix cord. A new extension cord also needs to be purchased.
7. Debbie will schedule pest spraying for the week off at Thanksgiving unless she can fit it in a tighter window before then.
8. Debbie asked Ross Mini to take down sign with the number 03 as it was pointing to our door thus causing confusion with deliveries.
9. Debbie will ask members at general meeting for ideas for use of money donated in memory of Joy Wood being a decision has not yet been made.

**H. NEWSLETTER/WEBSITE**—Sue Osborn

1. Latest edition includes: For the Love of Dachsunds article by Debbie Hilton, Session 6 Class Schedule, How Do Our Students Find Out About NVDTC graph, Fun and Affordable Webinars from Marilane, Know Your Dog's TEMP (Tail,

**NAPA VALLEY DOG TRAINING CLUB**  
**BOARD MEETING MINUTES**  
**Sandy Bonifield's Home • September 7, 2020**  
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Eyes/Ears, Mouth, Posture) article as suggested by Donna, minutes and brags.  
2. Marion and Sue are working together to incorporate AB-5 related changes to website.

**I. AOCNC**—Sue Osborn, Mary Ash

MSC for approval of use of NVDTC building by AOCNC for a meeting on Saturday, October 3, 2020 from 1 to 5.

**VI. OLD BUSINESS—Nominations for 2021 Board:**

Nominating Chair Sandy Bonifield presented the following nominations: President: Sue Osborn, Vice-President: Sandy Bonifield, Treasurer: Stefanie Meinhardt, Secretary: Roxann Gracia, Members at Large: Mary Ash, Carol Coawette, Debbie Hilton, and Marion Sigel. Past President: Linda Luchsinger.

**VII. NEW BUSINESS**

**A. Scent Work Trial for 2021:**

Linda will contact Donna to see about moving forward with a scent work trial for 2021. Deadline for paperwork is 10/1/20. Board approved using the same parameters as were set for 2020.

**B. Debit Card:**

There is only one card, which will be stored in safe place in the club office. This card number will be used for DogBizPro and Web Hosting services.

**C. Power Outage Compensation:**

Board members unanimously agreed not to issue vouchers to students due to power outages.

**D. Paypal Cancellation Fees:**

Proposal to charge a cancellation fee for clients who drop classes was tabled until the October board meeting.

**VIII. MEETING ADJOURNED** at 8:35 PM

Respectively submitted by  
Sue Osborn, NVDTC Secretary

Attachment:  
Financials for August 2020

12:37 PM  
09/06/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of August 31, 2020

|                                       | <u>Aug 31, 20</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| <b>Current Assets</b>                 |                         |
| <b>Checking/Savings</b>               |                         |
| 101 · Cash - Mechanics Bank           | 37,959.64               |
| 105 · Savings - Mechanics Bank        | 22,340.35               |
| 110 · Paypal Clearing Account         | 659.25                  |
| <b>Total Checking/Savings</b>         | <u>60,959.24</u>        |
| <b>Total Current Assets</b>           | <u>60,959.24</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>60,959.24</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| <b>Liabilities</b>                    |                         |
| <b>Current Liabilities</b>            |                         |
| <b>Accounts Payable</b>               |                         |
| 20000 · Accounts Payable              | 4,288.00                |
| <b>Total Accounts Payable</b>         | <u>4,288.00</u>         |
| <b>Total Current Liabilities</b>      | <u>4,288.00</u>         |
| <b>Total Liabilities</b>              | 4,288.00                |
| <b>Equity</b>                         |                         |
| 300 · Equity                          | 52,972.13               |
| 32000 · Unrestricted Net Assets       | 15,978.08               |
| Net Income                            | -12,278.97              |
| <b>Total Equity</b>                   | <u>56,671.24</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>60,959.24</u></b> |

12:35 PM

09/06/20

Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison August 2020

|                                        | Aug 20    | Jan - Aug 20 |
|----------------------------------------|-----------|--------------|
| <b>Ordinary Income/Expense</b>         |           |              |
| <b>Income</b>                          |           |              |
| <b>400 · Class Fees</b>                |           |              |
| 401 · Ado Dog                          | 3,500.00  | 9,021.80     |
| 402 · Puppy                            | 1,460.00  | 9,812.50     |
| 403 · GM1                              | 1,050.00  | 5,357.50     |
| 404 · GM2                              | 800.00    | 2,007.50     |
| 405 · Rally                            | 1,575.00  | 3,601.77     |
| 408 · Scent Work                       | 925.00    | 9,364.71     |
| 409 · Dog Dancing                      | 1,400.00  | 5,145.00     |
| 410 · CGC                              | 0.00      | 572.50       |
| 413 · Tricks & Games                   | 200.00    | 200.00       |
| 415 · Trick Dog                        | 0.00      | 437.50       |
| 418 · Agility                          | 400.00    | 1,367.50     |
| 419 · Delightful Distractions          | 0.00      | 0.00         |
| <b>Total 400 · Class Fees</b>          | 11,310.00 | 46,888.28    |
| <b>425 · Equipment</b>                 | 131.00    | 880.00       |
| <b>430 · Dues</b>                      | 17.00     | 822.00       |
| <b>435 · Miscellaneous</b>             | 0.00      | 96.00        |
| <b>440 · Building Rental</b>           | 0.00      | 495.00       |
| <b>445 · Donation</b>                  | 0.00      | 0.50         |
| <b>490 · Class Credit</b>              | 0.00      | -375.00      |
| <b>Total Income</b>                    | 11,458.00 | 48,806.78    |
| <b>Cost of Goods Sold</b>              |           |              |
| 448 · Instructor Fees                  | 4,472.00  | 9,869.00     |
| 450 · Discounts                        | 0.00      | 1,067.60     |
| 460 · Vouchers                         | 300.00    | 3,690.00     |
| <b>Total COGS</b>                      | 4,772.00  | 14,626.60    |
| <b>Gross Profit</b>                    | 6,686.00  | 34,180.18    |
| <b>Expense</b>                         |           |              |
| 500 · AOCNC                            | 0.00      | 130.00       |
| 503 · Advertising                      | 13.76     | 113.12       |
| <b>505 · Building</b>                  |           |              |
| 506 · Repairs & Maintenance            | 100.00    | 634.41       |
| 507 · Renovation                       | 0.00      | 296.59       |
| <b>Total 505 · Building</b>            | 100.00    | 931.00       |
| 510 · Bank Charges                     | 234.75    | 1,056.24     |
| 513 · Class Supplies                   | 0.00      | 469.21       |
| <b>515 · Events &amp; Trials</b>       |           |              |
| 515a · Scentwork                       | 0.00      | 807.80       |
| <b>Total 515 · Events &amp; Trials</b> | 0.00      | 807.80       |
| 517 · Education                        | 65.00     | 850.00       |
| 525 · Insurance                        | 0.00      | 800.00       |
| 530 · Leashes/Collars/Treat Pouches    | 0.00      | 697.27       |
| 533 · Licenses & Permits               | 0.00      | 55.00        |
| 535 · Office Supplies                  | 54.79     | 321.44       |
| 537 · Outside Services                 | 427.50    | 1,700.50     |
| 538 · Postage/PO Box                   | 0.00      | 207.14       |
| 539 · Property Taxes                   | 61.89     | 61.89        |
| 540 · Rent                             | 2,144.00  | 33,089.00    |
| 550 · Toys                             | 0.00      | 6.44         |
| 555 · Storage                          | 0.00      | 678.13       |
| 560 · Telephone                        | 206.21    | 1,624.15     |
| <b>575 · Utilities</b>                 |           |              |
| 575a · Electricity                     | 0.00      | 533.00       |
| 575b · Gas                             | 0.00      | 194.00       |
| 575c · Garbage                         | 40.08     | 315.41       |
| <b>Total 575 · Utilities</b>           | 40.08     | 1,042.41     |
| 580 · Special Events                   |           |              |

12:35 PM  
09/06/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss YTD Comparison**  
August 2020

|                                   | <u>Aug 20</u>          | <u>Jan - Aug 20</u>      |
|-----------------------------------|------------------------|--------------------------|
| 580a · Awards Dinner              | 0.00                   | 267.08                   |
| 580b · Open House                 | 0.00                   | 227.35                   |
| 580d · Various                    | 0.00                   | 648.85                   |
| <b>Total 580 · Special Events</b> | <u>0.00</u>            | <u>1,143.28</u>          |
| 583 · Donations                   | 0.00                   | 100.00                   |
| 585 · Website                     | 69.99                  | 591.90                   |
| <b>Total Expense</b>              | <u>3,417.97</u>        | <u>46,475.92</u>         |
| <b>Net Ordinary Income</b>        | 3,268.03               | -12,295.74               |
| <b>Other Income/Expense</b>       |                        |                          |
| <b>Other Income</b>               |                        |                          |
| 910 · Interest Income             | 0.95                   | 16.77                    |
| <b>Total Other Income</b>         | <u>0.95</u>            | <u>16.77</u>             |
| <b>Net Other Income</b>           | <u>0.95</u>            | <u>16.77</u>             |
| <b>Net Income</b>                 | <u><u>3,268.98</u></u> | <u><u>-12,278.97</u></u> |



**Napa Valley Dog Training Club**  
**Profit & Loss Prev Year Comparison**  
**August 2020**

|                                       | Aug 20          | Aug 19        | \$ Change       |
|---------------------------------------|-----------------|---------------|-----------------|
| <b>Ordinary Income/Expense</b>        |                 |               |                 |
| <b>Income</b>                         |                 |               |                 |
| <b>400 · Class Fees</b>               |                 |               |                 |
| 401 · Ado Dog                         | 3,500.00        | 1,666.65      | 1,833.35        |
| 402 · Puppy                           | 1,460.00        | 1,770.00      | -310.00         |
| 403 · GM1                             | 1,050.00        | 1,305.00      | -255.00         |
| 404 · GM2                             | 800.00          | 670.00        | 130.00          |
| 405 · Rally                           | 1,575.00        | 420.00        | 1,155.00        |
| 408 · Scent Work                      | 925.00          | 585.00        | 340.00          |
| 409 · Dog Dancing                     | 1,400.00        | 690.00        | 710.00          |
| 413 · Tricks & Games                  | 200.00          | 0.00          | 200.00          |
| 418 · Agility                         | 400.00          | 0.00          | 400.00          |
| <b>Total 400 · Class Fees</b>         | 11,310.00       | 7,106.65      | 4,203.35        |
| 425 · Equipment                       | 131.00          | 168.75        | -37.75          |
| 430 · Dues                            | 17.00           | 0.00          | 17.00           |
| 445 · Donation                        | 0.00            | 10.50         | -10.50          |
| <b>Total Income</b>                   | 11,458.00       | 7,285.90      | 4,172.10        |
| <b>Cost of Goods Sold</b>             |                 |               |                 |
| 448 · Instructor Fees                 | 4,472.00        | 752.00        | 3,720.00        |
| 450 · Discounts                       | 0.00            | 287.30        | -287.30         |
| 460 · Vouchers                        | 300.00          | 530.00        | -230.00         |
| <b>Total COGS</b>                     | 4,772.00        | 1,569.30      | 3,202.70        |
| <b>Gross Profit</b>                   | 6,686.00        | 5,716.60      | 969.40          |
| <b>Expense</b>                        |                 |               |                 |
| 503 · Advertising                     | 13.76           | 0.00          | 13.76           |
| 505 · Building                        |                 |               |                 |
| 506 · Repairs & Maintenance           | 100.00          | 0.00          | 100.00          |
| <b>Total 505 · Building</b>           | 100.00          | 0.00          | 100.00          |
| 510 · Bank Charges                    | 234.75          | 116.29        | 118.46          |
| 517 · Education                       | 65.00           | 0.00          | 65.00           |
| 535 · Office Supplies                 | 54.79           | 0.00          | 54.79           |
| 537 · Outside Services                | 427.50          | 480.00        | -52.50          |
| 539 · Property Taxes                  | 61.89           | 0.00          | 61.89           |
| 540 · Rent                            | 2,144.00        | 4,045.00      | -1,901.00       |
| 542 · Reimbrsmnts Misc Class Supplies | 0.00            | 15.29         | -15.29          |
| 555 · Storage                         | 0.00            | 109.00        | -109.00         |
| 560 · Telephone                       | 206.21          | 0.00          | 206.21          |
| 575 · Utilities                       |                 |               |                 |
| 575a · Electricity                    | 0.00            | 123.00        | -123.00         |
| 575b · Gas                            | 0.00            | 0.00          | 0.00            |
| 575c · Garbage                        | 40.08           | 29.79         | 10.29           |
| <b>Total 575 · Utilities</b>          | 40.08           | 152.79        | -112.71         |
| 580 · Special Events                  |                 |               |                 |
| 580b · Open House                     | 0.00            | 39.85         | -39.85          |
| <b>Total 580 · Special Events</b>     | 0.00            | 39.85         | -39.85          |
| 585 · Website                         | 69.99           | 69.99         | 0.00            |
| <b>Total Expense</b>                  | 3,417.97        | 5,028.21      | -1,610.24       |
| <b>Net Ordinary Income</b>            | 3,268.03        | 688.39        | 2,579.64        |
| <b>Other Income/Expense</b>           |                 |               |                 |
| <b>Other Income</b>                   |                 |               |                 |
| 910 · Interest Income                 | 0.95            | 2.94          | -1.99           |
| <b>Total Other Income</b>             | 0.95            | 2.94          | -1.99           |
| <b>Net Other Income</b>               | 0.95            | 2.94          | -1.99           |
| <b>Net Income</b>                     | <b>3,268.98</b> | <b>691.33</b> | <b>2,577.65</b> |

12:34 PM

09/06/20

Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss by Class**  
**August 2020**

|                                | Ado Dog         | Agility       | Dog Dan...      | GM1             | GM2           | Puppy           | Rally           | Scent W...      | Tricks & ...  | Unclassi...   | TOTAL            |
|--------------------------------|-----------------|---------------|-----------------|-----------------|---------------|-----------------|-----------------|-----------------|---------------|---------------|------------------|
| <b>Ordinary Income/Expense</b> |                 |               |                 |                 |               |                 |                 |                 |               |               |                  |
| <b>Income</b>                  |                 |               |                 |                 |               |                 |                 |                 |               |               |                  |
| 400 · Class Fees               |                 |               |                 |                 |               |                 |                 |                 |               |               |                  |
| 401 · Ado Dog                  | 3,500.00        | 0.00          | 0.00            | 0.00            | 0.00          | 0.00            | 0.00            | 0.00            | 0.00          | 0.00          | 3,500.00         |
| 402 · Puppy                    | 0.00            | 0.00          | 0.00            | 0.00            | 0.00          | 1,460.00        | 0.00            | 0.00            | 0.00          | 0.00          | 1,460.00         |
| 403 · GM1                      | 0.00            | 0.00          | 0.00            | 1,050.00        | 0.00          | 0.00            | 0.00            | 0.00            | 0.00          | 0.00          | 1,050.00         |
| 404 · GM2                      | 0.00            | 0.00          | 0.00            | 0.00            | 800.00        | 0.00            | 0.00            | 0.00            | 0.00          | 0.00          | 800.00           |
| 405 · Rally                    | 0.00            | 0.00          | 0.00            | 0.00            | 0.00          | 0.00            | 1,575.00        | 0.00            | 0.00          | 0.00          | 1,575.00         |
| 408 · Scent Work               | 0.00            | 0.00          | 0.00            | 0.00            | 0.00          | 0.00            | 0.00            | 925.00          | 0.00          | 0.00          | 925.00           |
| 409 · Dog Dancing              | 0.00            | 0.00          | 1,400.00        | 0.00            | 0.00          | 0.00            | 0.00            | 0.00            | 0.00          | 0.00          | 1,400.00         |
| 413 · Tricks & Games           | 0.00            | 0.00          | 0.00            | 0.00            | 0.00          | 0.00            | 0.00            | 0.00            | 200.00        | 0.00          | 200.00           |
| 418 · Agility                  | 0.00            | 400.00        | 0.00            | 0.00            | 0.00          | 0.00            | 0.00            | 0.00            | 0.00          | 0.00          | 400.00           |
| <b>Total 400 · Class Fees</b>  | <b>3,500.00</b> | <b>400.00</b> | <b>1,400.00</b> | <b>1,050.00</b> | <b>800.00</b> | <b>1,460.00</b> | <b>1,575.00</b> | <b>925.00</b>   | <b>200.00</b> | <b>0.00</b>   | <b>11,310.00</b> |
| 425 · Equipment                | 0.00            | 0.00          | 0.00            | 0.00            | 0.00          | 0.00            | 0.00            | 0.00            | 0.00          | 131.00        | 131.00           |
| 430 · Dues                     | 0.00            | 0.00          | 0.00            | 0.00            | 0.00          | 0.00            | 0.00            | 0.00            | 0.00          | 17.00         | 17.00            |
| <b>Total Income</b>            | <b>3,500.00</b> | <b>400.00</b> | <b>1,400.00</b> | <b>1,050.00</b> | <b>800.00</b> | <b>1,460.00</b> | <b>1,575.00</b> | <b>925.00</b>   | <b>200.00</b> | <b>148.00</b> | <b>11,458.00</b> |
| <b>Cost of Goods Sold</b>      |                 |               |                 |                 |               |                 |                 |                 |               |               |                  |
| 448 · Instructor Fees          | 768.00          | 112.00        | 840.00          | 192.00          | 64.00         | 992.00          | 384.00          | 1,120.00        | 0.00          | 0.00          | 4,472.00         |
| 460 · Vouchers                 | 0.00            | 0.00          | 160.00          | 40.00           | 0.00          | 0.00            | 80.00           | 20.00           | 0.00          | 0.00          | 300.00           |
| <b>Total COGS</b>              | <b>768.00</b>   | <b>112.00</b> | <b>1,000.00</b> | <b>232.00</b>   | <b>64.00</b>  | <b>992.00</b>   | <b>464.00</b>   | <b>1,140.00</b> | <b>0.00</b>   | <b>0.00</b>   | <b>4,772.00</b>  |
| <b>Gross Profit</b>            | <b>2,732.00</b> | <b>288.00</b> | <b>400.00</b>   | <b>818.00</b>   | <b>736.00</b> | <b>468.00</b>   | <b>1,111.00</b> | <b>-215.00</b>  | <b>200.00</b> | <b>148.00</b> | <b>6,686.00</b>  |
| <b>Net Ordinary Income</b>     | <b>2,732.00</b> | <b>288.00</b> | <b>400.00</b>   | <b>818.00</b>   | <b>736.00</b> | <b>468.00</b>   | <b>1,111.00</b> | <b>-215.00</b>  | <b>200.00</b> | <b>148.00</b> | <b>6,686.00</b>  |
| <b>Net Income</b>              | <b>2,732.00</b> | <b>288.00</b> | <b>400.00</b>   | <b>818.00</b>   | <b>736.00</b> | <b>468.00</b>   | <b>1,111.00</b> | <b>-215.00</b>  | <b>200.00</b> | <b>148.00</b> | <b>6,686.00</b>  |

# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

September 14, 2020

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, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Marion Sigel.

## II. TREASURER'S REPORT—Stefanie Meinhardt

No report.

## III. SECRETARY'S REPORT—Sue Osborn

MSC to approve August 10, 2020 General Meeting Minutes as published.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

### A. PRESIDENT—Linda Luchsinger

1. Property Manager's Written Agreement:

Agreement arrived today. Board will review before Linda signs.

2. Phone/Internet

Contract with Comcast has been signed and installation will be done on Friday, September 18th between 2 and 4. Debbie will be on hand for the installation. Debbie to give internet WIFI account name of nvdtc and come up with a password.

### B. VICE-PRESIDENT—Sandy Bonifield

No report.

### C. MEMBERSHIP/VOUCHERS—Carol Coawette

Membership packets still to be updated.

### D. OFFICE—Sandy Bonifield

There are still concerns about payments getting to Donna through the office.

### E. TRAINING—Linda Luchsinger

1. Setting of sessions 1 to 3 for 2021 was scheduled for September 2nd training meeting however there were too many unknowns to complete.

2. A followup training meeting has been set for Sunday, October 4th at 5:00 PM at the clubhouse. Pizza to be served to finalize sessions 1-3 for 2021.

3. Classes for upcoming session 6 fairly full. Ado and GM classes are filling. Puppy classes not so much.

4. Another Good Manners 1 class in session 6, to be taught by Mary, has been opened up in place of the 6:00 Friday night CGC class.

### F. PUBLICITY—Marion Sigel

Linda reminded everyone to give out tote bags to students.

### G. BUILDING—Debbie Hilton

1. Due to the heat we have been experiencing, there are now additional, very quiet, fans located on the training floor.

2. Debbie reminded everyone to be aware of what goes in the trash and recycling cans.

3. Building will have pest spraying done the week of Thanksgiving. Exact day to be determined.

### H. NEWSLETTER/WEBSITE—Sue Osborn

1. Latest edition sent a week ago includes: Writeup on Marilane Bergfelt's service award, For the Love of Dachshunds article by Debbie Hilton, Session 6 Class Schedule, How Do Our Students Find Out About NVDTTC graph, Fun and Affordable Webinars from Marilane, Know Your Dog's TEMP (Tail, Eyes/Ears, Mouth, Posture) article as suggested by Donna, minutes and brags.

# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

September 14, 2020

Page 2 of 2

2. Deadlines for news submissions: September 20th for Meeting Announcement, October 20th for November-December newsletter.

## **I. AOCNC—Sue Osborn, Mary Ash**

October 3rd Meeting, 1:00 to 5:00 at NVDTC Clubhouse has been scheduled for AOCNC representatives.

## **K. SUNSHINE**

Sandy will send Debbie Crain a card for her loss of Mayo.

## **V. OLD BUSINESS**

### **Joy Wood Memorial Ideas:**

A. Planting a tree outside cemetery with a plaque—Mary will follow up on information about this idea and bring back to general.

B. Awning outside roll-up door for students on rainy days with Joy Wood's name and NVDTC's name on it—Debbie will look into first checking with Ross Mini about feasibility and bring back to general.

## **VI. NEW BUSINESS**

### **A. 2021 Board of Directors**

1. The Nominating Committee (Chair Sandy Bonifield, Mary Ash, & Cheryl Meyer) presented the following slate for 2021: President: Sue Osborn, Vice-President: Sandy Bonifield, Treasurer: Stefanie Meinhardt, Secretary: Roxann Gracia, Members at Large: Carol Coawette, Debbie Hilton, Stefanie Meinhardt, and Marion Sigel, Past President: Linda Luchsinger.

2. Nominations will be taken from the floor at the October 12th general meeting. Members must be present to accept nominations. Election will be held at the November 9th general meeting.

### **B. Scent Work Trial**

Following tonight's meeting, the Board will be meeting with Mary Ash and Donna Golemon to discuss holding a scent work trial in 2021.

### **C. 2020 Year End Awards**

Because there have been no extracurricular activities in 2020 due to COVID-19, the only requirement for receiving a year end award for 2019 will be to have attended at least three meetings.

## **VII. BRAGS**

No Brags.

## **VIII. MEETING ADJOURNED at 7:03 PM.**

Respectively submitted by Sue Osborn,  
NVDTC Secretary

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

Monday, October 5, 2020

Page 1 of 3

## I. CALL TO ORDER

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

## II. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of October 2nd:
  - 1. Savings: \$22,341.27
  - 2. Checking: \$37,751.76
  - 3. Paypal: \$849.79
- B. **Paying Down Rental Debt**

MSC that in addition to making our full November rent payment of \$4,288, NVDTTC will also make an arrears payment of \$2,144.
- G. When bills come in, Stefanie is to pay them immediately.

## III. SECRETARY'S REPORT—Sue Osborn

MSC to approve September 7, 2020 Board Minutes as published with the following changes and corrections: 1) show Sue Osborn as attending, and 2) replace Stefanie Meinhardt's name with Mary Ash as a member at large nominee.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

### A. PRESIDENT—Linda Luchsinger

#### 1. Revised Lease From Sawyer Properties

- a. Sawyer Properties has included a charge of \$1,740 for a pro rata share of listed expenses on top of our building rental—an exorbitant amount for the club to pay. Linda will talk to other businesses in the complex to find out what their leases are like and then contact Sawyer Properties regarding this.
- b. Under AGREEMENT on lease, paragraph #2 can be likely be removed since NVDTTC will be paying off all payments in arrears by the dates outlined in Sawyer Properties stated repayment schedule.

#### 2. Phone/WIFI Install

The scheduled install date of October 2nd did not happen due to need to access tap line in other businesses that shut down early because of smoke from fires. New installation date is scheduled for Friday, October 9th.

### B. VICE-PRESIDENT—Sandy Bonifield

No Report.

### C. MEMBERSHIP/VOUCHERS—Carol Coawette

- 1. Carol has given out vouchers for Session 5.
- 2. Membership applications for 2021 are now available at the clubhouse.

### D. OFFICE—Sandy Bonifield

With Sandy, Marilane and Mary taking care of office duties, all is running well.

### E. TRAINING—Linda Luchsinger

#### 1. Report from October 4, 2020 Training Meeting

- a. Instructors are to keep an eye on the counts button (located on the home page of the website) and before official registration closing date, be responsible for

## NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

Monday, October 5, 2020

Page 2 of 3

contacting Donna to let her know they can find enough students to run the class. If trainer does not contact Donna by official registration closing date, the class will be closed, no exceptions. If contacted by instructor in time, Donna will keep such classes open until start date of class—MSC.

b. Kim is taking over Sandy's Wednesday classes for the rest of the year.

### 2. **Class Payment Deadline**

Student class payment must be received by the 26th of the month or student's place will be given to someone on the waiting list. This information will be added to the website and to DogBizPro—MSC.

3. MSC to approve Marilane's request for reimbursement of online classes for 2020 for \$200 in the form of vouchers to be given to Debbie Hilton.

### 4. **Seminar/Webinar Reimbursement Form**

Sue will send link to form to instructors and assistants for them to request reimbursement for online training classes.

5. Due to Donna's involvement with scent work trial in April of 2021, Sue will take responsibility for DogBizPro relief from December 2020 to May 2021.

## F. **PUBLICITY**—Marion Sigel

1. Instead of business cards being passed out to students, Sue will email trainers to see how many are interested in individualized cards (printed from her personal printer) to give to their students.

2. Marion will be touching base with vets to see about providing them rack cards.

## G. **BUILDING**—Debbie Hilton

### 1. **Shop Vac Status**

Robert Osborn replaced melted plug due to overheating from a over-packed filter. The shop vac is now working fine.

2. Pest Spraying is scheduled for November 24th between 8 am and 12 pm.

3. Ross will be having a new rollup door installed in our space sometime in November.

4. Debbie recently cleaned out electrical room. Ross will be taking old electrical items out of the electrical room.

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

1. The November-December newsletter deadline is October 20th.

2. An AB5 related changes to website and Guidelines & Procedures report created by Marion and Sue was tabled to next meeting. Copies of report were passed out to board members for them to review beforehand.

## I. **AOCNC**—Sue Osborn, Mary Ash

AOCNC's October 3rd meeting cancelled, new date to be determined.

## VI. **OLD BUSINESS**

### A. **2021 Scent Work Trial**

1. Scent Work trial has been approved by board with contract signed by Linda Luchsinger on September 14, 2020 for April 17-18, 2021.

2. Twenty to 30 volunteers needed.

3. Donna will need help with Dog Biz Pro. Sue will take on responsibility for finding help.

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

**Monday, October 5, 2020**

**Page 3 of 3**

**B. Membership Packet**

Sue will work with Debbie on updating.

**C. Paypal Cancellation Fees**

From now until the end of the year, Stefanie will keep a tally on how many refunds are generated due to students dropping classes (costing the club \$3.32 each time this happens). Board will review this tally and evaluate about charging a cancellation fee in such cases.

**VII. NEW BUSINESS**

**A. Agenda Submittal Deadlines**

Sue will set up a new directory on the website to post agendas for upcoming meetings as well as submittal deadlines for agenda items and advertise this to members.

**B. Creation of Volunteer Interest List**

Membership applications will be taken home by Marion to review member's interests and experience checkoffs to see who can help with Dog Biz Pro relief and scent work trial.

**C. Request from Judy Gamet for Dropin Exception.**

MSC to deny request due to policy already in place because of COVID-19.

**D. Observation of Class by Debbie Hilton**

MSC for Debbie to attend a class without a dog at a reduced rate.

**VIII. MEETING ADJOURNED** at 8:32 PM

Respectively submitted by  
Sue Osborn, NVDTTC Secretary

Attachment:

Financials for October 2020

General Ledger as of September 30, 2020

6:17 PM  
10/02/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of October 2, 2020

|                                       | <u>Oct 2, 20</u>        |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| <b>Current Assets</b>                 |                         |
| <b>Checking/Savings</b>               |                         |
| 101 · Cash - Mechanics Bank           | 37,751.76               |
| 105 · Savings - Mechanics Bank        | 22,341.27               |
| 110 · Paypal Clearing Account         | 849.79                  |
| <b>Total Checking/Savings</b>         | <u>60,942.82</u>        |
| <b>Other Current Assets</b>           |                         |
| 120 · Cash - Joy Wood Memorial        | -200.00                 |
| <b>Total Other Current Assets</b>     | <u>-200.00</u>          |
| <b>Total Current Assets</b>           | <u>60,742.82</u>        |
| <b>TOTAL ASSETS</b>                   | <u><b>60,742.82</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| <b>Liabilities</b>                    |                         |
| <b>Current Liabilities</b>            |                         |
| <b>Accounts Payable</b>               |                         |
| 20000 · Accounts Payable              | 6,432.00                |
| <b>Total Accounts Payable</b>         | <u>6,432.00</u>         |
| <b>Total Current Liabilities</b>      | <u>6,432.00</u>         |
| <b>Total Liabilities</b>              | 6,432.00                |
| <b>Equity</b>                         |                         |
| 300 · Equity                          | 52,972.13               |
| 32000 · Unrestricted Net Assets       | 15,978.08               |
| Net Income                            | -14,639.39              |
| <b>Total Equity</b>                   | <u>54,310.82</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><b>60,742.82</b></u> |



6:17 PM  
 10/02/20  
 Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison September 2020

|                                        | Sep 20    | Jan - Sep 20 |
|----------------------------------------|-----------|--------------|
| <b>Ordinary Income/Expense</b>         |           |              |
| <b>Income</b>                          |           |              |
| <b>400 · Class Fees</b>                |           |              |
| 401 · Ado Dog                          | 2,600.00  | 11,621.80    |
| 402 · Puppy                            | 2,075.00  | 11,887.50    |
| 403 · GM1                              | 1,650.00  | 7,007.50     |
| 404 · GM2                              | 750.00    | 2,757.50     |
| 405 · Rally                            | 1,450.00  | 5,051.77     |
| 408 · Scent Work                       | 1,675.00  | 11,039.71    |
| 409 · Dog Dancing                      | 1,400.00  | 6,545.00     |
| 410 · CGC                              | 500.00    | 1,072.50     |
| 413 · Tricks & Games                   | 100.00    | 300.00       |
| 415 · Trick Dog                        | 0.00      | 437.50       |
| 418 · Agility                          | 400.00    | 1,767.50     |
| 419 · Delightful Distractions          | 0.00      | 0.00         |
| <b>Total 400 · Class Fees</b>          | 12,600.00 | 59,488.28    |
| 425 · Equipment                        | 200.00    | 1,080.00     |
| 430 · Dues                             | 0.00      | 822.00       |
| 435 · Miscellaneous                    | 0.00      | 96.00        |
| 440 · Building Rental                  | 0.00      | 495.00       |
| 445 · Donation                         | 0.00      | 0.50         |
| 490 · Class Credit                     | 0.00      | -375.00      |
| <b>Total Income</b>                    | 12,800.00 | 61,606.78    |
| <b>Cost of Goods Sold</b>              |           |              |
| 448 · Instructor Fees                  | 1,644.00  | 11,513.00    |
| 450 · Discounts                        | 0.00      | 1,067.60     |
| 460 · Vouchers                         | 1,185.00  | 4,875.00     |
| <b>Total COGS</b>                      | 2,829.00  | 17,455.60    |
| <b>Gross Profit</b>                    | 9,971.00  | 44,151.18    |
| <b>Expense</b>                         |           |              |
| 500 · AOCNC                            | 0.00      | 130.00       |
| 503 · Advertising                      | 0.00      | 113.12       |
| <b>505 · Building</b>                  |           |              |
| 506 · Repairs & Maintenance            | 349.17    | 983.58       |
| 507 · Renovation                       | 0.00      | 296.59       |
| <b>Total 505 · Building</b>            | 349.17    | 1,280.17     |
| 510 · Bank Charges                     | 234.46    | 1,290.70     |
| 513 · Class Supplies                   | 266.90    | 736.11       |
| <b>515 · Events &amp; Trials</b>       |           |              |
| 515a · Scentwork                       | 0.00      | 807.80       |
| <b>Total 515 · Events &amp; Trials</b> | 0.00      | 807.80       |
| 517 · Education                        | 0.00      | 850.00       |
| 525 · Insurance                        | 0.00      | 800.00       |
| 530 · Leashes/Collars/Treat Pouches    | 65.07     | 762.34       |
| 533 · Licenses & Permits               | 0.00      | 55.00        |
| 535 · Office Supplies                  | 0.00      | 321.44       |
| 537 · Outside Services                 | 360.00    | 2,060.50     |
| 538 · Postage/PO Box                   | 0.00      | 207.14       |
| 539 · Property Taxes                   | 0.00      | 61.89        |
| 540 · Rent                             | 6,432.00  | 39,521.00    |
| 550 · Toys                             | 0.00      | 6.44         |
| 555 · Storage                          | 0.00      | 678.13       |
| 560 · Telephone                        | 226.67    | 1,850.82     |
| <b>575 · Utilities</b>                 |           |              |
| 575a · Electricity                     | 0.00      | 533.00       |
| 575b · Gas                             | 0.00      | 194.00       |
| 575c · Garbage                         | 40.08     | 355.49       |
| <b>Total 575 · Utilities</b>           | 40.08     | 1,082.49     |
| 580 · Special Events                   |           |              |

6:17 PM  
10/02/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss YTD Comparison**  
**September 2020**

|                                   | <u>Sep 20</u>          | <u>Jan - Sep 20</u>      |
|-----------------------------------|------------------------|--------------------------|
| 580a · Awards Dinner              | 0.00                   | 267.08                   |
| 580b · Open House                 | 0.00                   | 227.35                   |
| 580d · Various                    | 0.00                   | 648.85                   |
| <b>Total 580 · Special Events</b> | <u>0.00</u>            | <u>1,143.28</u>          |
| 583 · Donations                   | 0.00                   | 100.00                   |
| 585 · Website                     | 69.99                  | 661.89                   |
| <b>Total Expense</b>              | <u>8,044.34</u>        | <u>54,520.26</u>         |
| <b>Net Ordinary Income</b>        | 1,926.66               | -10,369.08               |
| <b>Other Income/Expense</b>       |                        |                          |
| <b>Other Income</b>               |                        |                          |
| 910 · Interest Income             | 0.92                   | 17.69                    |
| <b>Total Other Income</b>         | <u>0.92</u>            | <u>17.69</u>             |
| <b>Net Other Income</b>           | <u>0.92</u>            | <u>17.69</u>             |
| <b>Net Income</b>                 | <u><u>1,927.58</u></u> | <u><u>-10,351.39</u></u> |

**Napa Valley Dog Training Club**  
**Profit & Loss Prev Year Comparison**  
**September 2020**

|                                     | Sep 20    | Sep 19   | \$ Change |
|-------------------------------------|-----------|----------|-----------|
| <b>Ordinary Income/Expense</b>      |           |          |           |
| <b>Income</b>                       |           |          |           |
| <b>400 · Class Fees</b>             |           |          |           |
| 401 · Ado Dog                       | 2,600.00  | 1,770.00 | 830.00    |
| 402 · Puppy                         | 2,075.00  | 1,750.00 | 325.00    |
| 403 · GM1                           | 1,650.00  | 1,770.00 | -120.00   |
| 404 · GM2                           | 750.00    | 750.00   | 0.00      |
| 405 · Rally                         | 1,450.00  | 840.00   | 610.00    |
| 408 · Scent Work                    | 1,675.00  | 1,160.00 | 515.00    |
| 409 · Dog Dancing                   | 1,400.00  | 1,080.00 | 320.00    |
| 410 · CGC                           | 500.00    | 0.00     | 500.00    |
| 413 · Tricks & Games                | 100.00    | 0.00     | 100.00    |
| 416 · Obedience                     | 0.00      | 250.00   | -250.00   |
| 418 · Agility                       | 400.00    | 0.00     | 400.00    |
| <b>Total 400 · Class Fees</b>       | 12,600.00 | 9,370.00 | 3,230.00  |
| 425 · Equipment                     | 200.00    | 74.00    | 126.00    |
| 430 · Dues                          | 0.00      | 16.00    | -16.00    |
| 440 · Building Rental               | 0.00      | 405.00   | -405.00   |
| 445 · Donation                      | 0.00      | 27.00    | -27.00    |
| <b>Total Income</b>                 | 12,800.00 | 9,892.00 | 2,908.00  |
| <b>Cost of Goods Sold</b>           |           |          |           |
| 448 · Instructor Fees               | 1,644.00  | 704.00   | 940.00    |
| 450 · Discounts                     | 0.00      | 495.60   | -495.60   |
| 460 · Vouchers                      | 1,185.00  | 1,265.00 | -80.00    |
| <b>Total COGS</b>                   | 2,829.00  | 2,464.60 | 364.40    |
| <b>Gross Profit</b>                 | 9,971.00  | 7,427.40 | 2,543.60  |
| <b>Expense</b>                      |           |          |           |
| 503 · Advertising                   | 0.00      | 145.46   | -145.46   |
| 505 · Building                      |           |          |           |
| 506 · Repairs & Maintenance         | 349.17    | 125.23   | 223.94    |
| 507 · Renovation                    | 0.00      | 50.00    | -50.00    |
| <b>Total 505 · Building</b>         | 349.17    | 175.23   | 173.94    |
| 510 · Bank Charges                  | 234.46    | 60.36    | 174.10    |
| 513 · Class Supplies                | 266.90    | 297.52   | -30.62    |
| 530 · Leashes/Collars/Treat Pouches | 65.07     | 310.96   | -245.89   |
| 535 · Office Supplies               | 0.00      | 69.93    | -69.93    |
| 537 · Outside Services              | 360.00    | 384.00   | -24.00    |
| 540 · Rent                          | 6,432.00  | 4,045.00 | 2,387.00  |
| 555 · Storage                       | 0.00      | 119.00   | -119.00   |
| 560 · Telephone                     | 226.67    | 432.00   | -205.33   |
| 575 · Utilities                     |           |          |           |
| 575a · Electricity                  | 0.00      | 92.00    | -92.00    |
| 575b · Gas                          | 0.00      | 34.85    | -34.85    |
| 575c · Garbage                      | 40.08     | 29.79    | 10.29     |
| <b>Total 575 · Utilities</b>        | 40.08     | 156.64   | -116.56   |
| 580 · Special Events                |           |          |           |
| 580d · Various                      | 0.00      | 97.58    | -97.58    |
| <b>Total 580 · Special Events</b>   | 0.00      | 97.58    | -97.58    |
| 585 · Website                       | 69.99     | 69.99    | 0.00      |
| <b>Total Expense</b>                | 8,044.34  | 6,363.67 | 1,680.67  |
| <b>Net Ordinary Income</b>          | 1,926.66  | 1,063.73 | 862.93    |
| <b>Other Income/Expense</b>         |           |          |           |
| <b>Other Income</b>                 |           |          |           |
| 910 · Interest Income               | 0.92      | 2.96     | -2.04     |
| <b>Total Other Income</b>           | 0.92      | 2.96     | -2.04     |

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Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss Prev Year Comparison**  
September 2020

|                  | <u>Sep 20</u>   | <u>Sep 19</u>   | <u>\$ Change</u> |
|------------------|-----------------|-----------------|------------------|
| Net Other Income | 0.92            | 2.96            | -2.04            |
| Net Income       | <u>1,927.58</u> | <u>1,066.69</u> | <u>860.89</u>    |

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Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss by Class**  
**September 2020**

|                                | <u>Ado Dog</u>  | <u>Agility</u> | <u>CGC</u>    | <u>Dog Dan...</u> | <u>GM1</u>      | <u>GM2</u>    | <u>Puppy</u>    | <u>Rally</u>    | <u>Scent Wo...</u> | <u>Tricks &amp; ...</u> | <u>Unclassif...</u> | <u>TOTAL</u>     |
|--------------------------------|-----------------|----------------|---------------|-------------------|-----------------|---------------|-----------------|-----------------|--------------------|-------------------------|---------------------|------------------|
| <b>Ordinary Income/Expense</b> |                 |                |               |                   |                 |               |                 |                 |                    |                         |                     |                  |
| <b>Income</b>                  |                 |                |               |                   |                 |               |                 |                 |                    |                         |                     |                  |
| 400 · Class Fees               |                 |                |               |                   |                 |               |                 |                 |                    |                         |                     |                  |
| 401 · Ado Dog                  | 2,600.00        | 0.00           | 0.00          | 0.00              | 0.00            | 0.00          | 0.00            | 0.00            | 0.00               | 0.00                    | 0.00                | 2,600.00         |
| 402 · Puppy                    | 0.00            | 0.00           | 0.00          | 0.00              | 0.00            | 0.00          | 2,075.00        | 0.00            | 0.00               | 0.00                    | 0.00                | 2,075.00         |
| 403 · GM1                      | 0.00            | 0.00           | 0.00          | 0.00              | 1,650.00        | 0.00          | 0.00            | 0.00            | 0.00               | 0.00                    | 0.00                | 1,650.00         |
| 404 · GM2                      | 0.00            | 0.00           | 0.00          | 0.00              | 0.00            | 750.00        | 0.00            | 0.00            | 0.00               | 0.00                    | 0.00                | 750.00           |
| 405 · Rally                    | 0.00            | 0.00           | 0.00          | 0.00              | 0.00            | 0.00          | 0.00            | 1,450.00        | 0.00               | 0.00                    | 0.00                | 1,450.00         |
| 408 · Scent Work               | 0.00            | 0.00           | 0.00          | 0.00              | 0.00            | 0.00          | 0.00            | 0.00            | 1,675.00           | 0.00                    | 0.00                | 1,675.00         |
| 409 · Dog Dancing              | 0.00            | 0.00           | 0.00          | 1,400.00          | 0.00            | 0.00          | 0.00            | 0.00            | 0.00               | 0.00                    | 0.00                | 1,400.00         |
| 410 · CGC                      | 0.00            | 0.00           | 500.00        | 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               | 100.00                  | 0.00                | 100.00           |
| 418 · Agility                  | 0.00            | 400.00         | 0.00          | 0.00              | 0.00            | 0.00          | 0.00            | 0.00            | 0.00               | 0.00                    | 0.00                | 400.00           |
| <b>Total 400 · Class Fees</b>  | <b>2,600.00</b> | <b>400.00</b>  | <b>500.00</b> | <b>1,400.00</b>   | <b>1,650.00</b> | <b>750.00</b> | <b>2,075.00</b> | <b>1,450.00</b> | <b>1,675.00</b>    | <b>100.00</b>           | <b>0.00</b>         | <b>12,600.00</b> |
| 425 · Equipment                | 0.00            | 0.00           | 0.00          | 0.00              | 0.00            | 0.00          | 0.00            | 0.00            | 0.00               | 0.00                    | 200.00              | 200.00           |
| <b>Total Income</b>            | <b>2,600.00</b> | <b>400.00</b>  | <b>500.00</b> | <b>1,400.00</b>   | <b>1,650.00</b> | <b>750.00</b> | <b>2,075.00</b> | <b>1,450.00</b> | <b>1,675.00</b>    | <b>100.00</b>           | <b>200.00</b>       | <b>12,800.00</b> |
| <b>Cost of Goods Sold</b>      |                 |                |               |                   |                 |               |                 |                 |                    |                         |                     |                  |
| 448 · Instructor Fees          | 516.00          | 112.00         | 0.00          | 0.00              | 128.00          | 128.00        | 408.00          | 0.00            | 224.00             | 128.00                  | 0.00                | 1,644.00         |
| 460 · Vouchers                 | 40.00           | 0.00           | 40.00         | 350.00            | 120.00          | 0.00          | 100.00          | 40.00           | 495.00             | 0.00                    | 0.00                | 1,185.00         |
| <b>Total COGS</b>              | <b>556.00</b>   | <b>112.00</b>  | <b>40.00</b>  | <b>350.00</b>     | <b>248.00</b>   | <b>128.00</b> | <b>508.00</b>   | <b>40.00</b>    | <b>719.00</b>      | <b>128.00</b>           | <b>0.00</b>         | <b>2,829.00</b>  |
| <b>Gross Profit</b>            | <b>2,044.00</b> | <b>288.00</b>  | <b>460.00</b> | <b>1,050.00</b>   | <b>1,402.00</b> | <b>622.00</b> | <b>1,567.00</b> | <b>1,410.00</b> | <b>956.00</b>      | <b>-28.00</b>           | <b>200.00</b>       | <b>9,971.00</b>  |
| <b>Net Ordinary Income</b>     | <b>2,044.00</b> | <b>288.00</b>  | <b>460.00</b> | <b>1,050.00</b>   | <b>1,402.00</b> | <b>622.00</b> | <b>1,567.00</b> | <b>1,410.00</b> | <b>956.00</b>      | <b>-28.00</b>           | <b>200.00</b>       | <b>9,971.00</b>  |
| <b>Net Income</b>              | <b>2,044.00</b> | <b>288.00</b>  | <b>460.00</b> | <b>1,050.00</b>   | <b>1,402.00</b> | <b>622.00</b> | <b>1,567.00</b> | <b>1,410.00</b> | <b>956.00</b>      | <b>-28.00</b>           | <b>200.00</b>       | <b>9,971.00</b>  |

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Accrual Basis

**Napa Valley Dog Training Club**  
**General Ledger**  
**As of September 30, 2020**

| Type                                   | Date      | Num    | Name                                 | Memo                  | Split               | Amount    | Balance    |
|----------------------------------------|-----------|--------|--------------------------------------|-----------------------|---------------------|-----------|------------|
| <b>101 · Cash - Mechanics Bank</b>     |           |        |                                      |                       |                     |           | 37,959.64  |
| Bill Pmt -C...                         | 9/1/2020  | 2940   | Sawyer Properties                    |                       | 20000 · Accou...    | -2,144.00 | 35,815.64  |
| Check                                  | 9/7/2020  | 2951   | Debbie Hilton                        |                       | -SPLIT-             | -222.72   | 35,592.92  |
| Check                                  | 9/9/2020  | 2952   | Sawyer Properties                    | 2nd 1/2 July rent     | -SPLIT-             | -2,144.00 | 33,448.92  |
| Deposit                                | 9/11/2020 |        |                                      | Deposit               | -SPLIT-             | 740.75    | 34,189.67  |
| Deposit                                | 9/11/2020 |        |                                      | Deposit               | -SPLIT-             | 1,140.00  | 35,329.67  |
| Check                                  | 9/14/2020 | 2953   | Sandy Bonifield                      | sm martingales        | 530 · Leashes...    | -65.07    | 35,264.60  |
| Check                                  | 9/15/2020 | 2954   | NRWS-Collections                     |                       | 575c · Garbage      | -40.08    | 35,224.52  |
| Check                                  | 9/15/2020 | 2955   | AT&T                                 |                       | 560 · Telephone     | -226.67   | 34,997.85  |
| Check                                  | 9/15/2020 | 2956   | Oriana Murray                        | refund sess 4         | 402 · Puppy         | -75.00    | 34,922.85  |
| Check                                  | 9/15/2020 | 2957   | Amy Cordle                           | refund sess 4         | 418 · Agility       | -100.00   | 34,822.85  |
| Check                                  | 9/15/2020 | 2958   | Margie Vulk                          | sess 4 & sess 5 ov... | -SPLIT-             | -100.00   | 34,722.85  |
| Transfer                               | 9/22/2020 |        |                                      | Funds Transfer        | 110 · Paypal ...    | 6,000.00  | 40,722.85  |
| Deposit                                | 9/24/2020 |        |                                      | Deposit               | -SPLIT-             | 200.00    | 40,922.85  |
| Check                                  | 9/27/2020 |        | Stephanie's Web Design / Dog Biz Pro |                       | 585 · Website       | -69.99    | 40,852.86  |
| Check                                  | 9/28/2020 | 2959   | Napa Valley PSI                      |                       | 537 · Outside ...   | -360.00   | 40,492.86  |
| Transfer                               | 9/28/2020 |        |                                      | Funds Transfer        | 110 · Paypal ...    | 500.00    | 40,992.86  |
| Check                                  | 9/29/2020 | 2961   | Marilane Bergfelt                    |                       | -SPLIT-             | -393.35   | 40,599.51  |
| Check                                  | 9/29/2020 | 2962   | Kim Leslie                           | sess 5                | -SPLIT-             | -384.00   | 40,215.51  |
| Check                                  | 9/29/2020 | 2963   | Sandy Bonifield                      | sess 5                | -SPLIT-             | -512.00   | 39,703.51  |
| Check                                  | 9/29/2020 | 2964   | Lea Ronald                           | sess 5                | 448 · Instructo...  | -128.00   | 39,575.51  |
| Check                                  | 9/29/2020 | 2965   | De Brilz                             | sess 5                | -SPLIT-             | -160.00   | 39,415.51  |
| Check                                  | 9/29/2020 | 2966   | De Brilz                             | sess 4                | 448 · Instructo...  | -60.00    | 39,355.51  |
| Check                                  | 9/29/2020 | 2967   | Donna Golemon                        | sess 5                | 448 · Instructo...  | -224.00   | 39,131.51  |
| Check                                  | 9/29/2020 | 2968   | Stefanie Meinhardt                   | sess 5                | 448 · Instructo...  | -112.00   | 39,019.51  |
| Check                                  | 9/30/2020 | 2969   | Marilane Bergfelt                    |                       | -SPLIT-             | -64.00    | 38,955.51  |
| Deposit                                | 9/30/2020 |        |                                      | Deposit               | -SPLIT-             | 1,047.00  | 40,002.51  |
| Deposit                                | 9/30/2020 |        |                                      | Deposit               | -SPLIT-             | 868.25    | 40,870.76  |
| Deposit                                | 9/30/2020 |        |                                      | Deposit               | -SPLIT-             | 1,169.00  | 42,039.76  |
| Total 101 · Cash - Mechanics Bank      |           |        |                                      |                       |                     | 4,080.12  | 42,039.76  |
| <b>105 · Savings - Mechanics Bank</b>  |           |        |                                      |                       |                     |           | 22,340.35  |
| Deposit                                | 9/30/2020 |        |                                      | Deposit               | 910 · Interest I... | 0.92      | 22,341.27  |
| Total 105 · Savings - Mechanics Bank   |           |        |                                      |                       |                     | 0.92      | 22,341.27  |
| <b>110 · Paypal Clearing Account</b>   |           |        |                                      |                       |                     |           | 659.25     |
| Transfer                               | 9/22/2020 |        |                                      | Funds Transfer        | 101 · Cash - ...    | -6,000.00 | -5,340.75  |
| Transfer                               | 9/28/2020 |        |                                      | Funds Transfer        | 101 · Cash - ...    | -500.00   | -5,840.75  |
| Deposit                                | 9/30/2020 |        |                                      | Deposit               | -SPLIT-             | 6,690.54  | 849.79     |
| Total 110 · Paypal Clearing Account    |           |        |                                      |                       |                     | 190.54    | 849.79     |
| <b>120 · Cash - Joy Wood Memorial</b>  |           |        |                                      |                       |                     |           | 0.00       |
| Deposit                                | 9/24/2020 | 4253   | Vange Leonis                         | Deposit               | 101 · Cash - ...    | -100.00   | -100.00    |
| Deposit                                | 9/24/2020 | 2770   | Marcie Neller                        | Deposit               | 101 · Cash - ...    | -50.00    | -150.00    |
| Deposit                                | 9/24/2020 | 3610   | Trina Wagner                         | Deposit               | 101 · Cash - ...    | -50.00    | -200.00    |
| Total 120 · Cash - Joy Wood Memorial   |           |        |                                      |                       |                     | -200.00   | -200.00    |
| <b>20000 · Accounts Payable</b>        |           |        |                                      |                       |                     |           | -4,288.00  |
| Bill                                   | 9/1/2020  | 9-2020 | Sawyer Properties                    |                       | -SPLIT-             | -4,288.00 | -8,576.00  |
| Bill Pmt -C...                         | 9/1/2020  | 2940   | Sawyer Properties                    |                       | 101 · Cash - ...    | 2,144.00  | -6,432.00  |
| Total 20000 · Accounts Payable         |           |        |                                      |                       |                     | -2,144.00 | -6,432.00  |
| <b>24000 · Payroll Liabilities</b>     |           |        |                                      |                       |                     |           | 0.00       |
| Total 24000 · Payroll Liabilities      |           |        |                                      |                       |                     |           | 0.00       |
| <b>300 · Equity</b>                    |           |        |                                      |                       |                     |           | -52,972.13 |
| Total 300 · Equity                     |           |        |                                      |                       |                     |           | -52,972.13 |
| <b>30000 · Opening Balance Equity</b>  |           |        |                                      |                       |                     |           | 0.00       |
| Total 30000 · Opening Balance Equity   |           |        |                                      |                       |                     |           | 0.00       |
| <b>32000 · Unrestricted Net Assets</b> |           |        |                                      |                       |                     |           | -15,978.08 |
| Total 32000 · Unrestricted Net Assets  |           |        |                                      |                       |                     |           | -15,978.08 |

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 Accrual Basis

**Napa Valley Dog Training Club**  
**General Ledger**  
 As of September 30, 2020

| Type                          | Date      | Num  | Name          | Memo          | Split            | Amount    | Balance    |
|-------------------------------|-----------|------|---------------|---------------|------------------|-----------|------------|
| <b>400 · Class Fees</b>       |           |      |               |               |                  |           | -46,888.28 |
| <b>401 · Ado Dog</b>          |           |      |               |               |                  |           | -9,021.80  |
| Deposit                       | 9/11/2020 |      |               | Deposit       | 101 · Cash - ... | -300.00   | -9,321.80  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -75.00    | -9,396.80  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -300.00   | -9,696.80  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -200.00   | -9,896.80  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 110 · Paypal ... | -1,725.00 | -11,621.80 |
| Total 401 · Ado Dog           |           |      |               |               |                  | -2,600.00 | -11,621.80 |
| <b>402 · Puppy</b>            |           |      |               |               |                  |           | -9,812.50  |
| Deposit                       | 9/11/2020 |      |               | Deposit       | 101 · Cash - ... | -400.00   | -10,212.50 |
| Deposit                       | 9/11/2020 |      |               | Deposit       | 101 · Cash - ... | -200.00   | -10,412.50 |
| Check                         | 9/15/2020 | 2956 | Oriana Murray | refund sess 4 | 101 · Cash - ... | 75.00     | -10,337.50 |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -200.00   | -10,537.50 |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -100.00   | -10,637.50 |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -100.00   | -10,737.50 |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 110 · Paypal ... | -1,150.00 | -11,887.50 |
| Total 402 · Puppy             |           |      |               |               |                  | -2,075.00 | -11,887.50 |
| <b>403 · GM1</b>              |           |      |               |               |                  |           | -5,357.50  |
| Deposit                       | 9/11/2020 |      |               | Deposit       | 101 · Cash - ... | -100.00   | -5,457.50  |
| Deposit                       | 9/11/2020 |      |               | Deposit       | 101 · Cash - ... | -200.00   | -5,657.50  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -200.00   | -5,857.50  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -100.00   | -5,957.50  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -100.00   | -6,057.50  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 110 · Paypal ... | -950.00   | -7,007.50  |
| Total 403 · GM1               |           |      |               |               |                  | -1,650.00 | -7,007.50  |
| <b>404 · GM2</b>              |           |      |               |               |                  |           | -2,007.50  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 110 · Paypal ... | -750.00   | -2,757.50  |
| Total 404 · GM2               |           |      |               |               |                  | -750.00   | -2,757.50  |
| <b>405 · Rally</b>            |           |      |               |               |                  |           | -3,601.77  |
| Deposit                       | 9/11/2020 |      |               | Deposit       | 101 · Cash - ... | -300.00   | -3,901.77  |
| Check                         | 9/15/2020 | 2958 | Margie Vulk   | sess 4        | 101 · Cash - ... | 50.00     | -3,851.77  |
| Check                         | 9/15/2020 | 2958 | Margie Vulk   | sess 5        | 101 · Cash - ... | 50.00     | -3,801.77  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -150.00   | -3,951.77  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -50.00    | -4,001.77  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -200.00   | -4,201.77  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 110 · Paypal ... | -850.00   | -5,051.77  |
| Total 405 · Rally             |           |      |               |               |                  | -1,450.00 | -5,051.77  |
| <b>406 · Puppy Playtime</b>   |           |      |               |               |                  |           | 0.00       |
| Total 406 · Puppy Playtime    |           |      |               |               |                  |           | 0.00       |
| <b>407 · Small Dog Social</b> |           |      |               |               |                  |           | 0.00       |
| Total 407 · Small Dog Social  |           |      |               |               |                  |           | 0.00       |
| <b>408 · Scent Work</b>       |           |      |               |               |                  |           | -9,364.71  |
| Deposit                       | 9/11/2020 |      |               | Deposit       | 101 · Cash - ... | -200.00   | -9,564.71  |
| Deposit                       | 9/11/2020 |      |               | Deposit       | 101 · Cash - ... | -75.00    | -9,639.71  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -375.00   | -10,014.71 |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -200.00   | -10,214.71 |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -525.00   | -10,739.71 |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 110 · Paypal ... | -300.00   | -11,039.71 |
| Total 408 · Scent Work        |           |      |               |               |                  | -1,675.00 | -11,039.71 |
| <b>409 · Dog Dancing</b>      |           |      |               |               |                  |           | -5,145.00  |
| Deposit                       | 9/11/2020 |      |               | Deposit       | 101 · Cash - ... | -100.00   | -5,245.00  |
| Deposit                       | 9/11/2020 |      |               | Deposit       | 101 · Cash - ... | -100.00   | -5,345.00  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -300.00   | -5,645.00  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -200.00   | -5,845.00  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 101 · Cash - ... | -400.00   | -6,245.00  |
| Deposit                       | 9/30/2020 |      |               | Deposit       | 110 · Paypal ... | -300.00   | -6,545.00  |
| Total 409 · Dog Dancing       |           |      |               |               |                  | -1,400.00 | -6,545.00  |

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Accrual Basis

**Napa Valley Dog Training Club**  
**General Ledger**  
As of September 30, 2020

| Type                                 | Date      | Num  | Name       | Memo          | Split            | Amount  | Balance    |            |
|--------------------------------------|-----------|------|------------|---------------|------------------|---------|------------|------------|
| <b>410 · CGC</b>                     |           |      |            |               |                  |         | -572.50    |            |
| Deposit                              | 9/30/2020 |      |            | Deposit       | 101 · Cash - ... | -100.00 | -672.50    |            |
| Deposit                              | 9/30/2020 |      |            | Deposit       | 110 · Paypal ... | -400.00 | -1,072.50  |            |
| Total 410 · CGC                      |           |      |            |               |                  |         | -500.00    | -1,072.50  |
| <b>411 · Beyond Basics</b>           |           |      |            |               |                  |         | 0.00       |            |
| Total 411 · Beyond Basics            |           |      |            |               |                  |         | 0.00       |            |
| <b>412 · Community Walks</b>         |           |      |            |               |                  |         | 0.00       |            |
| Total 412 · Community Walks          |           |      |            |               |                  |         | 0.00       |            |
| <b>413 · Tricks &amp; Games</b>      |           |      |            |               |                  |         | -200.00    |            |
| Deposit                              | 9/11/2020 |      |            | Deposit       | 101 · Cash - ... | -100.00 | -300.00    |            |
| Total 413 · Tricks & Games           |           |      |            |               |                  |         | -100.00    | -300.00    |
| <b>414 · Tracking</b>                |           |      |            |               |                  |         | 0.00       |            |
| Total 414 · Tracking                 |           |      |            |               |                  |         | 0.00       |            |
| <b>415 · Trick Dog</b>               |           |      |            |               |                  |         | -437.50    |            |
| Total 415 · Trick Dog                |           |      |            |               |                  |         | -437.50    |            |
| <b>416 · Obedience</b>               |           |      |            |               |                  |         | 0.00       |            |
| Total 416 · Obedience                |           |      |            |               |                  |         | 0.00       |            |
| <b>417 · Jumps &amp; Tunnels</b>     |           |      |            |               |                  |         | 0.00       |            |
| Total 417 · Jumps & Tunnels          |           |      |            |               |                  |         | 0.00       |            |
| <b>418 · Agility</b>                 |           |      |            |               |                  |         | -1,367.50  |            |
| Check                                | 9/15/2020 | 2957 | Amy Cordle | refund sess 4 | 101 · Cash - ... | 100.00  | -1,267.50  |            |
| Deposit                              | 9/30/2020 |      |            | Deposit       | 110 · Paypal ... | -500.00 | -1,767.50  |            |
| Total 418 · Agility                  |           |      |            |               |                  |         | -400.00    | -1,767.50  |
| <b>419 · Delightful Distractions</b> |           |      |            |               |                  |         | 0.00       |            |
| Total 419 · Delightful Distractions  |           |      |            |               |                  |         | 0.00       |            |
| <b>400 · Class Fees - Other</b>      |           |      |            |               |                  |         | 0.00       |            |
| Total 400 · Class Fees - Other       |           |      |            |               |                  |         | 0.00       |            |
| Total 400 · Class Fees               |           |      |            |               |                  |         | -12,600.00 | -59,488.28 |
| <b>425 · Equipment</b>               |           |      |            |               |                  |         | -880.00    |            |
| Deposit                              | 9/11/2020 |      |            | Deposit       | 101 · Cash - ... | -65.75  | -945.75    |            |
| Deposit                              | 9/11/2020 |      |            | Deposit       | 101 · Cash - ... | -40.00  | -985.75    |            |
| Deposit                              | 9/30/2020 |      |            | Deposit       | 101 · Cash - ... | -27.00  | -1,012.75  |            |
| Deposit                              | 9/30/2020 |      |            | Deposit       | 101 · Cash - ... | -38.25  | -1,051.00  |            |
| Deposit                              | 9/30/2020 |      |            | Deposit       | 101 · Cash - ... | -29.00  | -1,080.00  |            |
| Total 425 · Equipment                |           |      |            |               |                  |         | -200.00    | -1,080.00  |
| <b>430 · Dues</b>                    |           |      |            |               |                  |         | -822.00    |            |
| Total 430 · Dues                     |           |      |            |               |                  |         | -822.00    |            |
| <b>435 · Miscellaneous</b>           |           |      |            |               |                  |         | -96.00     |            |
| Total 435 · Miscellaneous            |           |      |            |               |                  |         | -96.00     |            |
| <b>440 · Building Rental</b>         |           |      |            |               |                  |         | -495.00    |            |
| Total 440 · Building Rental          |           |      |            |               |                  |         | -495.00    |            |
| <b>445 · Donation</b>                |           |      |            |               |                  |         | -0.50      |            |
| Total 445 · Donation                 |           |      |            |               |                  |         | -0.50      |            |
| <b>470 · Scent Work Trial</b>        |           |      |            |               |                  |         | 0.00       |            |
| Total 470 · Scent Work Trial         |           |      |            |               |                  |         | 0.00       |            |
| <b>490 · Class Credit</b>            |           |      |            |               |                  |         | 375.00     |            |
| Total 490 · Class Credit             |           |      |            |               |                  |         | 375.00     |            |



6:15 PM

10/02/20

Accrual Basis

**Napa Valley Dog Training Club**  
**General Ledger**  
**As of September 30, 2020**

| Type                                   | Date      | Num  | Name               | Memo                   | Split            | Amount   | Balance   |
|----------------------------------------|-----------|------|--------------------|------------------------|------------------|----------|-----------|
| <b>448 · Instructor Fees</b>           |           |      |                    |                        |                  |          | 9,869.00  |
| Check                                  | 9/29/2020 | 2962 | Kim Leslie         | sess 5                 | 101 · Cash - ... | 128.00   | 9,997.00  |
| Check                                  | 9/29/2020 | 2962 | Kim Leslie         | sess 5                 | 101 · Cash - ... | 128.00   | 10,125.00 |
| Check                                  | 9/29/2020 | 2962 | Kim Leslie         | sess 5                 | 101 · Cash - ... | 128.00   | 10,253.00 |
| Check                                  | 9/29/2020 | 2963 | Sandy Bonifield    | sess 5                 | 101 · Cash - ... | 256.00   | 10,509.00 |
| Check                                  | 9/29/2020 | 2963 | Sandy Bonifield    | sess 5                 | 101 · Cash - ... | 256.00   | 10,765.00 |
| Check                                  | 9/29/2020 | 2964 | Lea Ronald         | sess 5                 | 101 · Cash - ... | 128.00   | 10,893.00 |
| Check                                  | 9/29/2020 | 2965 | De Brilz           | sess 5                 | 101 · Cash - ... | 120.00   | 11,013.00 |
| Check                                  | 9/29/2020 | 2965 | De Brilz           | sess 5                 | 101 · Cash - ... | 40.00    | 11,053.00 |
| Check                                  | 9/29/2020 | 2966 | De Brilz           | sess 4                 | 101 · Cash - ... | 60.00    | 11,113.00 |
| Check                                  | 9/29/2020 | 2967 | Donna Golemon      | sess 5                 | 101 · Cash - ... | 224.00   | 11,337.00 |
| Check                                  | 9/29/2020 | 2968 | Stefanie Meinhardt | sess 5                 | 101 · Cash - ... | 112.00   | 11,449.00 |
| Check                                  | 9/30/2020 | 2969 | Marilane Bergfelt  |                        | 101 · Cash - ... | 32.00    | 11,481.00 |
| Check                                  | 9/30/2020 | 2969 | Marilane Bergfelt  |                        | 101 · Cash - ... | 32.00    | 11,513.00 |
| Total 448 · Instructor Fees            |           |      |                    |                        |                  | 1,644.00 | 11,513.00 |
| <b>450 · Discounts</b>                 |           |      |                    |                        |                  |          | 1,067.60  |
| Total 450 · Discounts                  |           |      |                    |                        |                  |          | 1,067.60  |
| <b>460 · Vouchers</b>                  |           |      |                    |                        |                  |          | 3,690.00  |
| Deposit                                | 9/11/2020 |      |                    | Deposit                | 101 · Cash - ... | 80.00    | 3,770.00  |
| Deposit                                | 9/11/2020 |      |                    | Deposit                | 101 · Cash - ... | 40.00    | 3,810.00  |
| Deposit                                | 9/11/2020 |      |                    | Deposit                | 101 · Cash - ... | 80.00    | 3,890.00  |
| Deposit                                | 9/11/2020 |      |                    | Deposit                | 101 · Cash - ... | 25.00    | 3,915.00  |
| Deposit                                | 9/11/2020 |      |                    | Deposit                | 101 · Cash - ... | 40.00    | 3,955.00  |
| Deposit                                | 9/11/2020 |      |                    | Deposit                | 101 · Cash - ... | 35.00    | 3,990.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 40.00    | 4,030.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 80.00    | 4,110.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 160.00   | 4,270.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 50.00    | 4,320.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 40.00    | 4,360.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 40.00    | 4,400.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 40.00    | 4,440.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 50.00    | 4,490.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 205.00   | 4,695.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 160.00   | 4,855.00  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 101 · Cash - ... | 20.00    | 4,875.00  |
| Total 460 · Vouchers                   |           |      |                    |                        |                  | 1,185.00 | 4,875.00  |
| <b>500 · AOCNC</b>                     |           |      |                    |                        |                  |          | 130.00    |
| Total 500 · AOCNC                      |           |      |                    |                        |                  |          | 130.00    |
| <b>503 · Advertising</b>               |           |      |                    |                        |                  |          | 113.12    |
| Total 503 · Advertising                |           |      |                    |                        |                  |          | 113.12    |
| <b>505 · Building</b>                  |           |      |                    |                        |                  |          | 931.00    |
| <b>506 · Repairs &amp; Maintenance</b> |           |      |                    |                        |                  |          | 634.41    |
| Check                                  | 9/7/2020  | 2951 | Debbie Hilton      | fans                   | 101 · Cash - ... | 86.16    | 720.57    |
| Check                                  | 9/7/2020  | 2951 | Debbie Hilton      | supplies               | 101 · Cash - ... | 136.56   | 857.13    |
| Check                                  | 9/29/2020 | 2961 | Marilane Bergfelt  | various bldg & covi... | 101 · Cash - ... | 126.45   | 983.58    |
| Total 506 · Repairs & Maintenance      |           |      |                    |                        |                  | 349.17   | 983.58    |
| <b>507 · Renovation</b>                |           |      |                    |                        |                  |          | 296.59    |
| Total 507 · Renovation                 |           |      |                    |                        |                  |          | 296.59    |
| <b>505 · Building - Other</b>          |           |      |                    |                        |                  |          | 0.00      |
| Total 505 · Building - Other           |           |      |                    |                        |                  |          | 0.00      |
| Total 505 · Building                   |           |      |                    |                        |                  | 349.17   | 1,280.17  |
| <b>510 · Bank Charges</b>              |           |      |                    |                        |                  |          | 1,056.24  |
| Deposit                                | 9/30/2020 |      |                    | Deposit                | 110 · Paypal ... | 234.46   | 1,290.70  |
| Total 510 · Bank Charges               |           |      |                    |                        |                  | 234.46   | 1,290.70  |

6:15 PM

10/02/20

Accrual Basis

**Napa Valley Dog Training Club**  
**General Ledger**  
As of September 30, 2020

| Type                                         | Date      | Num    | Name              | Memo              | Split            | Amount   | Balance   |
|----------------------------------------------|-----------|--------|-------------------|-------------------|------------------|----------|-----------|
| <b>513 · Class Supplies</b>                  |           |        |                   |                   |                  |          | 469.21    |
| Check                                        | 9/29/2020 | 2961   | Marilane Bergfelt |                   | 101 · Cash - ... | 133.45   | 602.66    |
| Check                                        | 9/29/2020 | 2961   | Marilane Bergfelt |                   | 101 · Cash - ... | 133.45   | 736.11    |
| Total 513 · Class Supplies                   |           |        |                   |                   |                  | 266.90   | 736.11    |
| <b>515 · Events &amp; Trials</b>             |           |        |                   |                   |                  |          | 807.80    |
| <b>515a · Scentwork</b>                      |           |        |                   |                   |                  |          | 807.80    |
| Total 515a · Scentwork                       |           |        |                   |                   |                  |          | 807.80    |
| <b>515b · Tracking</b>                       |           |        |                   |                   |                  |          | 0.00      |
| Total 515b · Tracking                        |           |        |                   |                   |                  |          | 0.00      |
| <b>515 · Events &amp; Trials - Other</b>     |           |        |                   |                   |                  |          | 0.00      |
| Total 515 · Events & Trials - Other          |           |        |                   |                   |                  |          | 0.00      |
| Total 515 · Events & Trials                  |           |        |                   |                   |                  |          | 807.80    |
| <b>517 · Education</b>                       |           |        |                   |                   |                  |          | 850.00    |
| Total 517 · Education                        |           |        |                   |                   |                  |          | 850.00    |
| <b>525 · Insurance</b>                       |           |        |                   |                   |                  |          | 800.00    |
| Total 525 · Insurance                        |           |        |                   |                   |                  |          | 800.00    |
| <b>530 · Leashes/Collars/Treat Pouches</b>   |           |        |                   |                   |                  |          | 697.27    |
| Check                                        | 9/14/2020 | 2953   | Sandy Bonifield   | sm martingales    | 101 · Cash - ... | 65.07    | 762.34    |
| Total 530 · Leashes/Collars/Treat Pouches    |           |        |                   |                   |                  | 65.07    | 762.34    |
| <b>533 · Licenses &amp; Permits</b>          |           |        |                   |                   |                  |          | 55.00     |
| Total 533 · Licenses & Permits               |           |        |                   |                   |                  |          | 55.00     |
| <b>535 · Office Supplies</b>                 |           |        |                   |                   |                  |          | 321.44    |
| Total 535 · Office Supplies                  |           |        |                   |                   |                  |          | 321.44    |
| <b>537 · Outside Services</b>                |           |        |                   |                   |                  |          | 1,700.50  |
| Check                                        | 9/28/2020 | 2959   | Napa Valley PSI   |                   | 101 · Cash - ... | 360.00   | 2,060.50  |
| Total 537 · Outside Services                 |           |        |                   |                   |                  | 360.00   | 2,060.50  |
| <b>538 · Postage/PO Box</b>                  |           |        |                   |                   |                  |          | 207.14    |
| Total 538 · Postage/PO Box                   |           |        |                   |                   |                  |          | 207.14    |
| <b>539 · Property Taxes</b>                  |           |        |                   |                   |                  |          | 61.89     |
| Total 539 · Property Taxes                   |           |        |                   |                   |                  |          | 61.89     |
| <b>540 · Rent</b>                            |           |        |                   |                   |                  |          | 33,089.00 |
| Bill                                         | 9/1/2020  | 9-2020 | Sawyer Properties |                   | 20000 · Accou... | 4,288.00 | 37,377.00 |
| Check                                        | 9/9/2020  | 2952   | Sawyer Properties | 2nd 1/2 July rent | 101 · Cash - ... | 2,144.00 | 39,521.00 |
| Total 540 · Rent                             |           |        |                   |                   |                  | 6,432.00 | 39,521.00 |
| <b>542 · Reimbrsmnts Misc Class Supplies</b> |           |        |                   |                   |                  |          | 0.00      |
| Total 542 · Reimbrsmnts Misc Class Supplies  |           |        |                   |                   |                  |          | 0.00      |
| <b>550 · Toys</b>                            |           |        |                   |                   |                  |          | 6.44      |
| Total 550 · Toys                             |           |        |                   |                   |                  |          | 6.44      |
| <b>555 · Storage</b>                         |           |        |                   |                   |                  |          | 678.13    |
| Total 555 · Storage                          |           |        |                   |                   |                  |          | 678.13    |
| <b>560 · Telephone</b>                       |           |        |                   |                   |                  |          | 1,624.15  |
| Check                                        | 9/15/2020 | 2955   | AT&T              |                   | 101 · Cash - ... | 226.67   | 1,850.82  |
| Total 560 · Telephone                        |           |        |                   |                   |                  | 226.67   | 1,850.82  |
| <b>575 · Utilities</b>                       |           |        |                   |                   |                  |          | 1,042.41  |
| <b>575a · Electricity</b>                    |           |        |                   |                   |                  |          | 533.00    |
| Bill                                         | 9/1/2020  | 9-2020 | Sawyer Properties |                   | 20000 · Accou... | 0.00     | 533.00    |
| Check                                        | 9/9/2020  | 2952   | Sawyer Properties | 2nd 1/2 July rent | 101 · Cash - ... | 0.00     | 533.00    |
| Total 575a · Electricity                     |           |        |                   |                   |                  | 0.00     | 533.00    |

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 10/02/20  
 Accrual Basis

**Napa Valley Dog Training Club**  
**General Ledger**  
 As of September 30, 2020

| Type                                | Date      | Num    | Name                                 | Memo              | Split             | Amount      | Balance     |
|-------------------------------------|-----------|--------|--------------------------------------|-------------------|-------------------|-------------|-------------|
| <b>575b · Gas</b>                   |           |        |                                      |                   |                   |             | 194.00      |
| Bill                                | 9/1/2020  | 9-2020 | Sawyer Properties                    |                   | 20000 · Accou...  | 0.00        | 194.00      |
| Check                               | 9/9/2020  | 2952   | Sawyer Properties                    | 2nd 1/2 July rent | 101 · Cash - ...  | 0.00        | 194.00      |
| Total 575b · Gas                    |           |        |                                      |                   |                   | 0.00        | 194.00      |
| <b>575c · Garbage</b>               |           |        |                                      |                   |                   |             | 315.41      |
| Check                               | 9/15/2020 | 2954   | NRWS-Collections                     |                   | 101 · Cash - ...  | 40.08       | 355.49      |
| Total 575c · Garbage                |           |        |                                      |                   |                   | 40.08       | 355.49      |
| <b>575 · Utilities - Other</b>      |           |        |                                      |                   |                   |             | 0.00        |
| Total 575 · Utilities - Other       |           |        |                                      |                   |                   | 0.00        | 0.00        |
| Total 575 · Utilities               |           |        |                                      |                   |                   | 40.08       | 1,082.49    |
| <b>580 · Special Events</b>         |           |        |                                      |                   |                   |             | 1,143.28    |
| <b>580a · Awards Dinner</b>         |           |        |                                      |                   |                   |             | 267.08      |
| Total 580a · Awards Dinner          |           |        |                                      |                   |                   | 267.08      | 267.08      |
| <b>580b · Open House</b>            |           |        |                                      |                   |                   |             | 227.35      |
| Total 580b · Open House             |           |        |                                      |                   |                   | 227.35      | 227.35      |
| <b>580c · Walk for Animals</b>      |           |        |                                      |                   |                   |             | 0.00        |
| Total 580c · Walk for Animals       |           |        |                                      |                   |                   | 0.00        | 0.00        |
| <b>580d · Various</b>               |           |        |                                      |                   |                   |             | 648.85      |
| Total 580d · Various                |           |        |                                      |                   |                   | 648.85      | 648.85      |
| <b>580 · Special Events - Other</b> |           |        |                                      |                   |                   |             | 0.00        |
| Total 580 · Special Events - Other  |           |        |                                      |                   |                   | 0.00        | 0.00        |
| Total 580 · Special Events          |           |        |                                      |                   |                   | 0.00        | 1,143.28    |
| <b>583 · Donations</b>              |           |        |                                      |                   |                   |             | 100.00      |
| Total 583 · Donations               |           |        |                                      |                   |                   | 100.00      | 100.00      |
| <b>585 · Website</b>                |           |        |                                      |                   |                   |             | 591.90      |
| Check                               | 9/27/2020 |        | Stephanie's Web Design / Dog Biz Pro |                   | 101 · Cash - ...  | 69.99       | 661.89      |
| Total 585 · Website                 |           |        |                                      |                   |                   | 69.99       | 661.89      |
| <b>66000 · Payroll Expenses</b>     |           |        |                                      |                   |                   |             | 0.00        |
| Total 66000 · Payroll Expenses      |           |        |                                      |                   |                   | 0.00        | 0.00        |
| <b>910 · Interest Income</b>        |           |        |                                      |                   |                   |             | -16.77      |
| Deposit                             | 9/30/2020 |        |                                      | Deposit           | 105 · Savings ... | -0.92       | -17.69      |
| Total 910 · Interest Income         |           |        |                                      |                   |                   | -0.92       | -17.69      |
| <b>No acct</b>                      |           |        |                                      |                   |                   |             | 0.00        |
| Total no acct                       |           |        |                                      |                   |                   | 0.00        | 0.00        |
| <b>TOTAL</b>                        |           |        |                                      |                   |                   | <b>0.00</b> | <b>0.00</b> |

# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 12, 2020

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## I. CALL TO ORDER

A. President, Linda Luchsinger, called the meeting to order at 7:35 PM.

B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Marion Sigel.

## II. TREASURER'S REPORT—Stefanie Meinhardt

A. As of October 2nd:

1. Savings: \$22,341.27
2. Checking: \$37,751.76
3. Paypal: \$849.79

B. One month's past arrears rent has been paid with full October rent.

## III. SECRETARY'S REPORT—Sue Osborn

MSC to approve September 14, 2020 General Meeting Minutes as published.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

A. **PRESIDENT**—Linda Luchsinger

### Property Manager's Written Agreement

1. Commencing June 2021, NVDTTC's lease with Sawyer Properties will be a triple net lease, which means as a tenant, NVDTTC will be paying for related property taxes, insurance premiums and maintenance costs.
2. Linda has communicated with other businesses in the complex and as of now, none have triple net leases with Sawyer Properties (however may happen when their leases renew).
3. Linda's proposal for NVDTTC to pay someone to review our lease to see what can be done about the triple net cost and to negotiate with Sawyer Properties on our behalf was acceptable by those in attendance. Linda will contact a property manager for assistance.

B. **VICE-PRESIDENT**—Sandy Bonifield

No Report.

C. **MEMBERSHIP/VOUCHERS**—Carol Coawette

1. Membership applications for 2021 are available at the clubhouse. Current members can download a 2021 membership application from the NVDTTC website.
2. Debbie and Sue are meeting after tonight's meeting regarding update of membership packets

D. **OFFICE**—Sandy Bonifield

1. Sandy, Marilane and Mary are taking care of office duties and all is running well.
2. Robin Miller is interested in helping in office. Mary will contact her with details.

E. **TRAINING**—Linda Luchsinger

1. Sessions 1 to 3 worked on at recent October 4th training meeting, all three sessions will continue on 4 week schedule with hopes of going back to six weeks in April.
2. Next training meeting is set for Saturday, December 5th at 11 AM at clubhouse.
3. Information about reimbursement form for trainers/assistant dog related classes/seminars has been emailed to instructors and assistants and is available online on the "Resources" page.
4. **Board Approvals from October 5, 2020 Meeting**  
(See attached information sent to all instructors.)
  - a. New registration procedure recommendation from training meeting was approved as follows: "Before the official registration closing date, if a class is not filling to the minimum number of students required for a class to commence, instructors are responsible for contacting Donna to let her know they can find enough students to run the class. If trainer does not contact Donna by official registration closing date, the class will be closed, no ex-

## NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 12, 2020

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ceptions. If contacted by instructor in time, Donna will keep such classes open until start date of class." See attachment for additional information..

- b. Deadline set for class registration as follows: "Student class payment must be received by the 26th of the month or student's place will be given to someone on the waiting list." See attachment for additional information..
5. Marilane touched base with Reactive Rovers about training in the NVDTTC building when building is not in use.
6. Mary Ash is checking with Pat White about renewing her contract, which expires in December. If not, other classes can be opened on times/days previously filled with Pat's classes.

### F. PUBLICITY—Marion Sigel

No Report.

### G. BUILDING—Debbie Hilton

1. **Pest Spraying** has been scheduled during Thanksgiving week between 8 and 12 on November 24th.
2. **Rollup Door:** Ross Mini had someone look at our rollup door, a new one to be installed.
3. **Phone/Internet Installation** took place Friday, October 9th.
  - a. There are two Comcast units in the office. One is for phone lines. The other is for the Internet.
  - b. Current login and password for the internet is on the bottom of the larger unit.
  - c. There are two modes for internet connection, a slower one for use with cell phones and a faster one for use with laptops or iPads.
  - d. Debbie has placed an instruction sheet under the Plexi glass on the office desk.

### H. NEWSLETTER/WEBSITE—Sue Osborn

1. **Submissions for News Items:** October 20th for newsletter & November 20th for meeting announcement.
2. **Forms for Year end Awards and Service Award:**
  - a. Both need to be included in the upcoming newsletter.
  - b. Sue will send last year's Service Award form to Marilane for her to update.
  - c. Need a chairperson for coordinating year end awards before updating form; Linda Luchsinger will check with Linda Wargo.
3. **Class Payment Deadline** as outlined above ( Item IV-E-4-b) has been added to registration page on website (as well as to DogBizPro registration responses to students).
4. Sue will begin posting agendas along with item submission deadlines on the NVDTTC website at [agendas@nvdttc.org/](mailto:agendas@nvdttc.org/).

### I. AOCNC—Sue Osborn, Mary Ash

The 2021 Winter Workshop likely will not happen—waiting on confirmation from reps.

### J. HOSPITALITY

Thank you to Debbie Hilton for the Halloween decorations and goodies for tonight's meeting!

### K. SUNSHINE

On behalf of the club, Sandy sent a card to Debbie Crain for her loss of Mayo.

## V. OLD BUSINESS

### A. Scent Work Trial—April 17 & 18, 2021

1. Committee for scent work trial: Mary Ash, De Brilz, Donna Golemon, Roxann Gracia, and Sue Osborn.
2. One judge has been confirmed. Because of limited availability, a second judge may need to

# NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

October 12, 2020

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be come from out of the area resulting in hotel expenses.

3. Volunteers from the club needed, exact number to be determined when closer to trial dates. Suggestion is for a club member to be contact person for signing up volunteers; there will also be an outside person to manage and organize volunteers.
4. Parking will be set up for social distancing.

## B. Nominations for 2021 Board

Following nominations were presented by the nominating committee: President, Sue Osborn, Vice President: Sandy Bonifield, Secretary: Roxann Gracia, Treasurer: Stefanie Meinhardt, Members at Large: Mary Ash, Carol Coawette, Debbie Hilton, Marion Sigel, Past President: Linda Luchsinger. No nominations from the floor. Election will be held at the November general meeting.

## C. Joy Wood Memorial Ideas

1. Canopy over Rollup Door—Tabled until next meeting.
2. Mary Ash is still checking on planting of tree in Joy's memory.

## VI. NEW BUSINESS

### A. Rental of NVDTC Building

Mariah Kelin, Cal Fire Academy, interested in using the NVDTC building for one day for an in-person workshop. Linda will contact them for more details and to find out if they are non-profit.

### B. Year End Banquet

MSC to plan a year-end banquet keeping in mind COVID-19 implications. .

## VII. BRAGS

Carol Coawette, Robin Miller, and Sue Osborn.

## VIII. MEETING ADJOURNED at 7:50 PM.

Respectively submitted by Sue Osborn,  
NVDTC Secretary

Attachment:  
New Registration Procedures

From Email sent October 8, 2020  
New NVDTC Registration Procedures

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Instructors,

Please read the two new procedures shown below now in place regarding class registrations.

After reading, PLEASE reply and acknowledge receipt of this email.

Thank you!
Linda Luchsinger
[*lindyckrs@aol.com*](mailto:lindyckrs@aol.com)

1) Class Closing Date Exception:

Instructors are to keep an eye on the counts button (located on the home page of the website) for number of enrollees in classes they are instructing.

BEFORE the official registration closing date, if a class is not filling to the minimum number of students required for a class to commence, instructors are responsible for contacting Donna to let her know they can find enough students to run the class.

If trainer does not contact Donna by official registration closing date, the class will be closed, no exceptions.

If contacted by instructor in time, Donna will keep such classes open until start date of class.

Approved by Board 10/5/20

2) Payment Deadline:

Student class payment must be received by the 26th of the month or student's place will be given to someone on the waiting list.*

Approved by Board 10/5//20

Notes:

Followup to contact students whose payments did not make it in time will NOT be done by Donna. It will be the instructor's responsibility to see that such students in their classes are contacted to let them know they are NOT enrolled.

Who has paid and who has not paid is shown on class rosters (with student contact information), which Donna provides to instructors once registration for classes closes on the 21st.

**Class payment deadline information has been added to emails that students receive both upon registering for a class and upon confirming they are officially enrolled in a class. This information is also noted on the website's registration page.*

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

Monday, November 2, 2020

Page 1 of 3

I. CALL TO ORDER

- A. Vice President, Sandy Bonifield, called the meeting to order at 6:32 PM.
- B. Board members present:
Sandy Bonifield, Carol Coawette, Debbie Hilton, Stefanie Meinhardt, Sue Osborn, and Marion Sigel. Absent: Linda Luchsinger. Guest: Mary Ash

II. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of October 2nd:
 - 1. Checking: \$33,934.25
 - 2. Savings: \$22,342.19
 - 3. Paypal: \$549.09
 - 4. Rent is now completely caught up.
 - 5. Net loss for year is approximately \$12,300.
- B. Financial Reports for October attached.
- C. Stefanie is working on paying in arrears utility bills. Sandy will talk to Linda's secretary about exact charges.

III. SECRETARY'S REPORT—Sue Osborn

MSC to approve October 5, 2020 Board Minutes as published.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

Revised Lease From Sawyer Properties:

Sandy will touch base with Linda Luchsinger before calling Stephen Brant about lease regarding his response to cut Triple Net in half from amount shown on revised lease sent in September. There has been no word about contacting a property manager for assistance negotiating contract with Sawyer Properties.

B. VICE-PRESIDENT—Sandy Bonifield

No Report

C. MEMBERSHIP/VOUCHERS—Carol Coawette

- 1. Carol will mail out membership applications along with a self-addressed envelope (*without a stamp*) and a cover letter Sue will write.
- 2. Carol has issued vouchers for session six.
- 3. Membership roster updated today and will be emailed to board members. Sandy will put a copy in front of the membership book.

D. OFFICE—Sandy Bonifield

Sandy, Marilane, and Mary are taking care of office duties, all is running well.

E. TRAINING

- 1. 2021 Session schedules for first three sessions of 2021 are set except for some instructors still needed to teach classes.
- 2. Next Training Meeting is scheduled for December 5th at 1:00 PM at clubhouse.
- 3. MSC to approve reimbursement for \$200 for training/webinar classes to Donna as documented and submitted.
- 4. Two class credit/vouchers were mailed to Denise Calderon as approved by board members via email.
- 5. Members Anne Stanley and Chelsea Maddock are willing to help with Dog-

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

Monday, November 2, 2020

Page 2 of 3

BizPro payments and shot records. Meeting to be set up to work out details.

6. Trainer contract for 2021 under review by Marion, Sue, and Marilane.
7. Mary will teach rally classes during the times on Thursdays previously set aside for Pat White as Pat does not have enough students willing to train during COVID-19. If Pat decides to return, she will need to schedule classes on another day.
8. MSC to not schedule a class on session schedules if there is not a trainer available to teach it.
9. Question about advanced class students being required to adhere to payment deadline was not resolved.
10. MSC for Lea to teach 6 PM Puppy and 7 PM Adolescent classes and to drop the 5:00 PM slot on Wednesday nights for Session 1, 2021.

F. PUBLICITY—Marion Sigel

1. Marion, Marilane, and Sue met to go over procedures for flyers for special classes, distribution of them and to set up a procedure to send to instructors.
2. Marion will distribute class flyers to pet stores and Wilson's.
3. Marion and Sue working on an eye-catching poster with OCR code and advertising NVDTTC classes that can also be distributed to pet stores and Wilson's.
4. Mary Ash will check into source for ordering NVDTTC logo'd static clings for car windows.

G. BUILDING—Debbie Hilton

1. WIFI is now set up with password. For general use, free access through Xfinity is available. Debbie and Sue to look into setting up designated users.
2. Overhead Light at front door has been fixed by Ross Mini.
3. Rat hole in office patched by Ross.
4. Toilet seat replaced.
5. Hand truck tire now inflated.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. November-December newsletter has been published with copy on slat wall.
2. Current Members Membership Application is now online

I. AOCNC—Sue Osborn, Mary Ash

All AOCNC activity is currently on hold.

VI. OLD BUSINESS

A. Scent Work Trial

Planning Meeting is scheduled for November 7th at 12:30 PM. If any committee member cannot attend, the scent work trial will be cancelled.

B. Membership Packet Update

Debbie has completed several packets for use for the rest of the year and will set up new packets to be handed out in the new year. starting in 202, since packets have not been updated in years, the newly updated packets will also be given to members who attend meetings.

C. Paypal Cancellation Fees End of Year Tally

Approximately 12 refunds have been made since last board meeting.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

Monday, November 2, 2020

Page 3 of 3

D. Member Interest and Experience List

Marion has put together information from 2020 membership applications and will provide list to Mary Ash to check for those who can volunteer for scent work trial.

VII. NEW BUSINESS

A. NVDTC Building Use:

1. Conformation Practice Sessions

Michelle Chaney has requested interest in holding conformation practice sessions at the clubhouse. Sandy will call her to find out what days work best after which a set of guidelines will be prepared for review at the general meeting.

2. Building use by Karen Pryor Academy

An email was sent by Sue to Mariah Klein, Karen Pryor Academy, with information on use of building. A response has yet to be received.

3. MSC to not organize one-on-one training.

4. Review of changing building rental charges - Tabled.

5. Changing dog-related vs animal-related wording in contract - Tabled.

B. Holy Sit Dog Training information was presented to board members on a FYI basis for consideration. See attached.

C. MSC to use Slack program in lieu of email for Board communication.

D. MSC to not give out vouchers for Zoom attendance of meetings

E. Year End Awards chair will be Linda Wargo. In order for a member to receive an award, they must have attended at least one club meeting in 2020—MSC.

F. Guidelines for trainers from Donna Golemon were reviewed by board with a couple of suggested clarifications. Board asked for guidelines to be sent to trainers for review as well. Once finalized, a poster showing guidelines will be placed in office.

VIII. MEETING ADJOURNED at 9:06 PM

Respectively submitted by
Sue Osborn, NVDTC Secretary

Attachments:

Holy Sit Training Information
Financials for November 2020

From: BEN BERGFELT bergfelt@comcast.net
Subject: Connecting with Private Dog Trainer - FYI
Date: November 1, 2020 at 12:59 PM
To: Osborn, Sue sue@osborngraphics.com



Sue - FYI for the board:

I responded to a NVDTTC office call from Delina of Holy Sit Dog Training. She is a professional trainer, originally from Ohio. She now lives in Yountville and provides one-on-one board and train from her home. Her clients seem to be landowners who want their dogs to be reliable off-leash on their property. (Sounds like the typical 'winery dog' thing to me.)

She is looking for places she can proof the client dog's skills with distractions. With COVID, that has been difficult for everyone. I've invited her to come to my class on Wednesday (without a dog) to see the location and neighboring areas. Before she comes, I'll connect with Ross to see how he feels about a private dog trainer visiting the site infrequently.

As a professional courtesy, I would like to see if we can help her. Delina's company fills a very different need than the NVDTTC. She is interested in the contact info we have for regional resources and I'm sure she has info that we could benefit from too.

During our conversation we agreed that she would not need to use the building, nor bring reactive dogs to the property. (She is a single mum and is not longer doing reactive / aggressive dogs. Smart lady!)
ML

11:01 AM
11/02/20
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Mechanics Bank	33,934.25
105 · Savings - Mechanics Bank	22,342.19
110 · Paypal Clearing Account	549.09
Total Checking/Savings	<u>56,825.53</u>
Other Current Assets	
120 · Cash - Joy Wood Memorial	-200.00
Total Other Current Assets	<u>-200.00</u>
Total Current Assets	<u>56,625.53</u>
TOTAL ASSETS	<u>56,625.53</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	15,978.08
Net Income	-12,324.68
Total Equity	<u>56,625.53</u>
TOTAL LIABILITIES & EQUITY	<u>56,625.53</u>

11:04 AM
 11/02/20
 Accrual Basis

Napa Valley Dog Training Club Profit & Loss YTD Comparison October 2020

	Oct 20	Jan - Oct 20
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	2,175.00	13,796.80
402 · Puppy	1,200.00	13,087.50
403 · GM1	2,100.00	9,107.50
404 · GM2	800.00	3,557.50
405 · Rally	1,200.00	6,251.77
408 · Scent Work	1,550.00	12,589.71
409 · Dog Dancing	1,050.00	7,595.00
410 · CGC	100.00	1,172.50
411 · Beyond Basics	100.00	100.00
413 · Tricks & Games	0.00	300.00
415 · Trick Dog	0.00	437.50
418 · Agility	200.00	1,967.50
419 · Delightful Distractions	0.00	0.00
Total 400 · Class Fees	10,475.00	69,963.28
425 · Equipment	30.00	1,110.00
430 · Dues	105.00	927.00
435 · Miscellaneous	0.00	96.00
440 · Building Rental	0.00	495.00
445 · Donation	0.00	0.50
490 · Class Credit	0.00	-375.00
Total Income	10,610.00	72,216.78
Cost of Goods Sold		
448 · Instructor Fees	4,120.00	15,633.00
450 · Discounts	0.00	1,067.60
460 · Vouchers	860.00	5,735.00
Total COGS	4,980.00	22,435.60
Gross Profit	5,630.00	49,781.18
Expense		
500 · AOCNC	0.00	130.00
503 · Advertising	0.00	113.12
505 · Building		
506 · Repairs & Maintenance	61.92	1,045.50
507 · Renovation	0.00	296.59
Total 505 · Building	61.92	1,342.09
510 · Bank Charges	200.70	1,491.40
513 · Class Supplies	3.73	739.84
515 · Events & Trials		
515a · Scentwork	0.00	807.80
Total 515 · Events & Trials	0.00	807.80
517 · Education	0.00	850.00
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	0.00	762.34
533 · Licenses & Permits	35.00	90.00
535 · Office Supplies	6.94	328.38
537 · Outside Services	360.00	2,420.50
538 · Postage/PO Box	0.00	207.14
539 · Property Taxes	0.00	61.89
540 · Rent	8,576.00	45,953.00
550 · Toys	0.00	6.44
555 · Storage	0.00	678.13
560 · Telephone	393.85	2,244.67
575 · Utilities		
575a · Electricity	0.00	533.00
575b · Gas	0.00	194.00
575c · Garbage	40.08	395.57
Total 575 · Utilities	40.08	1,122.57

Napa Valley Dog Training Club
Profit & Loss Prev Year Comparison
October 2020

	Oct 20	Oct 19	\$ Change
Ordinary Income/Expense			
Income			
400 · Class Fees			
401 · Ado Dog	2,175.00	2,240.00	-65.00
402 · Puppy	1,200.00	1,750.00	-550.00
403 · GM1	2,100.00	1,730.00	370.00
404 · GM2	800.00	375.00	425.00
405 · Rally	1,200.00	215.00	985.00
408 · Scent Work	1,550.00	745.00	805.00
409 · Dog Dancing	1,050.00	1,080.00	-30.00
410 · CGC	100.00	0.00	100.00
411 · Beyond Basics	100.00	625.00	-525.00
414 · Tracking	0.00	435.00	-435.00
417 · Jumps & Tunnels	0.00	850.00	-850.00
418 · Agility	200.00	0.00	200.00
Total 400 · Class Fees	10,475.00	10,045.00	430.00
425 · Equipment	30.00	160.00	-130.00
430 · Dues	105.00	140.00	-35.00
440 · Building Rental	0.00	196.00	-196.00
470 · Scent Work Trial	0.00	125.00	-125.00
490 · Class Credit	0.00	125.00	-125.00
Total Income	10,610.00	10,791.00	-181.00
Cost of Goods Sold			
448 · Instructor Fees	4,120.00	2,508.00	1,612.00
450 · Discounts	0.00	398.70	-398.70
460 · Vouchers	860.00	785.00	75.00
Total COGS	4,980.00	3,691.70	1,288.30
Gross Profit	5,630.00	7,099.30	-1,469.30
Expense			
505 · Building			
506 · Repairs & Maintenance	61.92	140.57	-78.65
Total 505 · Building	61.92	140.57	-78.65
510 · Bank Charges	200.70	186.83	13.87
513 · Class Supplies	3.73	0.00	3.73
530 · Leashes/Collars/Treat Pouches	0.00	11.15	-11.15
533 · Licenses & Permits	35.00	0.00	35.00
535 · Office Supplies	6.94	54.75	-47.81
537 · Outside Services	360.00	404.16	-44.16
540 · Rent	8,576.00	4,045.00	4,531.00
542 · Reimbrsmnts Misc Class Supplies	0.00	113.50	-113.50
555 · Storage	0.00	119.00	-119.00
560 · Telephone	393.85	190.59	203.26
575 · Utilities			
575a · Electricity	0.00	149.00	-149.00
575b · Gas	0.00	0.00	0.00
575c · Garbage	40.08	34.85	5.23
Total 575 · Utilities	40.08	183.85	-143.77
580 · Special Events			
580b · Open House	0.00	13.98	-13.98
580c · Walk for Animals	0.00	21.42	-21.42
580d · Various	0.00	17.15	-17.15
Total 580 · Special Events	0.00	52.55	-52.55
585 · Website	69.99	189.39	-119.40
Total Expense	9,748.21	5,691.34	4,056.87
Net Ordinary Income	-4,118.21	1,407.96	-5,526.17
Other Income/Expense			
Other Income			

11:04 AM
11/02/20
Accrual Basis

Napa Valley Dog Training Club
Profit & Loss Prev Year Comparison
October 2020

	<u>Oct 20</u>	<u>Oct 19</u>	<u>\$ Change</u>
910 · Interest Income	0.92	2.85	-1.93
Total Other Income	0.92	2.85	-1.93
Net Other Income	0.92	2.85	-1.93
Net Income	<u>-4,117.29</u>	<u>1,410.81</u>	<u>-5,528.10</u>

11:02 AM

11/02/20

Accrual Basis

Napa Valley Dog Training Club
Profit & Loss by Class
October 2020

	Ado Dog	Agility	Beyond ...	CGC	Delightf...	Dog Dan...	GM1	GM2	Puppy	Rally	Scent W...	Unclassi...	TOTAL
Ordinary Income/Expense													
Income													
400 · Class Fees													
401 · Ado Dog	2,175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,175.00
402 · Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00
403 · GM1	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	0.00	0.00	0.00	0.00	0.00	2,100.00
404 · GM2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	800.00
405 · Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	1,200.00
408 · Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,550.00	0.00	1,550.00
409 · Dog Dancing	0.00	0.00	0.00	0.00	0.00	1,050.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00
410 · CGC	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
411 · Beyond Basics	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
418 · Agility	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
Total 400 · Class Fees	2,175.00	200.00	100.00	100.00	0.00	1,050.00	2,100.00	800.00	1,200.00	1,200.00	1,550.00	0.00	10,475.00
425 · Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00
430 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00	105.00
Total Income	2,175.00	200.00	100.00	100.00	0.00	1,050.00	2,100.00	800.00	1,200.00	1,200.00	1,550.00	135.00	10,610.00
Cost of Goods Sold													
448 · Instructor Fees	800.00	112.00	0.00	128.00	128.00	0.00	256.00	128.00	368.00	768.00	352.00	1,080.00	4,120.00
460 · Vouchers	100.00	0.00	0.00	40.00	0.00	65.00	150.00	0.00	0.00	95.00	410.00	0.00	860.00
Total COGS	900.00	112.00	0.00	168.00	128.00	65.00	406.00	128.00	368.00	863.00	762.00	1,080.00	4,980.00
Gross Profit	1,275.00	88.00	100.00	-68.00	-128.00	985.00	1,694.00	672.00	832.00	337.00	788.00	-945.00	5,630.00
Net Ordinary Income	1,275.00	88.00	100.00	-68.00	-128.00	985.00	1,694.00	672.00	832.00	337.00	788.00	-945.00	5,630.00
Net Income	1,275.00	88.00	100.00	-68.00	-128.00	985.00	1,694.00	672.00	832.00	337.00	788.00	-945.00	5,630.00

11:05 AM
 11/02/20
 Accrual Basis

Napa Valley Dog Training Club
General Ledger
 As of October 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
101 · Cash - Mechanics Bank							42,039.76
Check	10/1/2020	2960	Sawyer Properties		-SPLIT-	-4,288.00	37,751.76
Check	10/5/2020	2970	Judy Gamet/Dogs Can Dance		448 · Instructo...	-540.00	37,211.76
Bill Pmt -C...	10/6/2020	2971	Sawyer Properties	2nd 1/2 Aug & Sept...	20000 · Accou...	-4,288.00	32,923.76
Check	10/12/2020	2972	Debbie Hilton	cleaning/covid supp...	506 · Repairs ...	-61.92	32,861.84
Transfer	10/13/2020			Funds Transfer	110 · Paypal ...	3,500.00	36,361.84
Check	10/15/2020	2973	AT&T	final bill	560 · Telephone	-171.60	36,190.24
Deposit	10/16/2020			Deposit	-SPLIT-	1,120.00	37,310.24
Deposit	10/16/2020			Deposit	-SPLIT-	1,357.00	38,667.24
Transfer	10/16/2020			Funds Transfer	110 · Paypal ...	2,300.00	40,967.24
Check	10/19/2020	2974	Minuteman Press		-SPLIT-	-10.67	40,956.57
Check	10/19/2020	2975	NRWS-Collections		575c · Garbage	-40.08	40,916.49
Check	10/19/2020	2976	Napa Valley PSI		537 · Outside ...	-360.00	40,556.49
Check	10/20/2020	2977	Mary Ash	sess 5	-SPLIT-	-448.00	40,108.49
Check	10/21/2020	2978	Donna Golemon	CGC renewal	533 · Licenses...	-35.00	40,073.49
Check	10/25/2020	2979	Sawyer Properties		-SPLIT-	-4,288.00	35,785.49
Deposit	10/27/2020			Deposit	-SPLIT-	1,173.00	36,958.49
Check	10/27/2020		Stephanie's Web Design / Dog Biz Pro		585 · Website	-69.99	36,888.50
Check	10/27/2020	2980	Comcast		-SPLIT-	-222.25	36,666.25
Check	10/31/2020	2981	Judy Gamet/Dogs Can Dance		448 · Instructo...	-540.00	36,126.25
Check	10/31/2020	2982	Kim Leslie		-SPLIT-	-768.00	35,358.25
Check	10/31/2020	2983	Linda Luchsinger		448 · Instructo...	-128.00	35,230.25
Check	10/31/2020	2984	Stefanie Meinhardt		448 · Instructo...	-112.00	35,118.25
Check	10/31/2020	2985	Marilane Bergfelt		-SPLIT-	-192.00	34,926.25
Check	10/31/2020	2986	Lea Ronald		448 · Instructo...	-128.00	34,798.25
Check	10/31/2020	2987	Donna Golemon		448 · Instructo...	-352.00	34,446.25
Check	10/31/2020	2989	De Brilz		-SPLIT-	-240.00	34,206.25
Check	10/31/2020	2988	Mary Ash		-SPLIT-	-672.00	33,534.25
Transfer	10/31/2020			Funds Transfer	110 · Paypal ...	400.00	33,934.25
Total 101 · Cash - Mechanics Bank						-8,105.51	33,934.25
105 · Savings - Mechanics Bank							22,341.27
Deposit	10/31/2020			Deposit	910 · Interest I...	0.92	22,342.19
Total 105 · Savings - Mechanics Bank						0.92	22,342.19
110 · Paypal Clearing Account							849.79
Transfer	10/13/2020			Funds Transfer	101 · Cash - ...	-3,500.00	-2,650.21
Transfer	10/16/2020			Funds Transfer	101 · Cash - ...	-2,300.00	-4,950.21
Transfer	10/31/2020			Funds Transfer	101 · Cash - ...	-400.00	-5,350.21
Deposit	10/31/2020			Deposit	-SPLIT-	5,899.30	549.09
Total 110 · Paypal Clearing Account						-300.70	549.09
120 · Cash - Joy Wood Memorial							-200.00
Total 120 · Cash - Joy Wood Memorial							-200.00
20000 · Accounts Payable							-4,288.00
Bill Pmt -C...	10/6/2020	2971	Sawyer Properties	2nd 1/2 Aug & Sept...	101 · Cash - ...	4,288.00	0.00
Total 20000 · Accounts Payable						4,288.00	0.00
24000 · Payroll Liabilities							0.00
Total 24000 · Payroll Liabilities							0.00
300 · Equity							-52,972.13
Total 300 · Equity							-52,972.13
30000 · Opening Balance Equity							0.00
Total 30000 · Opening Balance Equity							0.00
32000 · Unrestricted Net Assets							-15,978.08
Total 32000 · Unrestricted Net Assets							-15,978.08

11:05 AM
 11/02/20
 Accrual Basis

Napa Valley Dog Training Club
General Ledger
 As of October 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
400 · Class Fees							-59,488.28
401 · Ado Dog							-11,621.80
Deposit	10/16/2020			Deposit	101 · Cash - ...	-300.00	-11,921.80
Deposit	10/16/2020			Deposit	101 · Cash - ...	-300.00	-12,221.80
Deposit	10/16/2020			Deposit	101 · Cash - ...	-75.00	-12,296.80
Deposit	10/27/2020			Deposit	101 · Cash - ...	-300.00	-12,596.80
Deposit	10/31/2020			Deposit	110 · Paypal ...	-1,200.00	-13,796.80
Total 401 · Ado Dog						-2,175.00	-13,796.80
402 · Puppy							-11,887.50
Deposit	10/16/2020			Deposit	101 · Cash - ...	-100.00	-11,987.50
Deposit	10/16/2020			Deposit	101 · Cash - ...	-100.00	-12,087.50
Deposit	10/31/2020			Deposit	110 · Paypal ...	-1,000.00	-13,087.50
Total 402 · Puppy						-1,200.00	-13,087.50
403 · GM1							-7,007.50
Deposit	10/16/2020			Deposit	101 · Cash - ...	-400.00	-7,407.50
Deposit	10/27/2020			Deposit	101 · Cash - ...	-100.00	-7,507.50
Deposit	10/31/2020			Deposit	110 · Paypal ...	-1,600.00	-9,107.50
Total 403 · GM1						-2,100.00	-9,107.50
404 · GM2							-2,757.50
Deposit	10/31/2020			Deposit	110 · Paypal ...	-800.00	-3,557.50
Total 404 · GM2						-800.00	-3,557.50
405 · Rally							-5,051.77
Deposit	10/16/2020			Deposit	101 · Cash - ...	-150.00	-5,201.77
Deposit	10/16/2020			Deposit	101 · Cash - ...	-250.00	-5,451.77
Deposit	10/27/2020			Deposit	101 · Cash - ...	-350.00	-5,801.77
Deposit	10/31/2020			Deposit	110 · Paypal ...	-450.00	-6,251.77
Total 405 · Rally						-1,200.00	-6,251.77
406 · Puppy Playtime							0.00
Total 406 · Puppy Playtime							0.00
407 · Small Dog Social							0.00
Total 407 · Small Dog Social							0.00
408 · Scent Work							-11,039.71
Deposit	10/16/2020			Deposit	101 · Cash - ...	-300.00	-11,339.71
Deposit	10/16/2020			Deposit	101 · Cash - ...	-200.00	-11,539.71
Deposit	10/27/2020			Deposit	101 · Cash - ...	-800.00	-12,339.71
Deposit	10/31/2020			Deposit	110 · Paypal ...	-250.00	-12,589.71
Total 408 · Scent Work						-1,550.00	-12,589.71
409 · Dog Dancing							-6,545.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	-250.00	-6,795.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	-200.00	-6,995.00
Deposit	10/27/2020			Deposit	101 · Cash - ...	-100.00	-7,095.00
Deposit	10/31/2020			Deposit	110 · Paypal ...	-500.00	-7,595.00
Total 409 · Dog Dancing						-1,050.00	-7,595.00
410 · CGC							-1,072.50
Deposit	10/16/2020			Deposit	101 · Cash - ...	-100.00	-1,172.50
Total 410 · CGC						-100.00	-1,172.50
411 · Beyond Basics							0.00
Deposit	10/31/2020			Deposit	110 · Paypal ...	-100.00	-100.00
Total 411 · Beyond Basics						-100.00	-100.00
412 · Community Walks							0.00
Total 412 · Community Walks							0.00
413 · Tricks & Games							-300.00
Total 413 · Tricks & Games							-300.00

11:05 AM
 11/02/20
 Accrual Basis

Napa Valley Dog Training Club
General Ledger
 As of October 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance	
414 · Tracking							0.00	
Total 414 · Tracking							0.00	
415 · Trick Dog							-437.50	
Total 415 · Trick Dog							-437.50	
416 · Obedience							0.00	
Total 416 · Obedience							0.00	
417 · Jumps & Tunnels							0.00	
Total 417 · Jumps & Tunnels							0.00	
418 · Agility							-1,767.50	
Deposit	10/31/2020			Deposit	110 · Paypal ...	-200.00	-1,967.50	
Total 418 · Agility							-200.00	-1,967.50
419 · Delightful Distractions							0.00	
Total 419 · Delightful Distractions							0.00	
400 · Class Fees - Other							0.00	
Total 400 · Class Fees - Other							0.00	
Total 400 · Class Fees							-10,475.00	-69,963.28
425 · Equipment							-1,080.00	
Deposit	10/16/2020			Deposit	101 · Cash - ...	-12.00	-1,092.00	
Deposit	10/27/2020			Deposit	101 · Cash - ...	-18.00	-1,110.00	
Total 425 · Equipment							-30.00	-1,110.00
430 · Dues							-822.00	
Deposit	10/16/2020			Deposit	101 · Cash - ...	-105.00	-927.00	
Total 430 · Dues							-105.00	-927.00
435 · Miscellaneous							-96.00	
Total 435 · Miscellaneous							-96.00	
440 · Building Rental							-495.00	
Total 440 · Building Rental							-495.00	
445 · Donation							-0.50	
Total 445 · Donation							-0.50	
470 · Scent Work Trial							0.00	
Total 470 · Scent Work Trial							0.00	
490 · Class Credit							375.00	
Total 490 · Class Credit							375.00	
448 · Instructor Fees							11,513.00	
Check	10/5/2020	2970	Judy Gamet/Dogs Can Dance		101 · Cash - ...	540.00	12,053.00	
Check	10/20/2020	2977	Mary Ash	sess 5	101 · Cash - ...	96.00	12,149.00	
Check	10/20/2020	2977	Mary Ash	sess 5	101 · Cash - ...	352.00	12,501.00	
Check	10/31/2020	2981	Judy Gamet/Dogs Can Dance		101 · Cash - ...	540.00	13,041.00	
Check	10/31/2020	2982	Kim Leslie		101 · Cash - ...	384.00	13,425.00	
Check	10/31/2020	2982	Kim Leslie		101 · Cash - ...	128.00	13,553.00	
Check	10/31/2020	2982	Kim Leslie		101 · Cash - ...	128.00	13,681.00	
Check	10/31/2020	2982	Kim Leslie		101 · Cash - ...	128.00	13,809.00	
Check	10/31/2020	2983	Linda Luchsinger		101 · Cash - ...	128.00	13,937.00	
Check	10/31/2020	2984	Stefanie Meinhardt		101 · Cash - ...	112.00	14,049.00	
Check	10/31/2020	2985	Marilane Bergfelt		101 · Cash - ...	160.00	14,209.00	
Check	10/31/2020	2985	Marilane Bergfelt		101 · Cash - ...	32.00	14,241.00	
Check	10/31/2020	2986	Lea Ronald		101 · Cash - ...	128.00	14,369.00	
Check	10/31/2020	2987	Donna Golemon		101 · Cash - ...	352.00	14,721.00	
Check	10/31/2020	2989	De Brilz		101 · Cash - ...	160.00	14,881.00	
Check	10/31/2020	2989	De Brilz		101 · Cash - ...	80.00	14,961.00	
Check	10/31/2020	2988	Mary Ash		101 · Cash - ...	416.00	15,377.00	

11:05 AM
 11/02/20
 Accrual Basis

Napa Valley Dog Training Club
General Ledger
 As of October 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	10/31/2020	2988	Mary Ash		101 · Cash - ...	128.00	15,505.00
Check	10/31/2020	2988	Mary Ash		101 · Cash - ...	128.00	15,633.00
Total 448 · Instructor Fees						4,120.00	15,633.00
450 · Discounts							1,067.60
Total 450 · Discounts							1,067.60
460 · Vouchers							4,875.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	85.00	4,960.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	20.00	4,980.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	40.00	5,020.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	40.00	5,060.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	20.00	5,080.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	110.00	5,190.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	5.00	5,195.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	5.00	5,200.00
Deposit	10/16/2020			Deposit	101 · Cash - ...	40.00	5,240.00
Deposit	10/27/2020			Deposit	101 · Cash - ...	80.00	5,320.00
Deposit	10/27/2020			Deposit	101 · Cash - ...	50.00	5,370.00
Deposit	10/27/2020			Deposit	101 · Cash - ...	285.00	5,655.00
Deposit	10/27/2020			Deposit	101 · Cash - ...	40.00	5,695.00
Deposit	10/27/2020			Deposit	101 · Cash - ...	40.00	5,735.00
Total 460 · Vouchers						860.00	5,735.00
500 · AOCNC							130.00
Total 500 · AOCNC							130.00
503 · Advertising							113.12
Total 503 · Advertising							113.12
505 · Building							1,280.17
506 · Repairs & Maintenance							983.58
Check	10/12/2020	2972	Debbie Hilton	cleaning/covid supp...	101 · Cash - ...	61.92	1,045.50
Total 506 · Repairs & Maintenance						61.92	1,045.50
507 · Renovation							296.59
Total 507 · Renovation							296.59
505 · Building - Other							0.00
Total 505 · Building - Other							0.00
Total 505 · Building						61.92	1,342.09
510 · Bank Charges							1,290.70
Deposit	10/31/2020			Deposit	110 · Paypal ...	200.70	1,491.40
Total 510 · Bank Charges						200.70	1,491.40
513 · Class Supplies							736.11
Check	10/19/2020	2974	Minuteman Press	flyers	101 · Cash - ...	3.73	739.84
Total 513 · Class Supplies						3.73	739.84
515 · Events & Trials							807.80
515a · Scentwork							807.80
Total 515a · Scentwork							807.80
515b · Tracking							0.00
Total 515b · Tracking							0.00
515 · Events & Trials - Other							0.00
Total 515 · Events & Trials - Other							0.00
Total 515 · Events & Trials							807.80
517 · Education							850.00
Total 517 · Education							850.00

11:05 AM
 11/02/20
 Accrual Basis

Napa Valley Dog Training Club
General Ledger
 As of October 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
525 · Insurance							800.00
Total 525 · Insurance							800.00
530 · Leashes/Collars/Treat Pouches							762.34
Total 530 · Leashes/Collars/Treat Pouches							762.34
533 · Licenses & Permits							55.00
Check	10/21/2020	2978	Donna Golemon	CGC renewal	101 · Cash - ...	35.00	90.00
Total 533 · Licenses & Permits							35.00
535 · Office Supplies							321.44
Check	10/19/2020	2974	Minuteman Press	membership apps	101 · Cash - ...	6.94	328.38
Total 535 · Office Supplies							6.94
537 · Outside Services							2,060.50
Check	10/19/2020	2976	Napa Valley PSI		101 · Cash - ...	360.00	2,420.50
Total 537 · Outside Services							360.00
538 · Postage/PO Box							207.14
Total 538 · Postage/PO Box							207.14
539 · Property Taxes							61.89
Total 539 · Property Taxes							61.89
540 · Rent							37,377.00
Check	10/1/2020	2960	Sawyer Properties		101 · Cash - ...	4,288.00	41,665.00
Check	10/25/2020	2979	Sawyer Properties		101 · Cash - ...	4,288.00	45,953.00
Total 540 · Rent							8,576.00
542 · Reimbrsmnts Misc Class Supplies							0.00
Total 542 · Reimbrsmnts Misc Class Supplies							0.00
550 · Toys							6.44
Total 550 · Toys							6.44
555 · Storage							678.13
Total 555 · Storage							678.13
560 · Telephone							1,850.82
Check	10/15/2020	2973	AT&T	final bill	101 · Cash - ...	171.60	2,022.42
Check	10/27/2020	2980	Comcast	installation costs	101 · Cash - ...	111.92	2,134.34
Check	10/27/2020	2980	Comcast		101 · Cash - ...	110.33	2,244.67
Total 560 · Telephone							393.85
575 · Utilities							1,082.49
575a · Electricity							533.00
Check	10/1/2020	2960	Sawyer Properties		101 · Cash - ...	0.00	533.00
Check	10/25/2020	2979	Sawyer Properties		101 · Cash - ...	0.00	533.00
Total 575a · Electricity							0.00
575b · Gas							194.00
Check	10/1/2020	2960	Sawyer Properties		101 · Cash - ...	0.00	194.00
Check	10/25/2020	2979	Sawyer Properties		101 · Cash - ...	0.00	194.00
Total 575b · Gas							0.00
575c · Garbage							355.49
Check	10/19/2020	2975	NRWS-Collections		101 · Cash - ...	40.08	395.57
Total 575c · Garbage							40.08
575 · Utilities - Other							0.00
Total 575 · Utilities - Other							0.00
Total 575 · Utilities							40.08
580 · Special Events							1,143.28
580a · Awards Dinner							267.08
Total 580a · Awards Dinner							267.08

11:05 AM
 11/02/20
 Accrual Basis

Napa Valley Dog Training Club
General Ledger
 As of October 31, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
580b · Open House							227.35
Total 580b · Open House							227.35
580c · Walk for Animals							0.00
Total 580c · Walk for Animals							0.00
580d · Various							648.85
Total 580d · Various							648.85
580 · Special Events - Other							0.00
Total 580 · Special Events - Other							0.00
Total 580 · Special Events							1,143.28
583 · Donations							100.00
Total 583 · Donations							100.00
585 · Website							661.89
Check	10/27/2020		Stephanie's Web Design / Dog Biz Pro		101 · Cash - ...	69.99	731.88
Total 585 · Website						69.99	731.88
66000 · Payroll Expenses							0.00
Total 66000 · Payroll Expenses							0.00
910 · Interest Income							-17.69
Deposit	10/31/2020			Deposit	105 · Savings ...	-0.92	-18.61
Total 910 · Interest Income						-0.92	-18.61
No acct							0.00
Total no acct							0.00
TOTAL						0.00	0.00

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

November 9, 2020

Page 1 of 3

I. CALL TO ORDER

- A. Secretary, Sue Osborn, called the meeting to order at 6:33 PM.
- B. Board members present: Carol Coawette, Debbie Hilton,, Stefanie Meinhardt, Sue Osborn, and Marion Sigel. Absent: Sandy Bonifield and Linda Luchsinger
- C. Zoom Attendees: Sandy Bonifield, Roxann Gracia, Chris Mayer, and Linda Wargo.

II. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of October 2nd:
 - 1. Savings: \$33,934.25
 - 2. Checking: \$22,342.19
 - 3. Paypal: \$549.09
- B. Net loss for year is approximately \$12,300.

III. SECRETARY'S REPORT—Sue Osborn

MSC to approve October 12, 2020 General Meeting Minutes as published.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

1. Property Manager's Written Agreement:

Sandy will follow up with Linda about contacting Sawyer Properties once she is back from New York.

2. Board Meeting Report:

- a. MSC by board to **not** give out vouchers for Zoom attendance of meetings.
- b. Year End Awards chair will be Linda Wargo. In order for a member to receive an award, they must have attended at least one club meeting in 2020—MSC by board.

B. VICE-PRESIDENT—Sandy Bonifield

No Report

C. MEMBERSHIP/VOUCHERS—Carol Coawette

- 1. Carol will be mailing out hardcopies of membership application which will include a reminder flyer created by Sue.
- 2. **Member Distribution of Membership Packets:**
Thanks to Debbie Hilton, membership packets have been updated! A 2020 version will be given to new members until the end of the year and a 2021 version will be given to all members (to replace outdated versions members now have). These packets will not be mailed out, they will be given to members who attend meetings.

D. OFFICE—Sandy Bonifield

Sandy thanked Marilane and Mary for their help in the office.

E. TRAINING—Linda Luchsinger

- 1. 2021 Session schedules for first three sessions of 2021 are set except for some instructors are still needed to teach classes.
- 2. Members Anne Stanley and Chelsea Murdock are willing to help with DogBizPro payments and shot records. Meeting to be set up to work out details.
- 3. Next training meeting: **Saturday, December 5th at 1:00 PM at clubhouse.** The original 11:00 time was changed because of morning classes now scheduled for Saturdays.
- 4. Session 1, 2021 now online. Registration opens Dec. 7th and closes Dec 21st.
- 5. Donna will be posting registration guidelines for instructors in the office.

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

November 9, 2020

Page 2 of 3

F. PUBLICITY—Marion Sigel

1. Marion will be distributing a newly designed poster/flyer advertising our club to pet stores, groomers and, where possible, vets. This piece will be available in letter size and 2-up online at nvdtc.org/flyers/.
2. A procedural guide for creation of flyers for classes has been set up by Marion, Marilane, and Sue, and has been sent to all instructors by both email and by USPS.
3. Marion Sigel will look into static clings for use in promoting the club.

G. BUILDING—Debbie Hilton

1. MSC to give a key to Anne Stanley to have access to building to pick up records for entering into DogBizPro.
2. Free access to WiFi is available for anyone through Xfinity by virtue of NVDTTC now having WIFI service. Private access has been provided to board members and office staff only. Thank you to Debbie Hilton for her work on getting the WIFI up and going!
3. Reminder: Pest spraying will be done on November 24th.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. November 20th is deadline for news items for the December 14th Meeting Announcement.
2. Forms for year end awards and service award now online.
3. Session 1 for 2021 is now online as a printer ready PDF.
4. Website posting of agendas:
Deadline for submission of agenda items will be noted on website where past minutes are posted, as follows: ***“Submit agenda items by 12 noon the Friday before a scheduled board or general meeting. Agendas will be posted at nvdtc.org/agendas a day or two before a meeting.”*** Agenda items can be submitted to: [agendas@nvdtc.org/](mailto:agendas@nvdtc.org).

I. AOCNC—Sue Osborn, Mary Ash

AOCNC's 2021 Winter Workshop will not be held.

J. HOSPITALITY

Thank you to Debbie Hilton for the watermelon!

K. SUNSHINE

Debbie Hilton is now the Sunshine Chair.

V. OLD BUSINESS

A. April 17 & 18, 2021 Scent Work Trial—Chair Mary Ash.

1. A committee meeting was held on November 7th with committee members Mary Ash, Donna Golemon, De Brilz, Sandy Bonifield, and Sue Osborn in attendance. Committee member Roxann Gracia was unable to attend due to surgery.
2. Ann Wendland is JMD's volunteer coordinator; a club member is also needed to be club's contact person signing up club member volunteers and to work with Ann. Sue will send out an email blast to ask for someone to fill this role.
3. Judges Pat Moffitt and Kelly Boyer have been secured.
4. Trial will be held at PSI and all guidelines for County and for PSI will be followed.
5. All committee members must be on site April 16th, Friday, for set up and during the entire trial days on April 17th and April 18th.

B. Joy Wood Memorial Ideas—Tabled.

C. AB5 and instructors being classified as independent contractors:

Marion and Marilane are working on the wording to insure they are compatible with AB5 in our

NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES

November 9, 2020

Page 3 of 3

2021 instructor contracts.

D. Awards Banquet:

Sandy Bonifield and Mary Ash volunteered to be on committee with Sandy as chair.

E. Forms for the Gerry Glantz Club Memorial Service Award (chaired by Marilane) and Year End Awards (chaired by Linda Wargo) are available in the office as well as online.

VI. NEW BUSINESS

A. Election of 2021 Board of Directors:

The following members were voted in as follows: President, Sue Osborn, Vice President: Sandy Bonifield, Secretary: Roxann Gracia, Treasurer: Stefanie Meinhardt, Members at Large: Mary Ash, Carol Coawette, Debbie Hilton, Marion Sigel, Past President: Linda Luchsinger.

B. Conformation Practice Sessions:

1. Michelle Chaney has requested use of our building for conformation practice sessions and to make them available for anyone who wants to work on conformation skills.
2. Michelle would like to start conformation practice sessions in January 2021.
3. Marilane will give Michelle our session 1 schedule for availability of days/time slots.
4. Once Michelle receives schedule, Mary Ash will talk to her about board working on guidelines for holding such conformation practice sessions.

VII. BRAGS

Carol Coawette and Sandy Bonifield

VIII. MEETING ADJOURNED at 7:45`PM.

Minutes formatted from Mary Ash's
notes and respectively submitted
by Sue Osborn,
NVDTC Secretary

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

Monday, December 7, 2020

Page 1 of 3

I. CALL TO ORDER

- A. Vice President, Sandy Bonifield, called the meeting to order a 6:35 PM.
- B. Board members present:
Sandy Bonifield, Carol Coawette, Debbie Hilton, Stefanie Meinhardt, and Sue Osborn. Absent: Linda Luchsinger, Marion Sigel. Incoming Board members: Mary Ash, Roxann Gracia

II. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of November 30th:
 - 1. Checking: \$26,510.23
 - 2. Savings: \$22,343.14
 - 3. Paypal: \$1,223.79
 - 4. Net loss for year \$21,352
- B. Financial Reports for November attached.
- C. All utility bills are caught up regarding payment.

III. SECRETARY'S REPORT—Sue Osborn

- A. MSC to approve November 2, 2020 Board Minutes.
- B. 2021 Board member names have been sent to AKC. Sue will provide AKC link to Roxann for updating names when needed.

IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. PRESIDENT—Linda Luchsinger
No report.
- B. VICE-PRESIDENT—Sandy Bonifield
No report.
- C. MEMBERSHIP/VOUCHERS—Carol Coawette
 - 1. Membership Applications: Carol has mailed out hardcopies. As of today, 12 members have turned in their membership applications.
 - 2. Carol emailed instructors and assistants to let them know they are to have their membership for 2021 in before teaching or assisting classes in 2021.
- D. OFFICE—Sandy
Sandy thanked Mary as backbone for the office at a time when Sandy and Marilane have needed downtime.
- E. TRAINING—Linda
 - 1. Volunteer needed to take over producing training handouts will be brought up at general meeting.
 - 2. DogBizPro Help: Anne Stanley will input shot records and payments and Chelsea Murdock will make phone calls regarding overdue payments and shot records.
 - 3. Reactive Rover Information: Due to Shelter-in-Place, Marilane has not been able to meet with Suzie and Wayne to discuss Reactive Rover classes at our site. She is going to take pictures of the room and send floor plan to them during the break.
 - 4. Trainer Contract: Sue will work on AB5 compliancy update so contracts can be provided to trainers for 2021.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

Monday, December 7, 2020

Page 2 of 3

5. MSC to refund Colleen \$75 for missed classes due to car accident.
6. Special Class Offering: Marilane is working with Vange to offer a variation of the approved Community Exploration Walks for session two. No field trips involved but focus and skills will be the same.
7. Board approved vouchers for Anne Stanley, Chelsea Murdock and Donna for Dog Biz Pro work on the basis of being office help: \$40 per session for Anne and Donna, \$20 for Chelsea per session.
8. Once a student has registered for a specific class, they cannot be put on a wait list for the same class at a different time.
9. A week after registration opens, Donna can contact instructor of classes that have not filled to determine if instructor is willing to change type of class to accommodate demand.

F. PUBLICITY—Marion

1. Proposal presented by Debbie for vehicle static clings will be presented to general membership. Sue will send an email to general for opinions before the meeting.
2. Proposal presented by Roxann Gracia for logo'd polos will be presented to general membership with photos and dollar amounts.

G. BUILDING—Debbie

1. Comcast WIFI:
 - a. Debbie sent an email to board, office staff (Mary, Sandy, Marilane), and Registrar (Donna) for password to Internet.
 - b. Users assigned for access to Comcast account are Debbie Hilton and Stefanie Meinhardt.
2. Cleaning of Building:
 - a. Debbie will be setting aside certain times for cleaning/organizing the building during holiday closure.
 - b. Sue will send an email to members to request help.

H. NEWSLETTER/WEBSITE—Sue

1. Deadline for submittals for January-February newsletter is December 20th.
2. Posting of photos on Facebook showing classes in progress on hold.

I. AOCNC—Sue, Mary

No report.

V. OLD BUSINESS

A. Status of Property Owner Agreement

Sandy will touch base with Linda tomorrow.

B. Conformation Practice Sessions with Michelle Chaney

1. Marilane has dropped off a session 1 schedule to Michelle.
2. Mary will contact Michelle this week to see what day and time works best for her.

C. Scent Work Trial—Mary Ash

Sue sent email out to recruit someone to organize members to help at trial.

D. AB5 related changes to Website and Guidelines & Procedures - Marion & Sue

Tabled.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

Monday, December 7, 2020

Page 3 of 3

VI. NEW BUSINESS

A. Year End Banquet—Sandy (Chair), Mary—Tabled.

B. NVDTC Building Use

1. Review of Building Use Rental Charges—Tabled.
2. MSC with two abstaining to change “dog-related activities” to “animal-related activities and to include statement “hoofed animals must be booted” in the building use contract.

C. Past Member Laurie Morris

Debbie sent a card to Laurie’s family in sympathy of Laurie passing in September.

D. Joy Wood Memorial

Mary reported Joy’s husband is interested in planting a tree in her memory.

E. Continuation of Classes: Via Slack six board members approved finishing classes through session 7.

F. Bait Bag Price Increase

Price to students for bait bags is now \$4.00.

G. Archival Clarification of Membership/Student Records

1. Records are to be kept for seven years.
2. Carol will work with Mary about keeping membership applications.
3. Mary will take care of phone call records.

H. Vouchers for DogBizPro Work

The vouchers for Anne and Donna are to be \$40 each, and for Chelsea \$20. MSC to give Donna a voucher \$40 a session as of December 1st MSC.

I. Grant Opportunity: Napa Valley Community Foundation

Sue will send out related information to board members

J. Covid-19 Contingency Plan

If shutdown of classes happens because of new COVID-19 restrictions, payments can be forwarded to next upcoming session by Donna or refunds made as requested; Mary will help Stefanie with refunds. It was agreed that should the club have to close due to COVID, all classes would be cancelled.

VII. MEETING ADJOURNED at 9:03 PM

Respectively submitted by
Sue Osborn, Secretary

Attachments

1:36 PM
12/09/20
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of November 30, 2020

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Mechanics Bank	26,510.23
105 · Savings - Mechanics Bank	22,343.14
110 · Paypal Clearing Account	1,223.79
Total Checking/Savings	<u>50,077.16</u>
Other Current Assets	
120 · Cash - Joy Wood Memorial	-200.00
Total Other Current Assets	<u>-200.00</u>
Total Current Assets	<u>49,877.16</u>
TOTAL ASSETS	<u>49,877.16</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	15,978.08
Net Income	-19,073.05
Total Equity	<u>49,877.16</u>
TOTAL LIABILITIES & EQUITY	<u>49,877.16</u>

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
November 2020

09/20

:rual Basis

	Nov 20	Jan - Nov 20
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	1,175.00	14,971.80
402 · Puppy	400.00	13,487.50
403 · GM1	0.00	9,107.50
404 · GM2	0.00	3,557.50
405 · Rally	550.00	6,801.77
408 · Scent Work	425.00	13,014.71
409 · Dog Dancing	300.00	7,895.00
410 · CGC	0.00	1,172.50
411 · Beyond Basics	0.00	100.00
413 · Tricks & Games	0.00	300.00
415 · Trick Dog	0.00	437.50
418 · Agility	200.00	2,167.50
419 · Delightful Distractions	0.00	0.00
Total 400 · Class Fees	3,050.00	73,013.28
425 · Equipment	37.75	1,147.75
430 · Dues	210.00	1,137.00
435 · Miscellaneous	1.25	97.25
440 · Building Rental	0.00	495.00
445 · Donation	0.00	0.50
490 · Class Credit	0.00	-375.00
Total Income	3,299.00	75,515.78
Cost of Goods Sold		
448 · Instructor Fees	3,510.00	19,143.00
450 · Discounts	0.00	1,067.60
460 · Vouchers	320.00	6,055.00
Total COGS	3,830.00	26,265.60
Gross Profit	-531.00	49,250.18
Expense		
500 · AOCNC	0.00	130.00
503 · Advertising	0.00	113.12
505 · Building		
506 · Repairs & Maintenance	83.74	1,129.24
507 · Renovation	0.00	296.59
Total 505 · Building	83.74	1,425.83
510 · Bank Charges	25.30	1,516.70
513 · Class Supplies	128.63	868.47
515 · Events & Trials		
515a · Scentwork	0.00	807.80
Total 515 · Events & Trials	0.00	807.80
517 · Education	200.00	1,050.00
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	235.01	997.35
533 · Licenses & Permits	0.00	90.00
535 · Office Supplies	31.98	360.36
537 · Outside Services	450.00	2,870.50
538 · Postage/PO Box	22.00	229.14
539 · Property Taxes	0.00	61.89
540 · Rent	4,288.00	50,241.00
550 · Toys	340.29	346.73
555 · Storage	0.00	678.13
560 · Telephone	122.30	2,366.97
575 · Utilities		
575a · Electricity	181.00	714.00
575b · Gas	0.00	194.00
575c · Garbage	40.08	435.65
Total 575 · Utilities	221.08	1,343.65

7 PM
09/20
Fiscal Basis

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
November 2020

	<u>Nov 20</u>	<u>Jan - Nov 20</u>
580 · Special Events		
580a · Awards Dinner	0.00	267.08
580b · Open House	0.00	227.35
580d · Various	0.00	648.85
Total 580 · Special Events	0.00	1,143.28
583 · Donations	0.00	100.00
585 · Website	69.99	801.87
Total Expense	<u>6,218.32</u>	<u>68,342.79</u>
Net Ordinary Income	-6,749.32	-19,092.61
Other Income/Expense		
Other Income		
910 · Interest Income	0.95	19.56
Total Other Income	<u>0.95</u>	<u>19.56</u>
Net Other Income	<u>0.95</u>	<u>19.56</u>
Net Income	<u><u>-6,748.37</u></u>	<u><u>-19,073.05</u></u>

1:37 PM

12/09/20

Accrual Basis

**Napa Valley Dog Training Club
Profit & Loss by Class
November 2020**

	Ado Dog	Agility	Dog Danc...	GM1	GM2	Puppy	Rally	Scent Work	Unclassif...	TOTAL
Ordinary Income/Expense										
Income										
400 · Class Fees										
401 · Ado Dog	1,175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,175.00
402 · Puppy	0.00	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00
403 · GM1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
405 · Rally	0.00	0.00	0.00	0.00	0.00	0.00	550.00	0.00	0.00	550.00
408 · Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	425.00	0.00	425.00
409 · Dog Dancing	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
418 · Agility	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
Total 400 · Class Fees	1,175.00	200.00	300.00	0.00	0.00	400.00	550.00	425.00	0.00	3,050.00
425 · Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.75	37.75
430 · Dues	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	1.25	1.25
Total Income	1,175.00	200.00	300.00	0.00	0.00	400.00	550.00	425.00	249.00	3,299.00
Cost of Goods Sold										
448 · Instructor Fees	774.00	112.00	0.00	212.00	160.00	384.00	448.00	880.00	540.00	3,510.00
460 · Vouchers	0.00	0.00	120.00	0.00	0.00	0.00	70.00	130.00	0.00	320.00
Total COGS	774.00	112.00	120.00	212.00	160.00	384.00	518.00	1,010.00	540.00	3,830.00
Gross Profit	401.00	88.00	180.00	-212.00	-160.00	16.00	32.00	-585.00	-291.00	-531.00
Net Ordinary Income	401.00	88.00	180.00	-212.00	-160.00	16.00	32.00	-585.00	-291.00	-531.00
Net Income	401.00	88.00	180.00	-212.00	-160.00	16.00	32.00	-585.00	-291.00	-531.00

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 12/09/20
 Accrual Basis

Napa Valley Dog Training Club Profit & Loss Prev Year Comparison November 2020

	Nov 20	Nov 19	\$ Change
Ordinary Income/Expense			
Income			
400 · Class Fees			
401 · Ado Dog	1,175.00	2,125.00	-950.00
402 · Puppy	400.00	520.00	-120.00
403 · GM1	0.00	375.00	-375.00
404 · GM2	0.00	510.00	-510.00
405 · Rally	550.00	160.00	390.00
408 · Scent Work	425.00	590.00	-165.00
409 · Dog Dancing	300.00	540.00	-240.00
411 · Beyond Basics	0.00	425.00	-425.00
418 · Agility	200.00	250.00	-50.00
Total 400 · Class Fees	3,050.00	5,495.00	-2,445.00
425 · Equipment	37.75	288.50	-250.75
430 · Dues	210.00	350.00	-140.00
435 · Miscellaneous	1.25	0.00	1.25
440 · Building Rental	0.00	40.00	-40.00
Total Income	3,299.00	6,173.50	-2,874.50
Cost of Goods Sold			
448 · Instructor Fees	3,510.00	1,386.00	2,124.00
450 · Discounts	0.00	212.00	-212.00
460 · Vouchers	320.00	110.00	210.00
Total COGS	3,830.00	1,708.00	2,122.00
Gross Profit	-531.00	4,465.50	-4,996.50
Expense			
505 · Building			
506 · Repairs & Maintenance	83.74	95.00	-11.26
Total 505 · Building	83.74	95.00	-11.26
510 · Bank Charges	25.30	49.33	-24.03
513 · Class Supplies	128.63	8.73	119.90
517 · Education	200.00	0.00	200.00
530 · Leashes/Collars/Treat Pouches	235.01	0.00	235.01
533 · Licenses & Permits	0.00	60.00	-60.00
535 · Office Supplies	31.98	86.03	-54.05
537 · Outside Services	450.00	361.00	89.00
538 · Postage/PO Box	22.00	0.00	22.00
540 · Rent	4,288.00	4,045.00	243.00
550 · Toys	340.29	0.00	340.29
555 · Storage	0.00	119.00	-119.00
560 · Telephone	122.30	206.76	-84.46
575 · Utilities			
575a · Electricity	181.00	146.00	35.00
575b · Gas	0.00	0.00	0.00
575c · Garbage	40.08	5.06	35.02
Total 575 · Utilities	221.08	151.06	70.02
585 · Website	69.99	69.99	0.00
Total Expense	6,218.32	5,251.90	966.42
Net Ordinary Income	-6,749.32	-786.40	-5,962.92
Other Income/Expense			
Other Income			
910 · Interest Income	0.95	2.66	-1.71
Total Other Income	0.95	2.66	-1.71
Net Other Income	0.95	2.66	-1.71
Net Income	-6,748.37	-783.74	-5,964.63

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12/09/20

Accrual Basis

Napa Valley Dog Training Club
General Ledger
As of November 30, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance	
101 · Cash - Mechanics Bank							33,934.25	
Check	11/2/2020	2990	Debbie Hilton		-SPLIT-	-115.72	33,818.53	
Check	11/2/2020	2991	Donna Golemon		517 · Education	-200.00	33,618.53	
Check	11/17/2020	2992	Carol Coawette	membership mailing	538 · Postage/...	-22.00	33,596.53	
Check	11/17/2020	2993	Napa Valley PSI	5 wks	537 · Outside ...	-450.00	33,146.53	
Check	11/17/2020	2994	NRWS-Collections		575c · Garbage	-40.08	33,106.45	
Check	11/17/2020	2995	Comcast	8155 30 017 11978...	560 · Telephone	-122.30	32,984.15	
Check	11/17/2020	2996	Sawyer Properties		-SPLIT-	-4,469.00	28,515.15	
Check	11/30/2020	2997	Judy Gamet/Dogs Can Dance		448 · Instructo...	-540.00	27,975.15	
Check	11/30/2020	2998	Kim Leslie		-SPLIT-	-822.00	27,153.15	
Check	11/30/2020	2999	Lea Ronald		448 · Instructo...	-128.00	27,025.15	
Check	11/30/2020	3000	Donna Golemon		448 · Instructo...	-880.00	26,145.15	
Check	11/30/2020	3001	De Brilz		-SPLIT-	-100.00	26,045.15	
Check	11/30/2020	3002	Marilane Bergfelt		-SPLIT-	-608.63	25,436.52	
Check	11/30/2020	3003	Sandy Bonifield		-SPLIT-	-575.30	24,861.22	
Check	11/30/2020	3004	Mary Ash		448 · Instructo...	-448.00	24,413.22	
Check	11/30/2020	3005	Stefanie Meinhardt		448 · Instructo...	-112.00	24,301.22	
Check	11/30/2020		Stephanie's Web Design / Dog Biz Pro		585 · Website	-69.99	24,231.23	
Deposit	11/30/2020			Deposit	-SPLIT-	1,530.00	25,761.23	
Deposit	11/30/2020			Deposit	-SPLIT-	749.00	26,510.23	
Total 101 · Cash - Mechanics Bank							-7,424.02	26,510.23
105 · Savings - Mechanics Bank							22,342.19	
Deposit	11/30/2020			Deposit	910 · Interest I...	0.95	22,343.14	
Total 105 · Savings - Mechanics Bank							0.95	22,343.14
110 · Paypal Clearing Account							549.09	
Deposit	11/30/2020			Deposit	-SPLIT-	674.70	1,223.79	
Total 110 · Paypal Clearing Account							674.70	1,223.79
120 · Cash - Joy Wood Memorial							-200.00	
Total 120 · Cash - Joy Wood Memorial							-200.00	
20000 · Accounts Payable							0.00	
Total 20000 · Accounts Payable							0.00	
24000 · Payroll Liabilities							0.00	
Total 24000 · Payroll Liabilities							0.00	
300 · Equity							-52,972.13	
Total 300 · Equity							-52,972.13	
30000 · Opening Balance Equity							0.00	
Total 30000 · Opening Balance Equity							0.00	
32000 · Unrestricted Net Assets							-15,978.08	
Total 32000 · Unrestricted Net Assets							-15,978.08	
400 · Class Fees							-69,963.28	
401 · Ado Dog							-13,796.80	
Deposit	11/30/2020			Deposit	110 · Paypal ...	-700.00	-14,496.80	
Deposit	11/30/2020			Deposit	101 · Cash - ...	-300.00	-14,796.80	
Deposit	11/30/2020			Deposit	101 · Cash - ...	-175.00	-14,971.80	
Total 401 · Ado Dog							-1,175.00	-14,971.80
402 · Puppy							-13,087.50	
Deposit	11/30/2020			Deposit	101 · Cash - ...	-400.00	-13,487.50	
Total 402 · Puppy							-400.00	-13,487.50
403 · GM1							-9,107.50	
Deposit	11/30/2020			Deposit	110 · Paypal ...	100.00	-9,007.50	
Deposit	11/30/2020			Deposit	101 · Cash - ...	-100.00	-9,107.50	
Total 403 · GM1							0.00	-9,107.50
404 · GM2							-3,557.50	
Total 404 · GM2							-3,557.50	
405 · Rally							-6,251.77	

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12/09/20

Accrual Basis

Napa Valley Dog Training Club
General Ledger
As of November 30, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
Deposit	11/30/2020			Deposit	101 · Cash - ...	-550.00	-6,801.77
	Total 405 · Rally					-550.00	-6,801.77
	406 · Puppy Playtime						0.00
	Total 406 · Puppy Playtime						0.00
	407 · Small Dog Social						0.00
	Total 407 · Small Dog Social						0.00
	408 · Scent Work						-12,589.71
Deposit	11/30/2020			Deposit	101 · Cash - ...	-100.00	-12,689.71
Deposit	11/30/2020			Deposit	101 · Cash - ...	-325.00	-13,014.71
	Total 408 · Scent Work					-425.00	-13,014.71
	409 · Dog Dancing						-7,595.00
Deposit	11/30/2020			Deposit	101 · Cash - ...	-300.00	-7,895.00
	Total 409 · Dog Dancing					-300.00	-7,895.00
	410 · CGC						-1,172.50
	Total 410 · CGC						-1,172.50
	411 · Beyond Basics						-100.00
	Total 411 · Beyond Basics						-100.00
	412 · Community Walks						0.00
	Total 412 · Community Walks						0.00
	413 · Tricks & Games						-300.00
	Total 413 · Tricks & Games						-300.00
	414 · Tracking						0.00
	Total 414 · Tracking						0.00
	415 · Trick Dog						-437.50
	Total 415 · Trick Dog						-437.50
	416 · Obedience						0.00
	Total 416 · Obedience						0.00
	417 · Jumps & Tunnels						0.00
	Total 417 · Jumps & Tunnels						0.00
	418 · Agility						-1,967.50
Deposit	11/30/2020			Deposit	110 · Paypal ...	-100.00	-2,067.50
Deposit	11/30/2020			Deposit	101 · Cash - ...	-100.00	-2,167.50
	Total 418 · Agility					-200.00	-2,167.50
	419 · Delightful Distractions						0.00
	Total 419 · Delightful Distractions						0.00
	400 · Class Fees - Other						0.00
	Total 400 · Class Fees - Other						0.00
	Total 400 · Class Fees					-3,050.00	-73,013.28
	425 · Equipment						-1,110.00
Deposit	11/30/2020			Deposit	101 · Cash - ...	-10.00	-1,120.00
Deposit	11/30/2020			Deposit	101 · Cash - ...	-27.75	-1,147.75
	Total 425 · Equipment					-37.75	-1,147.75
	430 · Dues						-927.00
Deposit	11/30/2020			Deposit	101 · Cash - ...	-210.00	-1,137.00
	Total 430 · Dues					-210.00	-1,137.00
	435 · Miscellaneous						-96.00
Deposit	11/30/2020			Deposit	101 · Cash - ...	-1.25	-97.25
	Total 435 · Miscellaneous					-1.25	-97.25

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12/09/20

Accrual Basis

Napa Valley Dog Training Club
General Ledger
As of November 30, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
440 · Building Rental							-495.00
Total 440 · Building Rental							-495.00
445 · Donation							-0.50
Total 445 · Donation							-0.50
470 · Scent Work Trial							0.00
Total 470 · Scent Work Trial							0.00
490 · Class Credit							375.00
Total 490 · Class Credit							375.00
448 · Instructor Fees							15,633.00
Check	11/30/2020	2997	Judy Gamet/Dogs Can Dance		101 · Cash - ...	540.00	16,173.00
Check	11/30/2020	2998	Kim Leslie		101 · Cash - ...	438.00	16,611.00
Check	11/30/2020	2998	Kim Leslie		101 · Cash - ...	160.00	16,771.00
Check	11/30/2020	2998	Kim Leslie		101 · Cash - ...	96.00	16,867.00
Check	11/30/2020	2998	Kim Leslie		101 · Cash - ...	128.00	16,995.00
Check	11/30/2020	2999	Lea Ronald		101 · Cash - ...	128.00	17,123.00
Check	11/30/2020	3000	Donna Golemon		101 · Cash - ...	880.00	18,003.00
Check	11/30/2020	3001	De Brilz		101 · Cash - ...	80.00	18,083.00
Check	11/30/2020	3001	De Brilz		101 · Cash - ...	20.00	18,103.00
Check	11/30/2020	3002	Marilane Bergfelt		101 · Cash - ...	256.00	18,359.00
Check	11/30/2020	3002	Marilane Bergfelt		101 · Cash - ...	128.00	18,487.00
Check	11/30/2020	3002	Marilane Bergfelt		101 · Cash - ...	64.00	18,551.00
Check	11/30/2020	3002	Marilane Bergfelt		101 · Cash - ...	32.00	18,583.00
Check	11/30/2020	3004	Mary Ash		101 · Cash - ...	448.00	19,031.00
Check	11/30/2020	3005	Stefanie Meinhardt		101 · Cash - ...	112.00	19,143.00
Total 448 · Instructor Fees						3,510.00	19,143.00
450 · Discounts							1,067.60
Total 450 · Discounts							1,067.60
460 · Vouchers							5,735.00
Deposit	11/30/2020			Deposit	101 · Cash - ...	120.00	5,855.00
Deposit	11/30/2020			Deposit	101 · Cash - ...	70.00	5,925.00
Deposit	11/30/2020			Deposit	101 · Cash - ...	40.00	5,965.00
Deposit	11/30/2020			Deposit	101 · Cash - ...	90.00	6,055.00
Total 460 · Vouchers						320.00	6,055.00
500 · AOCNC							130.00
Total 500 · AOCNC							130.00
503 · Advertising							113.12
Total 503 · Advertising							113.12
505 · Building							1,342.09
506 · Repairs & Maintenance							1,045.50
Check	11/2/2020	2990	Debbie Hilton	covid/bldg	101 · Cash - ...	83.74	1,129.24
Total 506 · Repairs & Maintenance						83.74	1,129.24
507 · Renovation							296.59
Total 507 · Renovation							296.59
505 · Building - Other							0.00
Total 505 · Building - Other							0.00
Total 505 · Building						83.74	1,425.83
510 · Bank Charges							1,491.40
Deposit	11/30/2020			Deposit	110 · Paypal ...	25.30	1,516.70
Total 510 · Bank Charges						25.30	1,516.70
513 · Class Supplies							739.84
Check	11/30/2020	3002	Marilane Bergfelt		101 · Cash - ...	128.63	868.47
Total 513 · Class Supplies						128.63	868.47
515 · Events & Trials							807.80

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12/09/20

Accrual Basis

Napa Valley Dog Training Club
General Ledger
 As of November 30, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance	
515a · Scentwork							807.80	
Total 515a · Scentwork							807.80	
515b · Tracking							0.00	
Total 515b · Tracking							0.00	
515 · Events & Trials - Other							0.00	
Total 515 · Events & Trials - Other							0.00	
Total 515 · Events & Trials							807.80	
517 · Education							850.00	
Check	11/2/2020	2991	Donna Golemon		101 · Cash - ...	200.00	1,050.00	
Total 517 · Education							200.00	1,050.00
525 · Insurance							800.00	
Total 525 · Insurance							800.00	
530 · Leashes/Collars/Treat Pouches							762.34	
Check	11/30/2020	3003	Sandy Bonifield		101 · Cash - ...	235.01	997.35	
Total 530 · Leashes/Collars/Treat Pouches							235.01	997.35
533 · Licenses & Permits							90.00	
Total 533 · Licenses & Permits							90.00	
535 · Office Supplies							328.38	
Check	11/2/2020	2990	Debbie Hilton	membership packets	101 · Cash - ...	31.98	360.36	
Total 535 · Office Supplies							31.98	360.36
537 · Outside Services							2,420.50	
Check	11/17/2020	2993	Napa Valley PSI	5 wks	101 · Cash - ...	450.00	2,870.50	
Total 537 · Outside Services							450.00	2,870.50
538 · Postage/PO Box							207.14	
Check	11/17/2020	2992	Carol Coawette	membership mailing	101 · Cash - ...	22.00	229.14	
Total 538 · Postage/PO Box							22.00	229.14
539 · Property Taxes							61.89	
Total 539 · Property Taxes							61.89	
540 · Rent							45,953.00	
Check	11/17/2020	2996	Sawyer Properties		101 · Cash - ...	4,288.00	50,241.00	
Total 540 · Rent							4,288.00	50,241.00
542 · Reimbrsmnts Misc Class Supplies							0.00	
Total 542 · Reimbrsmnts Misc Class Supplies							0.00	
550 · Toys							6.44	
Check	11/30/2020	3003	Sandy Bonifield		101 · Cash - ...	340.29	346.73	
Total 550 · Toys							340.29	346.73
555 · Storage							678.13	
Total 555 · Storage							678.13	
560 · Telephone							2,244.67	
Check	11/17/2020	2995	Comcast	8155 30 017 11978...	101 · Cash - ...	122.30	2,366.97	
Total 560 · Telephone							122.30	2,366.97
575 · Utilities							1,122.57	
575a · Electricity							533.00	
Check	11/17/2020	2996	Sawyer Properties		101 · Cash - ...	181.00	714.00	
Total 575a · Electricity							181.00	714.00
575b · Gas							194.00	
Check	11/17/2020	2996	Sawyer Properties		101 · Cash - ...	0.00	194.00	
Total 575b · Gas							0.00	194.00

1:36 PM
 12/09/20
 Accrual Basis

Napa Valley Dog Training Club
General Ledger
 As of November 30, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
575c · Garbage							395.57
Check	11/17/2020	2994	NRWS-Collections		101 · Cash - ...	40.08	435.65
Total 575c · Garbage						40.08	435.65
575 · Utilities - Other							0.00
Total 575 · Utilities - Other							0.00
Total 575 · Utilities						221.08	1,343.65
580 · Special Events							1,143.28
580a · Awards Dinner							267.08
Total 580a · Awards Dinner							267.08
580b · Open House							227.35
Total 580b · Open House							227.35
580c · Walk for Animals							0.00
Total 580c · Walk for Animals							0.00
580d · Various							648.85
Total 580d · Various							648.85
580 · Special Events - Other							0.00
Total 580 · Special Events - Other							0.00
Total 580 · Special Events							1,143.28
583 · Donations							100.00
Total 583 · Donations							100.00
585 · Website							731.88
Check	11/30/2020		Stephanie's Web Design / Dog Biz Pro		101 · Cash - ...	69.99	801.87
Total 585 · Website						69.99	801.87
66000 · Payroll Expenses							0.00
Total 66000 · Payroll Expenses							0.00
910 · Interest Income							-18.61
Deposit	11/30/2020			Deposit	105 · Savings ...	-0.95	-19.56
Total 910 · Interest Income						-0.95	-19.56
No acct							0.00
Total no acct							0.00
TOTAL						0.00	0.00