

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
JANUARY 4, 2021**

I. CALL TO ORDER

- A. President Sue Osborn called the meeting to order via zoom at 6:40pm.
B. Additional Board members attending were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger, and Stefanie Meinhardt,

II. TREASURER'S REPORT

Savings: \$22,343.78
Checking: \$27,460.34
PayPal: \$1407.07
Year Net Loss: \$17,939

The Treasurer supplied reports for Board Members to review prior to the meeting. It was discussed that a year comparison of 2019 to 2020 would be helpful so as to get an idea of line item changes for the year.

III. SECRETARY'S REPORT

Corrections were entered for the minutes of the prior Board meeting on December 7, 2020 as follows:
Section VI. NEW BUSINESS, item H The vouchers for Anne and Donna are to be \$40 each, and for Chelsea \$20.
Section VI NEW BUSINESS, item J Contingency Plan: It was agreed that should the club have to close due to COVID, all classes would be cancelled.

IV. BOARD AND COMMITTEE CHAIR REPORTS

A. PRESIDENT - Sue Osborn

Sue read a letter of resignation from Marian Segal effective January 2021. Sandy having worked on the nominating committee last fall, will reach out to membership for a replacement.

Sue did sign up for the Zoom monthly plan after getting input from the Board via email.

During the last meeting, there was not a majority vote due to two members abstaining, for the passage of "Dog Related Activities" The Motion was again brought to vote as: Change "dog related activities to animal related activities and hoofed animals must wear boots in the building." Vote passed with majority and two abstaining.

It was noted that the previous Board voted via Slack to close the club in January and carry over the classes and entries into February.

Sue will email links to the minutes/documents/AKC locations etc to members.
Marilane has volunteered to update Facebook.

B. VICE PRESIDENT - Sandy Bonifield No Report

C. MEMBERSHIP - Carol Coawette

Rosters were emailed to Board Members.
Discussion was held as to the payment of vouchers to Board Members. It was decided to pay Board members \$30 quarterly.

D. OFFICE - Mary Ash

The office is up to date. Deposits for December have not been done and Sandy has agreed to make the deposits when each one is ready. Mary to communicate. Mary would like to have one person help one evening each week when classes resume. It was noted that 14 people have not paid to retain their place in class. It was agreed that per policy, they would lose their place and the wait list would be activated.

E. TRAINING

Much discussion was held regarding meeting date, however, it was decided to have a special Board meeting on Jan. 15th at 7pm, to decide first if the club would reopen in February. After that decision, a training meeting would be scheduled.

It was noted that several trainers and assistants have not paid dues which were due January 1st, and delinquent on February 1st. Carol to reach out to members to encourage payment.

F. PUBLICITY

Static clings were discussed. There were approximately a dozen people indicating that they would use the clings. Debbie was asked to provide quantity pricing for the vendors that had been researched, with size pricing.

Roxann reported that Embroidered Apparel is due in this week. She had ordered a polo shirt, vest and fleece jacket. Board members are encourage to visit Roxann to see quality. Pricing and details to follow.

G. BUILDING - Debbie Hilton

Debbie reported that a lot of the cleaning was done before the shut down. This will be revisited again once the club opens back up. The board thanked Debbie for all her hard work!

H. NEWSLETTER/WEBSITE - Sue Osborn

Deadline for Announcements is January 20th. There is a new Brags email for people to submit Brags and the Jan/Feb Newsletter should be out tomorrow .

I. AOCNC - No report

V. OLD BUSINESS

A. LEASE

Much discussion was held. Several changes as indicated on slack, as well as, the numbering of two sections labelled "5" and changing the \$4375 in the first part of number 5 to be: "TO Be DETERMINED". It was agreed to request the triple net to be \$435 along, with other strike through sections on slack. Sue to re-do and send out final copy on slack for members to review and approve. After this, she will send return receipt and follow up with a phone call. The Board indicated that this was a high priority to get the lease signed.

B. CONFORMATION

Mary will see Michelle Chaney this week and find out if there are times on the schedule that would fit with her training. It was indicated that membership is usually a requirement for trainers. It was also questioned as to Judy Gamat and her membership. It was noted that the By Laws state that trainers are required to be members.

C. SCENT WORK TRIAL

JMD will meet to decide if the trial will go forward due to COVID. The decision will be made before the trial registration opens in February.

D. PAYPAL CANCELLATION FEES

It was decided to continue the current policy to not charge a cancellation fee.

E. REACTIVE ROVER

Debbie to follow up with Marilane regarding renting the building. Board members expressed concern over liability issues.

VI. TABLED ITEMS FROM 12/7/2020

A. AB5 - Sue to follow up with Marion regarding changes to website and Guidelines and Procedures.

B. YEAR END BANQUET - Sandy and Mary
On hold

C. REVIEW OF RENTAL CHARGES - Tabled

VII. NEW BUSINESS

A. DOG/BIZ/PRO

Current charges for the program is \$69.99 per month for 4 users. For unlimited users the cost is \$119.99/month. (There is a small savings if paid on a yearly basis.) Users currently are: Donna, Sue, Stefanie and Anne. Chelsea would like access. It was determined that the lag in payment receipts for checks may not be actually solved by having access to the program, as it does take time for the mail and logging in payments. It was decided not to add additional users at this time due to costs.

B. EAGLE VINES GOLF CLUB REQUEST

Discussion was held regarding the opportunity to advertise in the golf club brochures but it was decided that the cost (\$425) was not in the budget at this time.

C. TOY EXPENDITURES

Discussion was held as the cost and need for toys. It was decided to revisit in 6 months.

D. AUDIT OF CLUB FINANCES

It was noted that the By Laws state that audits will be conducted yearly. Mary, who has had experience in this area and Sandy will conduct the audit in the near future to bring the club up to compliance.

E. BOARD POSITIONS AND ASSIGNMENTS PER BY LAWS - Tabled

F. STATUS OF FEBRUARY CLASSES

It was decided to hold an additional Board meeting to discuss whether to hold classes in February or continue to keep the club closed.

ADJOURNED: 9:12 PM

Minutes Submitted by Roxann Gracia

Attachments

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

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Mechanics Bank	27,460.34
105 · Savings - Mechanics Bank	22,343.78
110 · Paypal Clearing Account	<u>1,407.07</u>
Total Checking/Savings	51,211.19
Other Current Assets	
120 · Cash - Joy Wood Memorial	<u>-200.00</u>
Total Other Current Assets	-200.00
Total Current Assets	<u>51,011.19</u>
TOTAL ASSETS	<u>51,011.19</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	15,978.08
Net Income	<u>-17,939.02</u>
Total Equity	<u>51,011.19</u>
TOTAL LIABILITIES & EQUITY	<u>51,011.19</u>

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

	Dec 20	Jan - Dec 20
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	875.00	15,846.80
402 · Puppy	2,325.00	15,812.50
403 · GM1	1,500.00	10,607.50
404 · GM2	600.00	4,157.50
405 · Rally	700.00	7,501.77
408 · Scent Work	825.00	13,839.71
409 · Dog Dancing	400.00	8,295.00
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	2,367.50
419 · Delightful Distractions	0.00	0.00
Total 400 · Class Fees	7,425.00	80,438.28
425 · Equipment	0.00	1,147.75
430 · Dues	0.00	1,137.00
435 · Miscellaneous	0.00	97.25
440 · Building Rental	0.00	495.00
445 · Donation	0.00	0.50
490 · Class Credit	0.00	-375.00
Total Income	7,425.00	82,940.78
Cost of Goods Sold		
448 · Instructor Fees	10.00	19,153.00
450 · Discounts	0.00	1,067.60
460 · Vouchers	0.00	6,055.00
Total COGS	10.00	26,275.60
Gross Profit	7,415.00	56,665.18
Expense		
500 · AOCNC	0.00	130.00
503 · Advertising	0.00	113.12
505 · Building		
506 · Repairs & Maintenance	203.33	1,332.57
507 · Renovation	0.00	296.59
Total 505 · Building	203.33	1,629.16
510 · Bank Charges	241.72	1,758.42
513 · Class Supplies	531.86	1,400.33
515 · Events & Trials		
515a · Scentwork	0.00	807.80
Total 515 · Events & Trials	0.00	807.80
517 · Education	35.00	1,085.00
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	0.00	997.35
533 · Licenses & Permits	0.00	90.00
535 · Office Supplies	121.59	481.95
537 · Outside Services	270.00	3,140.50
538 · Postage/PO Box	0.00	229.14
539 · Property Taxes	0.00	61.89
540 · Rent	4,288.00	54,529.00
550 · Toys	0.00	346.73
555 · Storage	0.00	678.13
560 · Telephone	122.67	2,489.64
575 · Utilities		
575a · Electricity	91.00	805.00
575b · Gas	45.00	239.00
575c · Garbage	40.08	475.73
Total 575 · Utilities	176.08	1,519.73

6:03 PM

01/03/21

Accrual Basis

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

	<u>Dec 20</u>	<u>Jan - Dec 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	291.36	1,093.23
Total Expense	6,281.61	74,624.40
Net Ordinary Income	1,133.39	-17,959.22
Other Income/Expense		
Other Income		
910 · Interest Income	0.64	20.20
Total Other Income	0.64	20.20
Net Other Income	0.64	20.20
Net Income	<u><u>1,134.03</u></u>	<u><u>-17,939.02</u></u>

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

	Dec 20	Dec 19	\$ Change
Ordinary Income/Expense			
Income			
400 · Class Fees			
401 · Ado Dog	875.00	1,625.00	-750.00
402 · Puppy	2,325.00	2,250.00	75.00
403 · GM1	1,500.00	2,115.00	-615.00
404 · GM2	600.00	375.00	225.00
405 · Rally	700.00	375.00	325.00
408 · Scent Work	825.00	375.00	450.00
409 · Dog Dancing	400.00	324.00	76.00
411 · Beyond Basics	0.00	650.00	-650.00
418 · Agility	200.00	750.00	-550.00
419 · Delightful Distractions	0.00	125.00	-125.00
Total 400 · Class Fees	7,425.00	8,964.00	-1,539.00
425 · Equipment	0.00	29.00	-29.00
430 · Dues	0.00	315.00	-315.00
440 · Building Rental	0.00	165.00	-165.00
Total Income	7,425.00	9,473.00	-2,048.00
Cost of Goods Sold			
448 · Instructor Fees	10.00	960.00	-950.00
450 · Discounts	0.00	340.00	-340.00
460 · Vouchers	0.00	150.00	-150.00
Total COGS	10.00	1,450.00	-1,440.00
Gross Profit	7,415.00	8,023.00	-608.00
Expense			
505 · Building			
506 · Repairs & Maintenance	203.33	207.44	-4.11
Total 505 · Building	203.33	207.44	-4.11
510 · Bank Charges	241.72	213.10	28.62
513 · Class Supplies	531.86	487.94	43.92
517 · Education	35.00	100.00	-65.00
535 · Office Supplies	121.59	28.64	92.95
537 · Outside Services	270.00	327.84	-57.84
538 · Postage/PO Box	0.00	4.39	-4.39
540 · Rent	4,288.00	4,045.00	243.00
550 · Toys	0.00	475.32	-475.32
555 · Storage	0.00	119.00	-119.00
560 · Telephone	122.67	204.18	-81.51
575 · Utilities			
575a · Electricity	91.00	168.00	-77.00
575b · Gas	45.00	30.00	15.00
575c · Garbage	40.08	34.85	5.23
Total 575 · Utilities	176.08	232.85	-56.77
580 · Special Events			
580d · Various	0.00	281.10	-281.10
Total 580 · Special Events	0.00	281.10	-281.10
585 · Website	291.36	101.97	189.39
Total Expense	6,281.61	6,828.77	-547.16
Net Ordinary Income	1,133.39	1,194.23	-60.84

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

	<u>Dec 20</u>	<u>Dec 19</u>	<u>\$ Change</u>
Other Income/Expense			
Other Income			
910 - Interest Income	0.64	2.93	-2.29
Total Other Income	<u>0.64</u>	<u>2.93</u>	<u>-2.29</u>
Net Other Income	<u>0.64</u>	<u>2.93</u>	<u>-2.29</u>
Net Income	<u><u>1,134.03</u></u>	<u><u>1,197.16</u></u>	<u><u>-63.13</u></u>

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

	<u>Ado Dog</u>	<u>Agility</u>	<u>Dog Dan...</u>	<u>GM1</u>	<u>GM2</u>	<u>Puppy</u>	<u>Rally</u>	<u>Scent W...</u>	<u>TOTAL</u>
Ordinary Income/Expense									
Income									
400 · Class Fees									
401 · Ado Dog	875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	875.00
402 · Puppy	0.00	0.00	0.00	0.00	0.00	2,325.00	0.00	0.00	2,325.00
403 · GM1	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00
404 · GM2	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	600.00
405 · Rally	0.00	0.00	0.00	0.00	0.00	0.00	700.00	0.00	700.00
408 · Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00	825.00
409 · Dog Dancing	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	400.00
418 · Agility	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
Total 400 · Class Fees	<u>875.00</u>	<u>200.00</u>	<u>400.00</u>	<u>1,500.00</u>	<u>600.00</u>	<u>2,325.00</u>	<u>700.00</u>	<u>825.00</u>	<u>7,425.00</u>
Total Income	875.00	200.00	400.00	1,500.00	600.00	2,325.00	700.00	825.00	7,425.00
Cost of Goods Sold									
448 · Instructor Fees	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
Total COGS	<u>10.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10.00</u>
Gross Profit	<u>865.00</u>	<u>200.00</u>	<u>400.00</u>	<u>1,500.00</u>	<u>600.00</u>	<u>2,325.00</u>	<u>700.00</u>	<u>825.00</u>	<u>7,415.00</u>
Net Ordinary Income	<u>865.00</u>	<u>200.00</u>	<u>400.00</u>	<u>1,500.00</u>	<u>600.00</u>	<u>2,325.00</u>	<u>700.00</u>	<u>825.00</u>	<u>7,415.00</u>
Net Income	<u><u>865.00</u></u>	<u><u>200.00</u></u>	<u><u>400.00</u></u>	<u><u>1,500.00</u></u>	<u><u>600.00</u></u>	<u><u>2,325.00</u></u>	<u><u>700.00</u></u>	<u><u>825.00</u></u>	<u><u>7,415.00</u></u>

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

Type	Date	Num	Name	Memo	Split	Amount	Balance	
101 · Cash - Mechanics Bank							26,650.21	
Check	12/6/2020	3006	Debbie Hilton		-SPLIT-	-222.01	26,428.20	
Transfer	12/8/2020			Funds Transfer	110 · Paypal ...	4,500.00	30,928.20	
Bill Pmt -C...	12/12/2020	3013	Stephanie's Web Design / Dog Biz Pro	pd to Sandy Bonifie...	20000 · Accou...	-139.98	30,788.22	
Check	12/12/2020	3013	Sandy Bonifield		-SPLIT-	-189.39	30,598.83	
Check	12/12/2020	3008	Carol Coawette		517 · Education	-35.00	30,563.83	
Check	12/12/2020	3009	Minuteman Press	covid waivers	535 · Office S...	-2.91	30,560.92	
Check	12/12/2020	3010	Cheryl Meyer	HD bait bags	513 · Class S...	-31.97	30,528.95	
Check	12/12/2020	3011	Bob & Duff's Pest Control		506 · Repairs ...	-100.00	30,428.95	
Check	12/12/2020	3012	NRWS-Collections		575c · Garbage	-40.08	30,388.87	
Check	12/12/2020	3007	Mechanics Bank	void	101 · Cash - ...	0.00	30,388.87	
Check	12/12/2020	3007	Mechanics Bank	void	101 · Cash - ...	0.00	30,388.87	
Check	12/12/2020	3014	Kim Leslie		448 · Instructo...	-10.00	30,378.87	
Check	12/14/2020		Dreamhost	nvdte.org	585 · Website	-15.99	30,362.88	
Check	12/14/2020		Dreamhost	nvdte.com	585 · Website	-15.99	30,346.89	
Transfer	12/16/2020			Funds Transfer	110 · Paypal ...	2,500.00	32,846.89	
Check	12/20/2020	3015	Comcast	8155 30 017 11978...	560 · Telephone	-122.67	32,724.22	
Check	12/27/2020		Stephanie's Web Design / Dog Biz Pro		585 · Website	-69.99	32,654.23	
Check	12/29/2020	3016	Sawyer Properties		-SPLIT-	-4,424.00	28,230.23	
Check	12/31/2020	3017	Marilane Bergfelt	handouts	513 · Class S...	-440.74	27,789.49	
Check	12/31/2020	3018	Napa Valley PSI		537 · Outside ...	-270.00	27,519.49	
Check	12/31/2020	3019	Minuteman Press		513 · Class S...	-59.15	27,460.34	
Total 101 · Cash - Mechanics Bank							810.13	27,460.34
105 · Savings - Mechanics Bank							22,343.14	
Deposit	12/31/2020			Deposit	910 · Interest I...	0.64	22,343.78	
Total 105 · Savings - Mechanics Bank							0.64	22,343.78
110 · Paypal Clearing Account							1,223.79	
Transfer	12/8/2020			Funds Transfer	101 · Cash - ...	-4,500.00	-3,276.21	
Transfer	12/16/2020			Funds Transfer	101 · Cash - ...	-2,500.00	-5,776.21	
Deposit	12/31/2020			Deposit	-SPLIT-	7,183.28	1,407.07	
Total 110 · Paypal Clearing Account							183.28	1,407.07
120 · Cash - Joy Wood Memorial							-200.00	
Total 120 · Cash - Joy Wood Memorial							-200.00	
20000 · Accounts Payable							-139.98	
Bill Pmt -C...	12/12/2020	3013	Stephanie's Web Design / Dog Biz Pro	pd to Sandy Bonifie...	101 · Cash - ...	139.98	0.00	
Total 20000 · Accounts Payable							139.98	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							-73,013.28	
401 · Ado Dog							-14,971.80	
Deposit	12/31/2020			Deposit	110 · Paypal ...	-875.00	-15,846.80	
Total 401 · Ado Dog							-875.00	-15,846.80
402 · Puppy							-13,487.50	
Deposit	12/31/2020			Deposit	110 · Paypal ...	-2,325.00	-15,812.50	
Total 402 · Puppy							-2,325.00	-15,812.50
403 · GM1							-9,107.50	
Deposit	12/31/2020			Deposit	110 · Paypal ...	-1,500.00	-10,607.50	
Total 403 · GM1							-1,500.00	-10,607.50
404 · GM2							-3,557.50	
Deposit	12/31/2020			Deposit	110 · Paypal ...	-600.00	-4,157.50	

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
			Total 404 · GM2			-600.00	-4,157.50
			405 · Rally				-6,801.77
Deposit	12/31/2020			Deposit	110 · Paypal ...	-700.00	-7,501.77
			Total 405 · Rally			-700.00	-7,501.77
			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				-13,014.71
Deposit	12/31/2020			Deposit	110 · Paypal ...	-825.00	-13,839.71
			Total 408 · Scent Work			-825.00	-13,839.71
			409 · Dog Dancing				-7,895.00
Deposit	12/31/2020			Deposit	110 · Paypal ...	-400.00	-8,295.00
			Total 409 · Dog Dancing			-400.00	-8,295.00
			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				-2,167.50
Deposit	12/31/2020			Deposit	110 · Paypal ...	-200.00	-2,367.50
			Total 418 · Agility			-200.00	-2,367.50
			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			-7,425.00	-80,438.28
			425 · Equipment				-1,147.75
			Total 425 · Equipment				-1,147.75
			430 · Dues				-1,137.00
			Total 430 · Dues				-1,137.00
			435 · Miscellaneous				-97.25
			Total 435 · Miscellaneous				-97.25
			440 · Building Rental				-495.00

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

Type	Date	Num	Name	Memo	Split	Amount	Balance	
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							19,143.00	
Check	12/12/2020	3014	Kim Leslie		101 · Cash - ...	10.00	19,153.00	
Total 448 · Instructor Fees							10.00	19,153.00
450 · Discounts							1,067.60	
Total 450 · Discounts							1,067.60	
460 · Vouchers							6,055.00	
Total 460 · Vouchers							6,055.00	
500 · AOCNC							130.00	
Total 500 · AOCNC							130.00	
503 · Advertising							113.12	
Total 503 · Advertising							113.12	
505 · Building							1,425.83	
506 · Repairs & Maintenance							1,129.24	
Check	12/6/2020	3006	Debbie Hilton		101 · Cash - ...	103.33	1,232.57	
Check	12/12/2020	3011	Bob & Duff's Pest Control		101 · Cash - ...	100.00	1,332.57	
Total 506 · Repairs & Maintenance							203.33	1,332.57
507 · Renovation							296.59	
Total 507 · Renovation							296.59	
505 · Building - Other							0.00	
Total 505 · Building - Other							0.00	
Total 505 · Building							203.33	1,629.16
510 · Bank Charges							1,516.70	
Deposit	12/31/2020			Deposit	110 · Paypal ...	241.72	1,758.42	
Total 510 · Bank Charges							241.72	1,758.42
513 · Class Supplies							868.47	
Check	12/12/2020	3010	Cheryl Meyer	HD bait bags	101 · Cash - ...	31.97	900.44	
Check	12/31/2020	3017	Marilane Bergfelt	handouts	101 · Cash - ...	440.74	1,341.18	
Check	12/31/2020	3019	Minuteman Press		101 · Cash - ...	59.15	1,400.33	
Total 513 · Class Supplies							531.86	1,400.33
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							1,050.00	
Check	12/12/2020	3008	Carol Coawette		101 · Cash - ...	35.00	1,085.00	
Total 517 · Education							35.00	1,085.00

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

Type	Date	Num	Name	Memo	Split	Amount	Balance	
525 · Insurance							800.00	
Total 525 · Insurance							800.00	
530 · Leashes/Collars/Treat Pouches							997.35	
Total 530 · Leashes/Collars/Treat Pouches							997.35	
533 · Licenses & Permits							90.00	
Total 533 · Licenses & Permits							90.00	
535 · Office Supplies							360.36	
Check	12/6/2020	3006	Debbie Hilton	sunshine flowers/ca...	101 · Cash - ...	118.68	479.04	
Check	12/12/2020	3009	Minuteman Press	covid waivers	101 · Cash - ...	2.91	481.95	
Total 535 · Office Supplies							121.59	481.95
537 · Outside Services							2,870.50	
Check	12/31/2020	3018	Napa Valley PSI		101 · Cash - ...	270.00	3,140.50	
Total 537 · Outside Services							270.00	3,140.50
538 · Postage/PO Box							229.14	
Total 538 · Postage/PO Box							229.14	
539 · Property Taxes							61.89	
Total 539 · Property Taxes							61.89	
540 · Rent							50,241.00	
Check	12/29/2020	3016	Sawyer Properties		101 · Cash - ...	4,288.00	54,529.00	
Total 540 · Rent							4,288.00	54,529.00
542 · Reimbrsmnts Misc Class Supplies							0.00	
Total 542 · Reimbrsmnts Misc Class Supplies							0.00	
550 · Toys							346.73	
Total 550 · Toys							346.73	
555 · Storage							678.13	
Total 555 · Storage							678.13	
560 · Telephone							2,366.97	
Check	12/20/2020	3015	Comcast	8155 30 017 11978...	101 · Cash - ...	122.67	2,489.64	
Total 560 · Telephone							122.67	2,489.64
575 · Utilities							1,343.65	
575a · Electricity							714.00	
Check	12/29/2020	3016	Sawyer Properties		101 · Cash - ...	91.00	805.00	
Total 575a · Electricity							91.00	805.00
575b · Gas							194.00	
Check	12/29/2020	3016	Sawyer Properties		101 · Cash - ...	45.00	239.00	
Total 575b · Gas							45.00	239.00
575c · Garbage							435.65	
Check	12/12/2020	3012	NRWS-Collections		101 · Cash - ...	40.08	475.73	
Total 575c · Garbage							40.08	475.73
575 · Utilities - Other							0.00	
Total 575 · Utilities - Other							0.00	
Total 575 · Utilities							176.08	1,519.73
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	

6:01 PM

01/03/21

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance	
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							801.87	
Check	12/12/2020	3013	Sandy Bonifield	stephanie's web de...	101 · Cash - ...	69.99	871.86	
Check	12/12/2020	3013	Sandy Bonifield	dream host reib for ...	101 · Cash - ...	119.40	991.26	
Check	12/14/2020		Dreamhost	nvdte.org	101 · Cash - ...	15.99	1,007.25	
Check	12/14/2020		Dreamhost	nvdte.com	101 · Cash - ...	15.99	1,023.24	
Check	12/27/2020		Stephanie's Web Design / Dog Biz Pro		101 · Cash - ...	69.99	1,093.23	
Total 585 · Website							291.36	1,093.23
66000 · Payroll Expenses							0.00	
Total 66000 · Payroll Expenses							0.00	
910 · Interest Income							-19.56	
Deposit	12/31/2020			Deposit	105 · Savings ...	-0.64	-20.20	
Total 910 · Interest Income							-0.64	-20.20
No acct							0.00	
Total no acct							0.00	
TOTAL						0.00	0.00	

**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES
JANUARY 11, 20021**

I. CALL TO ORDER

A. The meeting was called to order at 6:41 PM by President, Sue Osborn. In attendance were, in no particular order: Neanna Gracia, Mary Ash, Carol Coawette, Linda Wargo, Debbie Hilton, Cheryl Meyer, Linda Luchsinger, Chris Mayer, Sandy Bonifield, Marilane Bergfelt, Roxann Gracia, Joseph Gracia, Margie Vulk, Marion Sigel.

II. PRESIDENT'S REPORT (Requested to be placed out of order.) - Sue Osborn

A. Sue announced that there are two vacant board positions: Publicity and Treasurer
B. The lease revised proposals have been sent to the landlord and Sue will follow up with a phone call after they have been received.
C. There is a special board meeting scheduled for Jan. 15th at 7 PM.
D. Marilane has volunteered to update the club Facebook page. (Send items to her for posting.)

III. CORRECTIONS TO THE AGENDA.

A. It was noted that the approval of November 9, 2021 Minutes are for the General Meeting, not the Board meeting.

IV. TREASURER'S REPORT

Sue reported the following figures as presented last Monday at the board meeting.
A. Savings: \$22,343.78
B. Checking: \$27,460.34
C. Paypal: \$1407.07
D. Year Net Loss: \$17,939.02

V. SECRETARY'S REPORT

A. Correction to the Minutes of the General Meeting of November 9, 2020: Item IV, F. Number 3...Under Publicity for Static Clings....Change Mary Ash to Marion Sigel.
B. Minutes Approved as corrected.

VI. BOARD, COMMITTEE & CHAIR REPORTS

A. VICE-PRESIDENT - Sandy Bonifield
No Report

B. MEMBERSHIP/VOUCHERS - Carol Coawette
1. 2021 Status.....Carol reported that there are a total of 29 renewed members. She had sent out emails to non-renewing members as a reminder that they were due on January 1st and are delinquent on February 1st. She reminded instructors and assistants that they cannot teach until they have an active membership status.

2. Membership Packets: Debbie Hilton reported that there are approximately 20 packets done. ByLaws are included, but not Procedures and Guidelines. For Procedures and Guidelines, members are directed to the website link. Debbie has also included 6 business cards on the front of each packet. Distribution will be via in person attendance when meetings are once again held at the club house.

C. OFFICE - Mary Ash
The office work is up to date as of yesterday. Mail was picked up and the phone calls returned. No further Report.

D. TRAINING
1.) Sue reported that at the December 7, 2020 Board meeting, it was decided that people cannot be placed on a waitlist for the same class at a different time and that Donna Golemon can contact and discuss with trainers when classes need to be changed due to demand on BizPro signups.
2.) Sue reported that she has received approximately 1/2 of the trainer contracts back. (Dee, Donna, Linda, Marlene, Deassa are still needed.)

3.) 2021 Schedules and classes are being discussed pending the special Board Meeting on Friday, Jan. 15th.

E. PUBLICITY

1.) Static Clings - Debbie to send out pricing data and research set up fees. One company quoted preliminarily.... \$56.82 for 50 Clings or \$107.15 for 100 Clings.

2.) Embroidered Club Logo Apparel - Roxann reported pricing as follows:

Polo Shirt \$28

Fleece Vest \$30

Fleece Jacket \$35

Masks \$9.50 (minimum order of 5)

Sizes run from XS to 4XL

Special requests can be made via Roxann to get pricing. Roxann to provide an order form with details of how to submit checks. It was suggested a separate email to members and in addition a notice in the next newsletter with pictures and attached form. Motion was carried to proceed.

F. BUILDING - Debbie Hilton

Debbie Thanked everyone who came to help clean before the club had to shut down. Hopefully, there will be volunteers to finish when it is reopened.

G. NEWSLETTER/WEBSITE - Sue Osborn

Sue reported that the newsletter was published on January 6th and January 20th is the deadline for the next notice.

H. AOCNC - Mary Ash and Sue Osborn

Nothing to report due to COVID

I. HOSPITALITY - on hold

J. SUNSHINE - Debbie Hilton

Linda, Marilane and Sandy expressed Thank You for the Get Well Cards and Well Wishes. Roxann Thanked everyone for the plant and card for the sudden death of Zena.

VII. OLD BUSINESS

A. Scent Work Trial - Mary Ash reported that JMD will be making a decision soon, because entries open in early February. They have the judges set and a preliminary ok with PSI to proceed. They may have to reschedule to June or October. Decisions will be forthcoming.

B. Joy Wood Memorial - Mary Ash in phone tag with with Joy's family.

C. Year End Awards Banquet - on hold due to COVID. It was noted that there would be a one time exception to the receipt of year award submission to Linda Wargo by Linda Luchsinger due to her illness. Email info must be received by tomorrow, January 12th. Linda reminded people that the plaque person has moved to the East Coast and it is more time consuming. Mary, banquet chair, reported that the banquet will more likely be a summer event.

D. Gerry Glantz Award - Deadline is Jan.15th for submission.

VIII. NEW BUSINESS

Sue reported a couple people brought up webinars as a potential to promote activities and asked members to give the idea some thought. Let Sue know of any ideas. It was noted that Dee, Leah and Donna have video access.

There being no additional business, the meeting was adjourned at 7:40PM

Submitted by: Roxann Gracia, Secretary

**NAPA VALLEY DOG TRAINING CLUB SPECIAL BOARD MEETING
January 15, 2021**

I. CALL TO ORDER

President, Sue Osborn, called the meeting to order at 7:08 via Zoom.

II. ATTENDANCE (No particular order)

Sue Osborn, Carol Coawette, Linda Luchsinger, Sandy Bonifelt, Mary Ash, Debbie Hilton, Roxann Gracia

III. PURPOSE OF SPECIAL MEETING:

- A. Decision on holding classes in February.
- B. Decision to Roll Over Enrollment and Classes From February into March.

IV. DECISION ON HOLDING CLASSES IN FEBRUARY.

Much discussion was held regarding the Governor's Stay At Home Order, which is in addition to the Purple Tier Requirements, and the fact we are in the middle of appears to be the worst part of the pandemic. Two instructors had provided notes (Attached) regarding their opinions. Motion was made, seconded and it was unanimously voted to close the club in February.

V. DECISION TO ROLL OVER ENROLLMENT FROM FEBRUARY TO MARCH

Discussion was held as to ages of the dogs will have changed and would normally be placed in different classes after two months of closure and maybe a third month depending on the Stay At Home Orders. One assistant trainer stated that it won't really affect what they teach when it comes to Puppy vs. ADO vs. GM1. Some members felt it would be easier to roll over the checks and PayPal after contacting each student to see if they wanted to continue to be in the classes in March. People who did not want to continue, would receive a check back (and vouchers if indicated) or credit via PayPal if that is how they paid. One member didn't want to lose out on a previous class experience. Motion was made and seconded to Roll over the February Classes into March. The motion was carried by a vote of 4 Ayes and 3 Nays.

VI. ADJOURNMENT

Motion was made and seconded to adjourn. Time: 7:40 pm

Minutes Submitted by
Roxann Gracia, Secretary

On Monday, January 11, 2021, 9:39:07 AM PST, Donna Golemon <donnagk9@gmail.com> wrote:

I heard back from all of the trainers. All trainers said yes to questions one and two. And question three all answers were no with Lea adding that she was good for 2 classes only and De not sure about weekend classes.

Regardless of what schedule is used I would see about adding classes during these times:

Tuesday -6:30 and 7:30 pm (our classes not Judy's based on need and income)

Wednesday - 5:00 or 8:00 pm

Same times for Friday

Saturday - 9:00 am and or 2 pm

Would have to find trainers but filling them may not be a problem.

1. If classes are held in February are you comfortable and willing to train?
2. If classes are postponed from February to March, are you willing to train classes? At this time I don't know if the classes will be rolled over or what schedule will be used.
3. Do you have any time restrictions for March?

Donna 

Sent from my iPhone, please forgive any spelling errors

From: BEN BERGFELT bergfelt@comcast.net
Subject: NVDTC - Classes in Feb 2021
Date: January 14, 2021 at 5:24 PM
To: Osborn, Sue sue@osborngraphics.com



Sue -

Looking toward February and seeing little relief from Covid cases, I'm assuming the Board is considering continued shut down. I'd like to support the idea of a soft opening, much like we did in mid-2020.

Allowing the smaller intermediate and performance classes (agility, freestyle, rally and scent work) to restart in February could work safely and successfully. Continued requirement of face masks** and disinfecting would remain in place. Add to it guidelines for distance (more than 6') and people should feel comfortable.

Following current guidelines, each class could have one student on the floor / in the building at a time. Students could wait in their cars with their pets for a turn in the building - thus remaining an extended distance from others. Instructors could give teams specific times / appointments to be in the room, or text/call them on cellphone when the room is ready.

Upside is each owner and dog would get a set amount of time on the floor. Short, solo sessions within the time allotted for each class is do-able. (There are standard 'run times' in most canine sport classes. Instructors could split up their allotted class time so each team would have a good chunk of time on the training floor and meet those expected 'run times'.)

** Recent studies show that PPE items, especially face coverings, have varied results. Recommended face masks and some neck gaiters (2-ply minimum with 3-ply recommended) that cover both mouth and nose are effective. Face shields, scarves and bandanas are much less useful and not recommended.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

The board could choose to reopen the Club to classes with specific precautions, including re-defining face coverings and extend the space needed between people inside and outside the building.

Thank you for your consideration. If you need to connect with me during the meeting, I will be home. Call or text my cellphone: 707 / 812-3694.

ML

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
FEBRUARY 1, 2021**

I. CALL TO ORDER

President Sue Osborn called the meeting to order via Zoom 6:34pm. Additional members in attendance were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger

II. TREASURER'S REPORT

Savings: Same as last month. No change.

Checking: \$26,940.27

Pay Pal: \$1775.07

It was noted the rent for February has not been paid pending invoice. Invoices in the past have not been received until around the 10th of the month. Therefore, rent will be paid at the beginning of the month with or without the invoice.

Linda is working on the final reports from information received from the past treasurer. The Profit and Loss Statement has been provided.

iii. SECRETARY'S REPORT

A. Minutes of 1-4-2021 Board Meeting: Section VII New Business Item B should read: Discussion was held regarding the opportunity to advertise in the golf club brochures, but it was decided that the cost (\$425) was NOT in the budget at this time.

Section IV, Item H Newsletter/Website: There is a new Brags EMAIL ADDRESS for people to submit Brags....

Motion made and carried to approve the minutes as corrected.

B. Minutes of 1-15-2021 Special Board Meeting: Motion made and carried to approve minutes as written.

C. After research it was noted that the By Laws do not state that trainers must be members of the club.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT

Sue noted that it was a unanimous decision by board members on Slack to change banks to Umpqua. All bills have been paid and the business license has been renewed. The lease has been followed up on. See later notes.

B. VICE PRESIDENT - Nothing to report

C. MEMBERSHIP/VOUCHERS

Carol has sent out a membership list. There are three more to be added and she will send out another updated list. Total of 37 members. Carol encouraged people to reach out to those who are not renewing. Carol to provide vouchers to Mary for those receiving monthly vouchers. Mary to mail them out and to communicate with Carol as needed.

D. OFFICE

Mary reports everything is up to date, including mail and phones.

E. TRAINING

1. Donna Golemon has volunteered to run the training meeting which was set for February 16th at 6pm. Primary focus to be the setting the schedule of April classes.

2. Adding classes has been withdrawn by Donna.

3. Holding classes in February - already addressed. Sue to inform Marilane

4. Refunds for classes held over: 5 were returned via PayPal and 1 Check

5. Training Emails were provided by Donna Goleman. The intent is to supply to Puppy/ADO and GM1 participants as activities to start in February while waiting for the club to reopen. Motion was made to accept the information and allow the emailing to participants. Acceptance was unanimous.

6. Building Keys - Debbie to email inactive or nonmembers to return keys via mail to Debbie. (A few on the list includes Marlene, Dessa, Tandy, Kathryn, Maria, Marion and Carl)

F. PUBLICITY - Need a Board Member - no report

G. BUILDING

Debbie reported that the Puppy teeter and the A Frame are being revamped. She is also updating the bulletin board and posters. Thank You Debbie!

H. NEWSLETTER/WEBSITE

Sue reminded that the deadline for the next newsletter is February 20th.

I. AOCNC

Mary reported that they are waving club dues for returning prior clubs because of COVID and the fact that most clubs are hurting. They are also closing their storage facility.

V. OLD BUSINESS

A. Building Lease

The signed lease was returned with a change. The NOT TO EXCEED \$435 was

removed, and remains at \$435 under Item B. A motion to accept the lease as received from the landlord was carried unanimously.

- B. Confirmation Practice Sessions
Mary has had no response.
- C. Scent Work Trial

Mary reported that the trial is a go at this point in time. The Premium is set. It opens February 8th and closes March 26th. Donna has sent out an email to all those who signed up last year.

1.) The hired coordinator needs to have club volunteer names by March 26th. Sue is to confirm that the Club volunteer coordinator is Anne. Sue will send out volunteer requests to club members.
2.) A Ribbon Coordinator is needed to get the qualifying ribbons counted and separated before the trial and then placed at each location during the trial. They will be self serve at each run site. Placement ribbons will be mailed the week after the trial. Linda Luchsinger has volunteered to be Ribbon Coordinator.

- 3.) Premium - can't be changed. Sue to post on the website for member convenience.
- 4.) Volunteers will run first.

- D. Audit of Club Finances
Mary, Sandy and Sue can start the audit this month.
- E. Open House
Cancelled for this year due to COVID

VI. TABLED ITEMS

- A. AB5 - On hold
- B. Year End Banquet - On Hold
- C. Review of Rental Charges - On hold
- D. Toy Expenditures - On Hold for 5 more months

VII. NEW BUSINESS

- A. Board Positions
Current Board position vacated: Treasurer
Current Board Assignments vacated: Publicity and Training Chair
Action on hold

- B. Vouchers for 2021 Zoom Meetings
No change.

- C. Year End Award Requirements for 2021
No change. Requires attendance of at least 3 meetings and participation in one club event. Sue to remind/clarify in newsletter and/or general meeting.

- D. Post Office Box
The motion was made and carried unanimously to close the PO BOX.

- E. Filing of Club Documents
Question was brought up as to where the contracts should be filed. It was noted that Linda held other items with the tax info in her office.

VII. ADJOURNED - Motion carried unanimously at 8:15pm.

Minutes Submitted by:

Roxann Gracia, Secretary.

Attachments

FINANCIAL STATEMENTS

NAPA VALLEY DOG TRAINING CLUB, INC.
P.O. BOX 4097

NAPA, CA 94558

As of January 31, 2021

Prepared by DOUD BOOKKEEPING & TAX SERVICE 707 255-9144

STATEMENT OF PROFIT AND LOSS

From 01/01/21 to 01/31/21

Year to Date As of 01/31/21

Sales or Income

CLASS FEES	\$ 3,695.00	66.7%	\$ 3,695.00	66.7%
SCENT CLASS	970.00	17.5%	970.00	17.5%
DUES	840.00	15.2%	840.00	15.2%
EQUIPMENT	36.00	0.6%	36.00	0.6%

Total Sales or Income	<u>5,541.00</u>	100.0%	<u>5,541.00</u>	100.0%
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Cost of Sales

ADOLESCENT DOG/VOUCHERS & DISCOUNTS	40.00	0.7%	40.00	0.7%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	40.00	0.7%	40.00	0.7%
SCENT WORK/VOUCHERS & DISCOUNTS	80.00	1.4%	80.00	1.4%

Total Cost of Sales	<u>160.00</u>	2.9%	<u>160.00</u>	2.9%
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GROSS PROFIT	5,381.00	97.1%	5,381.00	97.1%
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Operating Expense

BUILDING	133.24	2.4%	133.24	2.4%
NAPA VALLEY PSI/BUILDING CLEANING	168.75	3.0%	168.75	3.0%
PAYPAL FEES	28.80	0.5%	28.80	0.5%

Total Operating Expense	<u>330.79</u>	6.0%	<u>330.79</u>	6.0%
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NET INCOME OR <LOSS>	<u>5,050.21</u>	91.1%	<u>5,050.21</u>	91.1%
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INCOME STATEMENT SUPPORTING SCHEDULE As of 01/31/21

	From 01/01/21 to 01/31/21		Year to Date As of 01/31/21	
CLASS FEES				
PUPPY	700.00	12.6%	700.00	12.6%
GOOD MANNERS/MIGHTY MIGHTS	400.00	7.2%	400.00	7.2%
GOOD MANNERS 2	240.00	4.3%	240.00	4.3%
AGILITY	100.00	1.8%	100.00	1.8%
RALLY CLASS	1,035.00	18.7%	1,035.00	18.7%
ADOLESCENT DOG	1,020.00	18.4%	1,020.00	18.4%
DOGS CAN DANCE CLASS	<u>200.00</u>	3.6%	<u>200.00</u>	3.6%
Total CLASS FEES	3,695.00	66.7%	3,695.00	66.7%
BUILDING				
TELEPHONE	93.16	1.7%	93.16	1.7%
UTILITIES	<u>40.08</u>	.7%	<u>40.08</u>	.7%
Total BUILDING	133.24	2.4%	133.24	2.4%



Training Exercise to Work on

As you wait for class to start, I will be sending you exercises for you to work on while you are waiting.

Watch your emails for these exercises. They will arrive at different intervals depending on the previous exercise given, allowing you time for you and your pup to get familiar with the exercise.

These training items are for very short periods of training time. But you can do them several times a day as your schedule allows. I am also sending them to you so you can get into the habit of working with your pup on a daily basis.

During the training process the first part of it is you getting down the mechanics, then helping the pup to understand.

The more you start training your dog, the more he will learn and the faster he will start to pick things up once the pup learns how to learn.

Take your time, be patient, don't expect an Einstein, it has been proven that a pup needs up to 500 repetitions for the pup to really understand what you are asking for.

My youngest pup is 16 months as of the making of this document (2/21), all of these exercises I have done and do with my dogs. They are important skills for teaching your dog and for building blocks for other exercises your dog will learn. It's very important that you take the time to teach the exercises. Building a solid foundation, will make training other exercise in the future easier on both of you.

Okay, let's get started:

The first step will be to review the homework you were assigned in the videos. The last videos contained your homework, let's review it now, and you can also go back and watch it again.

Reward Marker: I train with both a clicker and a verbal reward marker. Now we will work on the verbal reward marker.

Stages: Have your cookies ready, count out 10 treats (either in your hand, pocket or bait bag)
 No matter what your pup is doing, say **YES** or the word you are going to use as your reward maker and give the pup a treat. If he is not paying attention to you just put the treat in front of his nose. If needed put your pup on a leash to do this exercise. Repeat saying "Yes" following with a treat. After the last treat, set up again and repeat three times.

I will add one exercise to work on next and that is **“Get-It”**

Get-it means to my dogs that then can eat or get the food I just tossed on the floor. If I don't say get-it my dogs know they cannot race over and eat it. Later in class your dog will learn what leave it means, and for a real understand of leave it, it helps to know what Get-it means. I also use Get-it, for my pups when I feed them, the bowl goes down, Get-it, just another way for them to learn the phrase. When starting this try to use a treat that does not blend into the flooring, and toss fairly close, you can gradually toss further as your dog's develop understanding.

Release word – this simple little word is very important in your pups training. It will help the pup to understand when he is done and when he can move. A good example of daily use is when your dog is in your car. I cannot express how important it is for your pup to learn to wait for their release word when getting out of your car. It can actually save their lives. I can open all of the door of my car, and if the dog is in a crate, I can open that door. My dogs will not get out until I release them. It also makes it less stressful for me if I am in a high traffic area.

Stages: Have your cookies ready, count out 10 treats (either in your hand, pocket, bait bag or in a bowl next to you)
 Decide what your release word will be (mine is “break”)
 Say your word “break”, pause a second, then step back and toss a treat with a get-it. Don't toss too far at first as stated above.
 Repeat 10 times, quick break and repeat times 3 times in a session.
 (This is one exercise I don't follow up with a yes)

Name Game: If you want your pup to learn to come to you, they need to learn their name. Again, several repetitions for them to learn their name. The name game is built of some of the above exercises. We are building upon the above. So, if you have not done the above don't start here start with the reward marker.

Stages: Have your cookies ready, count out 10 treats (either in your hand, pocket, bait bag or in a bowl next to you)
 Toss a treat to the left (not too far) say get-it (be quick you want to say this before they get to the treat)
 As soon as they eat it, call the pups name when they come back to you, give them a treat from your hand, repeat tossing to the right and to the left. Repeat until your treats are gone.

My commands would look like this:

Get-it, yes, “Tarp”, get-it, yes, “Tarp” (etc.....)

You can also do this with 2 or more people, everyone has treats in their hands, have a plan as to Calls after whom. Person 1 calls dog “Tarp” (pup comes to them, give cookie) next person calls Just as the pup finishes, going around. Repeat no more than 10 to 12 total cookies. The key to This is not letting the pup decide who to go to after they get one person's treats. That why the next persons want to call quickly. If the pup does not come, only call again one time, then that people turn and moves away fast at the same time calling the dog.

SEVENTH AMENDMENT TO LEASE

THIS SEVENTH AMENDMENT TO LEASE (the “Seventh Amendment”) is made and entered into as of this ____ day of _____ 2020, by and between **NAPA SAWYER PROPERTIES, LLC** ("Lessor") and **NAPA VALLEY DOG TRAINING CLUB** (“Lessee”).

RECITALS

Lessor and Lessee executed and delivered that certain Lease Agreement dated May 23 2008, as amended April 30, 2009, July 28, 2010, April 10, 2012, February 16, 2015, May 26, 2015, and March 25, 2017 (as amended, the "Lease"), for certain premises consisting of approximately 3,747 square feet in Building N, known as Space N-1 (“Premises”) at 68 Coombs Street, Napa, California. also known as the Napa Sawyer Tannery Complex (the “Complex”). All capitalized terms used in this Seventh Amendment and not otherwise defined herein shall have the meanings ascribed to them in the Lease.

Among other things, the Lease requires monthly payment of specified Rent, which includes Base Rent and Tenant’s Share of Operating, Insurance and Tax Expenses. Due to the detrimental effects of the COVID-19 virus and governmental requirements invoked to limit the spread of said virus, Lessor has agreed to defer the Rent for July, August and September of 2020, all on the terms and conditions set forth herein.

Lessor and Lessee also desire to amend the Lease to extend the term of the Lease, in accordance with the terms and conditions set forth herein.

NOW THEREFORE, for good and sufficient consideration, the parties agree as follows:

AGREEMENT

1. Extension of Term. The term of the Lease shall be modified such that it shall be extended twenty-four (24) months (the “Extended Term”). The Extended Term shall commence on June 1, 2021 and shall expire on May 31, 2023.

2. Base Rent. Base Rent for the current term and Extended Term shall be as follows:

<u>Months</u>	<u>Monthly Base Rent</u>
June 1, 2021 – May 31, 2022	\$4,045 per month
June 1, 2022 – May 31, 2023	\$4,166 per month

All payments of rent by Lessee under the Lease shall be made by electronic funds transfer through the use of the Automated Clearing House (ACH) debit payment method and in accordance with the other terms and conditions of this Seventh Amendment and the Lease.

3. Utilities and Common Areas.

a. Beginning at the commencement of the Extended Term of this Lease, Landlord shall provide for electric and gas service to the Unit. **Tenant shall pay as additional rent all costs associated with its usage of electricity in the Premises.** Tenant shall be entitled to use any existing water service if such services are available in the Premises at no additional charge; however, should Tenant's use of said water increase materially at any time, Landlord reserves the right to bill Tenant for said increase, in Landlord's reasonable discretion. Landlord shall not be liable in the event of interruption in the supply of any utilities, except where the interruption is the direct result of Landlord's gross negligence or willful misconduct. Tenant agrees that it will not install any equipment which will exceed or overload the capacity of any utility facility, and that if any equipment installed by Tenant shall require additional utility facilities, the same shall be installed at Tenant's expense in accordance with plans and specifications to be approved in writing by Landlord.

b. Landlord will also maintain the common areas of the Napa Sawyer Tannery Complex and Tenant shall pay, as additional rent, its pro rata share of all such expenses, including but not limited to real property taxes, insurance costs, and other common area maintenance costs, as determined by Landlord. **Such costs shall be paid by Tenant on a monthly basis (\$435.00 per month) with Base Rent.** Landlord shall periodically reconcile such expenses and may adjust Tenant's monthly payment of estimated costs. In such event, Tenant shall begin paying the new amount immediately upon receipt of written notice from Landlord. Following the reconciliation, if Landlord determines Tenant has underpaid, Landlord will notify Tenant of the amount of the underpayment and Tenant shall remit such amount within thirty (30) days of such notice. If Tenant has overpaid, Landlord will either credit or refund the amount of overpayment to Tenant. Notwithstanding the foregoing, Tenant shall be responsible for all repair and replacement costs to the common areas required as a result of its negligence or willful misconduct. Tenant shall provide and pay for its own telephone service, Internet connection, trash service, television cable, and cleaning service.

4. Renewal. Upon the expiration of the Extended Term, in the absence of written notice of termination by either party delivered at least sixty (60) days (but no greater than ninety (90) days) prior to said expiration, the Lease Term shall renew for an additional term of one (1) year ("Renewal Term"). The Base Rent for the Premises during the Renewal Term shall be an amount to be determined by mutual agreement.

5. All Other Provisions. Except as modified by this Seventh Amendment, all other provisions of the Lease shall remain unchanged and in full force and effect. If there is a conflict between the terms of this Seventh Amendment and the Lease, the terms of this Seventh Amendment shall control.

6. Counterparts. This Seventh Amendment may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Seventh Amendment. Signatures by facsimile or email shall be binding as originals.

7. Authority. The individual executing this Seventh Amendment on behalf of a party hereto represents and warrants that he or she has been authorized to do so and has the power to bind the party for whom he or she is signing.

IN WITNESS WHEREOF, the parties hereto have executed this Seventh Amendment as of the date set forth above.

LESSOR:

LESSEE:

NAPA SAWYER PROPERTIES, LLC

NAPA VALLEY DOG TRAINING CLUB

By: W.R. Bakker

By: _____

Name: Will Bakker

Name: _____

Date: February 1, 2021

Date: _____

**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES
FEBRUARY 8, 2021**

I. CALL TO ORDER

The meeting was called to order at 6:33 pm by President Sue Osborn via Zoom.

II. ADDITIONS OR CHANGES TO AGENDA

The Secretary requested a Roll Call. The following were in attendance (in random order): Sue Osborn, Linda Luchsinger, Mary Ash, Sandy Bonifield, Debbie Hilton, Carol Coawette, Lea Ronald, Maria Giaccio, Marilane Bergfelt, Linda Wargo, Vange Leonis, Roxann Gracia, Chris Mayer, and two requesting membership: Karen and Lori Jackson.

III. TREASURER'S REPORT

Checking as of today: \$27,432.85
Savings as of today: \$22,344.14
PayPal as of end of January: \$1775.07
Net Profit for month of January 2021: \$5050.21
The rent has been paid for February.

IV. SECRETARY REPORT

Minutes from the General Meeting January 11, 2021 were approved as submitted with no changes.

V. BOARD, COMMITTEE AND CHAIR REPORTS

A. PRESIDENT

Sue reported that the lease has been signed and is in the hands of the landlord. The autopay will be established when the account at the new bank is opened. The Post Office Box will be closed. Sue reported that the Board decided to go back to the old requirements for Year End Awards. (Two meetings and participation in 1 event.) Sue reminded people that agenda items are due at 12 noon the Friday before the General Meeting. She also reported that there is a Board position vacant: Treasurer. There are also two positions including Publicity and Training Chair. Volunteers are encouraged!

B. VICE PRESIDENT

No Report

C. MEMBERSHIP/VOUCHERS

Carol reported that all vouchers have distributed and are up to date. There are two people, Karen and Lori Jackson, who are requesting membership. A motion was made to accept membership and was carried.

D. OFFICE

Mary reported that all was up to date. She requested help on Wednesday evenings when classes resume.

E. TRAINING

Sue announced that the training committee is to meet on February 16th at 6pm. Donna Golemon has graciously volunteered to chair the meeting.

Conformation Classes are still in the research stage. Availability of time slots were a stumbling point.

F. PUBLICITY

Facebook: Marilane reported due to algorithms, not much sharing and subsequent publicity is occurring. She requested and reminded people to like the pages and share with others to increase the traffic. When images are "Liked" they go out to more people.

Static Clings: It was noted that the clings don't show up well in dark tinted windows. Pricing was provided via separate email. There is also a possibility of magnetic clings. Sue volunteered to order a sample of 10 clings for \$20. She will show them in the newsletter and perhaps on the Bulletin Board at the Club so members could see. Any further action is on hold due to financial constraints of the club right now.

Logo'd Apparel - Orders are coming in. Email notice was sent out. More information and order forms will be included in the next newsletter. Roxann has samples of each. Notify her to arrange to see the quality of the items. Orders are due March 15th in order to get back before the trial.

G. BUILDING

Discussion was held regarding timing of pest control spraying. Motion was made and carried to spray the club the last week in February.

H. NEWSLETTER/WEBSITE - Newsletter deadline is February 20th.

I. AOCNC - No report

J. HOSPITALITY - On hold

K. SUNSHINE

It is with great sadness to report that Linda Wargo's Mother and Kaye Hall's Husband have passed away. Many condolences and well wishes were given.

VI. OLD BUSINESS

A. Scent Work Trial - Mary reported that the trial opened today and is half full already. Anne Stanley is the volunteer coordinator and she has sent out a sign up sheet. Please help with the trial. Linda Luchsinger has volunteered to be in charge of ribbons, and will meet later with Mary.

B. Joy Wood Memorial - Rick has not talked to Mary. Lea to talk to Rick regarding the plaque and tree and report back.

C. Year End Banquet - It was discussed that rather than hold last year awards indefinitely, there are other ways of handling group recognition, including via zoom. For now, this is on hold.

VII. NEW BUSINESS - None

VIII. BRAGS

Linda Wargo reports Happy has finished USDAA Novice Performance Dog and Advanced Performance Dog titles. WAY TO GO!

Vange Leonis reports that her new puppy has been introduced to Barn Hunt at Sycamore Kennels in Lodi.

IX. ADJOURN - Motion was made and carried to adjourn at 7:09pm.

Submitted by: Roxann Gracia

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
MARCH 1, 2021**

I. CALL TO ORDER

President Sue Osborn called the meeting to order via Zoom at 6:40pm. Additional members in attendance were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger.

II. TREASURER'S REPORT

There have been new accounts opened at Umpqua Bank with Sue, Sandy and Linda as signees. The amount of \$26,000 was deposited, leaving \$1000 at Mechanics Bank to cover unexpected charges. The remainder will be transferred later and the account at Mechanics will be closed. A savings account was opened with \$25. Sandy to check to verify that the savings account is really a money market account when she goes there on March 2nd to order a stamp for the back of checks and deposit slips.

Savings total was reported as: Same as last time.

Checking not reconciled.

PayPal amount was reported by Sue as: \$1865.47. Sue to send February's activity to Linda.

III. SECRETARY'S REPORT

Minutes of February 1, 2021 Board Meeting were approved as submitted.

IV. BOARD, COMMITTEE AND CHAIR REPORTS

A. PRESIDENT - Sue Osborn

1. Debbie caught an additional change in the lease after it was signed by the property manager, which was the reinstatement of auto pay. This was ran by and accepted by board members on Slack.

2. Based on the current vacancy possibly being filled, I am tabling any exchange or action regarding the treasurer position until our next board meeting. First, because the move from Mechanics Bank to Umpqua Bank did not happen until last week, the transfer of our funds are on hold. Second, an audit is now in process and will be completed next week and the audit report will benefit whoever fills the vacancy. Third, assuring the fact we are following AKC's bylaws for filling the vacancy.

3. Reminder that agenda items for board and general meetings are due at 12 noon the Friday before the meeting and can be submitted to agenda@nvdtc.org/.

B. VICE PRESIDENT - Sandy Bonifield

No report.

C. MEMBERSHIP/VOUCHERS - Carol Coawette

New Rosters were sent out. Reminder, there are two tabs. One tab is sign in sheet (Not up to date as yet, since we are not holding meetings.) and one tab has the contact information. Look for both tabs on the Excel Sheet.

D. OFFICE - Mary Ash

The office is caught up. There are two thank you notes in the secretary box and Linda has a note regarding change of address from Mechanics Bank.

E. TRAINING - position vacant

1. Review of Training Committee Minutes - Sue

Minutes had been sent to the board members prior to the meeting. Much discussion was held regarding 4 week vs. 6 week classes. Costs, voucher payments to workers, income potential and burdens on 4 people for registration. With the 4 week classes, it was also noted there was no break in the schedule. A motion was made to increase the class length to 6 weeks and to increase the number of students to a maximum of 8 dogs per class. Motion was accepted unanimously. This would start in May.

Session 1 classes are scheduled in March.

Session 2 classes are scheduled in April.

2. Next training meeting is set for March 31st at 6pm.

3. Full or partial refunds Re: Clients dropping classes at last hour. Much discussion was held about a cancellation fee in the future for last minute dropouts. It was suggested that each reason be looked at individually. No charge for dropping remains the norm. Reminder, those who have not paid by the cutoff date should not be listed in the class, and the position filled with a wait list person.

4. Sue reported that April class handouts will be at the club for trainers to pass out to students and posted on Facebook via Marilane.

F. PUBLICITY - position vacant

1. Logo'd Apparel - Roxann reported the forms are in the newsletter. Cut off is March 15th. Mary additionally noted that there were 3 orders as of today for masks in addition to the apparel.

2. Static Cling Samples - Sue received 14 clings and showed them on the zoom camera. Price to be determined. They are the 50th Anniversary logo.

3. Business Cards and Rack Cards - Sue noted that they have the old address and will be changed when we need new ones printed. It was noted that the vouchers have the old address. Carol and Sue will coordinate when new ones need to be printed.

4. Member volunteer for Publicity - Sue reported that Marilane will volunteer to do the publicity job but not serve as a board member. A liaison board member is requested.

G. BUILDING - Debbie

Debbie reported that she sent emails to people with keys that will no longer have a need for them.

She has received back Maria's, Pat White's, and Marion's. No response as yet from Deassa.
Ross has replaced the fluorescent light and the pest spray was done last Friday. Debbie did find out that Ross can provide pest service free of charge.

The Bulletin Board has been revamped and looks GREAT! Good Job Debbie!

- H. **NEWSLETTER/WEBSITE - Sue**
The Newsletter was sent out last night.
- I. **AOCNC - Sue, Mary**
No report

V. **OLD BUSINESS**

- A. **Scent Trial - Mary**
Mary reported that they are doing great on volunteers with about 15 or 16 people. Volunteers from the club get vouchers and all volunteers get lunch. It was noted that acknowledging receipt of approval of volunteers would be helpful. Mary noted that normally, volunteers would be acknowledged when the trial closes. It was noted that the trial is almost full. Karen Jackson will take over Hospitality and needs a working budget. It was agreed to start with \$500 and if a need to reevaluate due to COVID costs, the board can review. It was noted that Linda has not yet heard back from PSI regarding insurance.
- B. **Conformation Practice - Table for 2 months**
- C. **Joy Wood Memorial - Mary to Follow up within a week. The family does want a tree and plaque.**
- D. **Year End Banquet - On Hold**
- E. **Review of Building Rental - On Hold**
- F. **Board Positions - There are 4 General Board Positions...Building, Office, Publicity, Training. There are 5 Officer positions...President, Vice President, Past President, Treasurer, and Secretary. Discussion was held with no action taken.**
- G. **Audit - in progress**

VI. **TABLED ITEMS FROM 1/4/21**

- A. **AB5 related changes to website and Guidelines - not discussed**
- B. **Toy Expenditure - on hold for 3 more months**

VII. **NEW BUSINESS**

- A. **Karen Pryor Academy has requested to rent the building in May at the current prices. Motion was made and unanimously passed to allow them to do so, with 6 students and they would follow COVID requirements.**
- B. **Change of Address impact - already discussed. See above.**
- C. **Insurance Company - Linda will pull the insurance policy and ask for a review with Kennel Pro. Mary to give Linda the Phone number. Insurance policy is thought to be up for renewal in September.**
- D. **Reactive Rover - Sue has a usage request in which the club would be paid \$25 per student for 2 classes on Saturdays, for up to 12 students for 6 weeks. A formal agreement will be reviewed and sent to board members for review on Slack.**
- E. **AKC sent an email regarding By Laws and updates. They expect updates to be necessary from time to time and it looked like the turn around time is 4 weeks. Roxann volunteered to coordinate a review this summer.**

VII. **ADJOURNMENT - 8:05pm**

Minutes Submitted by Roxann Gracia
Attachments: Training Instructors Meeting Minutes February 16, 2021
P&L

Meeting Minutes – INSTRUCTORS MEETING – February 16th at 6 pm

Present:	Instructors: De, Donna, Judy, Kim, Lea, Linda, Marilane, Mary, Sandy, Stefanie, Vange, Assistants: Carol, Cheryl, Maria, Sue	
Agenda #	Agenda Item	Comments
#1	# of weeks for classes	4 weeks vs 6 weeks: Because of our time frame, April will have to be 4 weeks.
Recommendation:	<p>After discussion the vote was as follows – Month of May, to keep classes at 4 weeks count was 8 for this, 7 for returning to 6 weeks</p> <p>Reasons: continuing at 4 weeks income for the club, more class can be help due to shorter classes</p> <p>Reasons for returning to 6 weeks, students get more class time, frequency of work for registration crew,</p> <p>Questions raised: if returning to 6 weeks what price would be charged,</p>	
#2	Scheduling of April classes	
Decision	The February schedule will be used for the month of April. A few changes were made, see attached.	
#3	Scheduling of May classes	
Decision	The March schedule will be used for the month of May. A few changes were made, see attached.	
#4	June Classes – will be scheduled at the next IC meeting	
#5	Exercises sent to students	
Discussion	Donna emailed everyone on this thread the Exercises that were sent out to the puppy, adolescent and GM1 classes. Board approved this, hopefully this will give students a head start on some of the exercise and perhaps a bit more control over their dogs.	
#6	For the next meeting discussion of 1 on 1 training in classes	
#7	Marilane explained the Reactive Rover classes.	

*This is the information received from Suzie{
Reactive Rover Class*

“Do you have a dog that barks, lunges or growls when they see another dog? Do you have a hard time getting your dog’s attention or even getting them to take a treat from you when another dog is around? Is your dog so excited that they don’t seem to be aware that you are trying to get them to focus on you? If so, Reactive Rover is the perfect class for you.

Compassionately attuned towards dogs who are reactive or fearful to other dogs (not appropriate for dogs who are fearful of humans). Guardians and dogs will learn basic skills to help both the guardians and dogs make better choices when faced with situations that cause reactivity. We will focus on simple basic skills that include getting your dog to pay attention to you, reading the dog’s body language to understand the environments where your dog is capable of working with you versus where they might fail so that you can methodically familiarize and help the dog become comfortable and confident in those environments.

Meet the Instructors:

Wayne Smith: Wayne loves dog who are active and rambunctious! His love for dogs with these characteristics led him into a career working with these dogs may of which were

reactive. To learn how to help these dogs, Wayne attended the Canine Consultant/Instructor Training Academy (aka Canine Behavior Academy) at the Marin Humane Society. He continued his education by attending seminars presented by industry experts including Steve White, Kay Laurence and Dr. Susan Friedman.

Wayne has facilitated the rescue of dogs for the last 15 years helping to bring adoptable dogs from over-populated shelters into the Marin Humane Society, the San Francisco SPCA, Ripple Effect Animal Project and many other rescue organizations throughout California. He has also volunteered walking and working with dogs at the Marin Humane Society, the San Francisco SPCA and the Humane Society of Sonoma County (“HSSC”).

Wayne's experience led him to working as a consultant and trainer specializing in reactivity, fear and bite prevention. Wayne currently works at Azaya Ranch Sanctuary working with the animals in their care and at HSSC as an instructor teaching Reactive Rover Classes.

Suzie Yokomizo: Like many trainers, Suzie started her journey working with fear-based and reactive dogs because the dogs in her life exhibited these characteristics. After hiring several trainers who did not provide her with the skills needed to help her dogs, Suzie attended the Canine Consultant/Instructor Training Academy (aka Canine Behavior Academy) at the Marin Humane Society. After attending the academy, Suzie gained the skills she needed to work with her dogs and wanted to share her skills to help others. She started off by volunteering at the Marin Humane Society working with the dogs in their care and within months was asked to join the training and behavior staff. There, she taught basic training classes, Difficult Dog classes and provided consultation services to clients in need of assistance with their dogs.

Suzie continued her education attending seminars presented by industry leaders including Steve White, Ken Ramirez, Kay Laurence and Bob Bailey. Her time with Bob helped her to develop a great appreciation for the skills required to break behaviors down to small components that allow the animal to succeed before stepping up the next component to achieve success. By applying these skills, she was able to help a greater number of dogs achieve success resulting in improved relationships with their guardians and a reduction in dogs returned to shelters.

With the disparity in training methods used, Suzie decided to start an educational business organizing events hosting top speakers to locations throughout the country. At the same time, she continued to work with clients on a private training basis.

Today, Suzie continues to work with dogs on a private basis as well as working with Wayne to bring Reactive Rover classes to the community.”

Marilane then answered questions	It was explained that the club would have nothing to do with signups We would be able to refer people to them, but they may have to wait until the following session, we would have no input regarding that. The board has to decide if this will happen or not .
	To assist the board a poll was taken of the trainers to see who was able to train on Saturdays. The following trainers stated they would train classes occasionally: De, Kim, Linda, Marilane, Mary and Sandy. Vange was a yes for training on Saturdays at any time. (Kim is only available seasonal)

APRIL SESSION - 4 Weeks: April 5th through April 30th

Monday	Class	Instructor
8:30 am	Scent Work 4	Donna
9:30 am	Scent Work 5	Donna
11:00 am	Scent Work 2	Donna
12:30 pm	Scent Work 1	Donna
1:30 pm	Scent Work 1	Donna
5:00 pm	Handler Discrimination Adv.	Donna
5:45 pm	Scent Work 5	Donna
Tuesday		
10:00 am	Good Manners 1	Kim
11:00 am	Good Manners 2	Kim
12:00 pm	Beyond Basics	Kim
2:00 pm	Private Coaching – Dogs Can Dance	Judy
4:30 pm	Musical Rally/Inter Freestyle	Judy
5:30 pm	Freestyle Drill Team	Judy
6:30 pm	Beyond Tricks	Judy
7:30 pm	Combined Adolescent/GM1	De
Wednesday		
10:00 am	Puppy	Kim
11:00 am	Puppy	Kim
12:00 pm	Adolescent Dog	Kim
1:00 pm	Adolescent Dog	Kim
5:30 pm	Puppy	Lea
6:30 pm	Adolescent Dog	Lea
7:30 pm	Adolescent Dog	De
Thursday		
10:30 am	Rally – All Levels	Mary
11:30 am	Rally – Beginning	Mary
4:00 pm	Rally – Advanced	Mary
5:00 pm	Rally – Novice	Mary
6:00 pm	Rally – Novice	Mary
7:15 pm	Agility Foundation for Competition (part 3 of 4)	Stefanie
Friday		
6:00 pm	GM 1	Marilane
7:00 pm	GM2	Marilane
Saturday		
9:00 am	Puppy	Kim
10:00 am	Adolescent Dog	Kim
11:00 am	Good Manners 1	Kim
12:00 pm	Good Manners 2	Vange

1:00 pm	Polite in Public	Vange
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MAY SESSION - 4 Weeks: May 3 through May 28th

Monday	Class	Instructor
8:30 am	Scent Work 4	Donna
9:30 am	Scent Work 5	Donna
11:00 am	Scent Work 2	Donna
12:30 pm	Scent Work 1	Donna
1:30 pm	Scent Work 1	Donna
5:00 pm	Handler Discrimination Adv.	Donna
5:45 pm	Scent Work 5	Donna
Tuesday		
10:00 am	Good Manners 1	Sandy
11:00 am	Good Manners 2	Kim
12:00 pm	Canine Good Citizen	Kim
2:00 pm	Private Coaching – Dogs Can Dance	Judy
4:30 pm	Musical Rally/Inter Freestyle	Judy
5:30 pm	Freestyle Drill Team	Judy
6:30 pm	Better Heeling with Music	Judy
7:30 pm	Sampler Class (Intro jumps/tunnels & Intro Freestyle)	Donna and Judy
Wednesday		
10:00 am	Puppy	Sandy
11:00 am	Puppy	Kim
12:00 pm	Adolescent Dog	Kim
1:00 pm	Adolescent Dog	Kim
5:030pm	Puppy	Lea
6:30 pm	Adolescent Dog	Lea
7:30 pm	Adolescent Dog	De
Thursday		
10:30 am	Rally – All Levels	Mary
11:30 am	Rally – Beginning	Mary
4:00 pm	Rally – Advanced	Mary
5:00 pm	Rally – Novice	Mary
6:00 pm	Rally – Novice	Mary
7:15 pm	Agility Foundation for Competition (part 3 of 4)	Stefanie
Friday		
6:00 pm	Puppy	De
7:00 pm	Good Manners 1	De
Saturday		
10:00 am	Good Manners 2	Vange
11:00 am	Beginning Tricks	Vange

Note: Saturday classes, Vange is willing to switch to afternoon (1:00 pm and 2:00 pm) if an agreement is made for the Reactive Rover Classes

**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES
MARCH 8, 2021**

I. CALL TO ORDER

The meeting was called to order at 6:33pm by President Sue Osborn via Zoom.

II. ADDITIONS OR CHANGES TO AGENDA

The Secretary requested a Roll Call. The following were in attendance (in random order):

Sue Osborn, Carol Coawette, Roxann Gracia, Debbie Hilton, Sandy Bonifield, Chris Mayer, Mary Ash, Marilane Bergfelt, Linda Wargo, Linda Luchsinger, Karen Jackson, Lori Jackson, Marion Sigel, Donna Goleman and Guest Liz Johnston.

III. TREASURER'S REPORT

As of 2-28-21:

SAVINGS: \$22,344.14

CHECKING: \$26,815.00 (UMPQUA) AND \$1031.82 (MECHANICS BANK)

PAY PAL: \$1865.47

Additional information: Checking as of 3-8-21 \$33,172.79

Rent has not been set up for auto pay yet due to a 10 day holding period in new accounts. Linda will pay the rent and utilities tomorrow via check. It was noted that a stamp has been ordered for the back of the checks at the new bank.

IV. SECRETARY'S REPORT

A. Minutes of February 8, 2021 General Meeting were unanimously approved with no changes.

B. Thank You notes were read from:

1. Napa Land Trust for the donation in memory of Chuck Hall, husband of long time member Kaye Hall.

2. Middleburgh Rotary in memory of Pat Wargo, Linda Wargo's mother.

3. Linda Wargo for the donation to the Rotary. She noted that it is a small farming community and the money is most appreciated as well as the recognition of Linda's loss. Linda said it was most appreciated.

V. BOARD, COMMITTEE AND CHAIR REPORTS

A. PRESIDENT - Sue Osborn

Sue corrected her statement from last month. In order to obtain a Year End Award, members are required to attend 3 meetings not 2 meetings. This was reported correctly in the newsletter. Sue also reminded people that agenda items are due by 12 noon the Friday before the meetings and sent to: agenda@nvdtc.org/.

B. VICE PRESIDENT - Sandy Bonifield

No report

C. MEMBERSHIP/VOUCHERS - Carol Coawette

New guest and potential new member, Liz Johnston, was welcomed. Liz moved here from Missouri and had 4 dogs. She recently lost a Corgi due to back injury. She has a dog in Masters in Agility and a trial puppy hoping to be going into Rally, Obedience, Agility and Tracking. She was voted in unanimously.

There was a discussion as to following the By-Laws and having secret

votes for new members. It was pointed out that there has been a complaint in the past regarding this procedure. This is difficult to do in Zoom times. However, it was suggested that in the future an email approach could be considered. There was a motion to proceed with the verbal count tonight. It was carried with one Nay vote on procedure.

D. OFFICE - Mary Ash

Everything is up to date. Mary again asked for help on Wednesday night around 6pm to catch up phone calls and log in payments.

E. TRAINING

1. Next meeting is set for Tuesday, March 30, 2021 at 6pm.
2. Session 3 starts in May, and will be for 6 classes and up to maximum of 8 dogs.

There was a question brought up regarding Voucher totals and Discounts which will be referred back to the Board for discussion.

3. Conformation Practice - on hold
4. Reactive Rover - questions were referred back to Marilane to submit to the Board.
5. It was noted that Marilane made copies of training materials sufficient for this set of classes, but will need someone to keep an eye on future needs.

F. PUBLICITY

Marilane graciously volunteered to help support the Board in this capacity. She mentioned social media including Pinterest, which Sue thought she had started.

Roxann reminded people that orders for apparel are due March 15th and sent to the office. This is a group order and maybe sometime in the future if demand requires, additional orders may be done at a later date.

Sue had samples of static clings which are put on hold as far as future orders. They are the 50th anniversary logo. They are on the Bulletin Boards at the club. She is selling to members on a first come first serve basis. Email her to get one.

G. BUILDING - Debbie Hilton

Debbie reported that the big bulletin board is used to highlight events and want recognize people who contribute to the club.

There was a question regarding gloves. The Vinyl gloves were removed to the back as they are not to be used with the disinfectant. (Latex gloves are not purchased due to allergic reactions in some people.) Nitrile gloves are for disinfecting. Marilane reported that a new batch of disinfectant was mixed and ready to use. Stefanie, Debbie, Marilane and Vange have all been cleaning. The tunnels need attention and we are looking for a power washer. Marilane will check with Debbie Payton.

Masks are required in the building. It was decided to purchase one box of masks and place in a box marked FOR STAFF USE. It was suggested that it be placed in the desk in the office.

H. NEWSLETTER/WEBSITE - Sue Osborn

The March/April Newsletter went out on Feb. 28th.

I. AOCNC - No Report

J. HOSPITALITY - On hold

**K. SUNSHINE - Debbie Hilton
No Report**

VI. OLD BUSINESS

A. Scent Work Trial - Mary Ash

The trial is almost full. It was reported that there are 16 volunteers from the club and Karen Jackson has volunteered to do the hospitality. She has experience in hosting during COVID regulations. Anne Stanley, club volunteer coordinator, will be sending out an email notice shortly.

B. Joy Wood - On hold

C. Year End Banquet - Mary and Sandy

Looking at June celebration. Linda Wargo reports that all the items have been sent to Larry in Virginia. A new Service Award Plaque is ordered as the current one is full. Linda expects no problem in getting items by June.

VII. NEW BUSINESS

Karen Pryor Academy will be using the building on May 16th.

VIII. BRAGS

Linda Luchsinger reported Sassy and her sister got back to back 3 point Majors in December.

Carol reported Jaques had gotten his 2nd leg in all scent work in excellent and 1st leg in HD. Pierre has his advanced title and 1st leg in Advanced HD.

Sue reported she now shoots a gun....ahhh....as handler of Morgan in Junior Hunter and they passed their first test!

Marilane reported that Reno has celebrated his first year with her.

CONGRATUALIONS TO ALL!!!!!!

IX. ADJOURNMENT

Motion was made and carried to adjourn at 7:23pm.

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
APRIL 5, 2021**

I. CALL TO ORDER

President Sue Osborn called the meeting to order via Zoom at 6:31 pm. Additional members in attendance were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger.

II. TREASURER'S REPORT

As Of March 31st. Mechanics Bank Savings \$22344.14, Umpqua Checking \$32775.10, Mechanics Bank Checking \$1031.82 and Pay Pal \$5225.32.

It was decided that Linda Luchsinger would request the money would be transferred via a bank to bank transfer to Umpqua The savings account, which charges a monthly fee would be changed to a money market account.

The auto pay function of the monthly rent would be checked that it was functioning correctly.

It was noted to include the P&L to the Feb. Board minutes.

It was noted that the current Business License on the wall at the club is expired. Discussion was held as to the status of the license as the new one had not been received. Linda explained the Paperwork had been submitted.

III. SECRETARY'S REPORT

March Board Minutes were approved as written, with a typo correction of AKC instead of AKS.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT - Sue Osborn

Reactive Rovers Motion was voted down via Slack.

Incident Report was resolved during a closed Board meeting, excluding any parties named. The parties were notified via letter.

Elsa replaces Chelsea to help Anne Stanley. Elsa not being a club member will not receive a voucher.

Reminder that agenda items are due by 12 noon the Friday before the meeting. NVDTC.org/agenda.

B. VICE PRESIDENT - Sandy Bonifield

No report

B. MEMBERSHIP/VOUCHERS

Member voted in last month has not responded and has not turned in the paperwork.

Motion was made and carried that the paperwork needs to submitted ahead of time and then after review, a vote would be made.

C. OFFICE - Mary Ash

Discussion was held as to how to handle the absence of the office manager. Phones are not caught up at this time. In the future, Mary will send an email for help when needed.

Linda Luchsinger will order return labels for envelopes.

D. TRAINING

Kim requests status as CGC instructor. Approved unanimously. Sue will

let Kim know.

March 30th Training Meeting minutes attached.

Training handouts have not been assigned to replenish, but there are reportedly many copies currently available.

The agility instructor has requested that the class be relabeled so as to increase class participation. Currently there are 2 students which is a 1/2 hour class with 1/2 pay for instructor.

E. PUBLICITY

Debbie has agreed to be the board liaison with Marilane for publicity.

Flyers are posted on the website and available at the club. Debbie to ask Marilane for ideas how to promote the classes. It was suggested that trainers hand out flyers.

Apparel has been received and delivered with about \$100 profit as they were personally delivered and no shipping fee was charged. Roxann took the person out to lunch in appreciation.

F. BUILDING - Debbie Hilton

Debbie is reviewing with the new pest company and will coordinate times. They will treat every couple months with no down time as the spray is not toxic. There is no charge to the club.

Key has not been obtained from Deassa. Marilane offered to pick it up. Big shout out and THANK YOU to Leah for cleaning the tunnels!

G. NEWSLETTER/WEBSITE - Sue Osborn

Reminder the Newsletter deadline is the 20th of the month.

H. AOCNC

No report

VI. OLD BUSINESS

A. Scent Work Trial - Mary Ash

Debbie has volunteered to be in charge of bringing what is needed from the club to the trial site starting after 2:30 pm on April 16th. Mary to communicate the list of items needed.

Club has agreed to supply two workers on Friday and Sunday. Debbie has volunteered for Friday and Sunday. Carol has volunteered on Sunday after taking her dogs home. One more worker needed and Sue will email membership.

Lindia will get together on Wednesday, April 7th, at 5:30, at the club, to go over the Ribbons.

B. Joy Wood - On hold

C. Awards Banquet - On hold

D. Switching Insurance Company - on hold

VII. TABLED ITEMS FROM PAST MEETINGS

A. AB5 - on hold

B. Conformation Practice Sessions - Discuss in May

C. Joy Wood Memorial - on Hold

D. Toy Expenditures - on hold 2 more months

E. Review of Building Rental Charges - on hold

F. AKC ByLaws and Updates - on hold

VII. NEW BUSINESS

A. Vouchers, Discounts, Fees for Session 3, On line Orientation & minimum Students

Much discussion was held including the percentage of vouchers per class. (\$60 voucher off a class is 48% of the class write off. \$80 voucher off a class is 64% of the class written off. This does not include additional discounts, such as 2nd dog or senior discounts, which would increase the writeoff percentages.)

Motion was made and carried to accept \$60 in vouchers when class size is limited to 8 dogs and vouchers are only transferrable to other members only.

Motion was made and carried to leave the discounts on hold when class size is limited to 8 dogs with the exception of the one time paper discount presented from the Napa Animal Shelter.

Motion was made and carried that just because the people do an online orientation, there would be no change in procedure and fees. Class fee to remain at \$125 for a 6 week class. For Judy's speciality classes the registration free remains at \$135/ 6 week class and a maximum voucher receipt remains at \$40.

Motion was made and carried for classes with the maximum of 8 dogs, there will be a minimum of 4 registered dogs and any less than that, the class will be cancelled. (Note: this is a change from past practice of cutting the class to 1/2 hour and 1/2 the pay.)

B. Karen Pryor Workshop

Motion was made and carried to allow a total of 8 students and 2 instructors for a total of 10 people in the workshop.

C. Audit Report

Motion was made and carried to have a Special Board Meeting , at the club, on Sunday, April 25th at 1pm to go over the report.

D. Review of Complaint Process - On Hold

E. Job Descriptions/Positions Review - On Hold

F. Voucher Log in/Tracking - Linda to bring up to date after taxes - on hold

G. New Member Anonymous Voting - on hold

H. Student following format of class

Motion was made and carried that students shall follow the curriculum of the class ONLY. Sue to update the procedures, and announce at the general meeting and notify the training committee of the Board decision.

I. Instructors as Club Members - This was held over from previous discussions. - on hold pending review of current procedures.

VIII. MEEING ADJOURNED 8:13 pm

Attachments: February P&L

Kim Leslie Request

Training Committee minutes

Submitted by: Roxann Gracia, Secretary.

STATEMENT OF PROFIT AND LOSS

From 02/01/21 to 02/28/21

Year to Date As of 02/28/21

Sales or Income

CLASS FEES	\$ 265.00	31.5%	\$ 3,960.00	62.1%
SCENT CLASS	160.00	19.0%	1,130.00	17.7%
DUES	175.00	20.8%	1,015.00	15.9%
EQUIPMENT	39.50	4.7%	75.50	1.2%
CLUB APPAREL	200.50	23.9%	200.50	3.1%

Total Sales or Income	<u>840.00</u>	100.0%	<u>6,381.00</u>	100.0%
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Cost of Sales

ADOLESCENT DOG/VOUCHERS & DISCOUNTS	0.00	0.0%	40.00	0.6%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	0.00	0.0%	40.00	0.6%
SCENT WORK/VOUCHERS & DISCOUNTS	0.00	0.0%	80.00	1.3%

Total Cost of Sales	<u>0.00</u>	0.0%	<u>160.00</u>	2.5%
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GROSS PROFIT	840.00	100.0%	6,221.00	97.5%
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Operating Expense

SUPPLIES & MINOR EQUIP.	142.72	17.0%	142.72	2.2%
OFFICE EXPENSE	89.98	10.7%	89.98	1.4%
HOSPITALITY	50.00	6.0%	50.00	0.8%
PAYPAL FEES	9.60	1.1%	9.60	0.2%
BUILDING	0.00	0.0%	133.24	2.1%
NAPA SAWYER PROPERTIES	4,288.00	510.5%	4,288.00	67.2%
NAPA VALLEY PSI/BUILDING CLEANING	0.00	0.0%	168.75	2.6%
PAYPAL FEES	0.00	0.0%	28.80	0.5%

Total Operating Expense	<u>4,580.30</u>	545.3%	<u>4,911.09</u>	77.0%
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NET INCOME OR <LOSS>	<u>\$ -3,740.30</u>	-445.3%	<u>\$ 1,309.91</u>	20.5%
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**NAPA VALLEY DOG TRAINING CLUB
TRAINING COMMITTEE MEETING MINUTES**

March 30, 201

Page 1 of #

I. CALL TO ORDER

A. Sue Osborn called the meeting to order at **6:07 PM**.

B. Attendees: Mary Ash, Donna Golemon, Sandy Bonifield, Lea Roanld, Carol Coawette, Linda Luchsinger, Cheryl Meyer, De Brilz, Judy Gamet, Vange Leonis, and Sue Osborn.

II. MONEY IN OFFICE—Mary Ash

Reminder that money for equipment, etc. does not go in change box. Instead it is to be put into an envelope with a note describing what it is for and then dropped into slotted cabinet door.

III. DISCOUNTS, VOUCHERS, CLASS FEES

With classes gong to six weeks, input/ideas from tonight's attendees for board consideration on discounts, vouchers, and class fees is shown below:

A. Limit vouchers to \$60—favored by several people.

B. Discounts for members only with exception of rescues (doing this may encourage people to become members)—favored by several people.

C. Return to same set up as done before COVID-19.

D. Increase class fees especially given orientation is now online.

E. Make vouchers non-transferable to non-members.

IV. REACTIVE ROVER CLASSES

Board voted to not move forward with Saturday morning Reactive Rover classes.

V. REQUEST TO TEACH CGC CLASSES—Kim Leslie

All attendees from tonight's meeting recommended approval of Kim to teach CGC classes at NVDTC—recommendation will now go to Board for approval.

VI. SPECIAL CLASS FLYERS

Still need input for Jumps and Tunnels and for Canine Good Citizen before related flyers can be finalized for PR purposes.

VII. AGILITY CLASSES

To go to Board regarding format change and signups.

VIII. AVAILABILITY STATUS FROM MARILANE

Marilane prefers daytime or weeknights. She did a lot of assisting before her surgery and is willing to do so again. She can step in for Kim if Kim needs a sub or a break. She can also step in when De and Lea take summer vacations. No weekends though. As far as actually teaching classes, her schedule is still unknown.

IX. CLASS SCHEDULING

Instructors are to let Donna know prerequisites and descriptions for their specialty classes so she can add such to class listings on DogBizPro.

**NAPA VALLEY DOG TRAINING CLUB
TRAINING COMMITTEE MEETING MINUTES
March 30, 2021
Page 2 of 2**

X. SCHEDULING—Donna Golemon

- A. Session 3 (May 3 through June 12) is essentially set.
- B. Session 4 (June 21 through July 31) partially set and on hold while instructors check their schedules. Classes that instructors did sign up for are as follows:
 - 1. Donna: Usual Monday scent work and handler discrimination classes.
 - 2. Judy: 3:30-Private Coaching, 4:30-Musical Rally/Inter Freestyle, 5:30-Drill Team, 6:30-Better Heeling to Music Part 2 on Tuesdays.
 - 3. Mary: Usual Thursday Rally classes.
 - 4. Linda Luchsinger: 6:00-GM1, 7:00-GM1 OR GM2 on Fridays.
 - 5. Vange: 10:00-GM2, 11:00-Specialty Class (TBD) on Saturdays.
- C. 2021 Session Schedules: Of the two options provided by Donna, majority of attendees and non-attendees sending in their vote, were in favor of option #1.
- D. Registration for Session 3 (starting May 3rd) will open April 7th and close April 21st.

XI. SETTING OF NEXT TRAINING MEETING

No next meeting set. It was decided instructors would email Donna what and when they can and cannot teach. If she receives enough input to set up Session 4 (June 21 to July 31) then a meeting will not need to be scheduled before registration opens for Session 4.

XII. MEETING ADJOURNED at 7:13 PM

Submitted by Sue Osborn

Attachments:

Kim Leslie's writeup for teaching CGC

Options for scheduling remaining 2021 sessions

From: Kim Leslie <picardlover@gmail.com>

Sent: Thursday, March 11, 2021, 2:03:39 PM PST

Subject: CGC

I passed my CGC Evaluator test Dec 4, 2019.

I was a CGC Evaluator years ago 2001-2005

I have been training dogs for over 40 years, a wide variety of breeds, ages & abilities from puppy to AKC obedience competition, Help with therapy dogs & trained 3 mobility service dogs.

I take webinars & go to seminars as often as I can, and hoping the Board will allow me to teach CGC classes at Napa.

Thank you,

Kim

Approved
**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING APRIL 12, 2021**

Welcome was extended to tonight's guests, Karen Blair and Trisha Baldwin.

I. CALL TO ORDER

The meeting was called to order at 6:33 pm by President Sue Osborn via Zoom.

II. ADDITIONS OR CHANGES TO AGENDA

None noted.

III. TREASURER'S REPORT - Linda Luchsinger

Checking at Umpqua as of 3/31/21 = \$33,455.40

“ “ “ as of 4/12/21 = \$29,080.40 after April Auto pay of rent.

Mechanics Bank = \$1031.82

Savings = \$22,344.14

PayPal = \$5225.32

Mechanics Bank to be closed when the statement is received.

IV. SECRETARY'S REPORT - Roxann Gracia

Tonight's attendance in random order: Sue Osborn, Carol Coawette, Marion Sigel, Karen Blair, Linda Wargo, Marilane Bergfelt, Donna Albini, Mary Ash, Trisha Baldwin, Linda Luchsinger, Debbie Hilton, Roxann Gracia.

Minutes of March 8, 2021 approved as written.

V. BOARD, COMMITTEE AND CHAIR REPORTS

A. PRESIDENT - Sue Osborn

Sue reported that Kim Leslie was approved by the Board to be a CGC instructor. Debbie Hilton is liaison/coordinator between Marilane for Publicity. She also noted that Classes are going back to 6 weeks in length with a maximum of 8 dogs and minimum of 4 dogs. Less than 4 dogs and the class will be cancelled, except for Judy Gamet and her speciality classes. Class fees are \$125/6 weeks and Judy's classes are \$135/6 weeks. Maximum in vouchers is \$60 except Judy's classes, in which the maximum is \$40. It was also noted that vouchers are only transferrable to other club members.

Sue also reported that Students will follow the curriculum of the class and the trainers and instructors will be notified.

Sue reminded people that items for the agenda are due by 12 noon the Friday before the meeting and can be submitted to: Agenda@NVDTTC.org

B. VICE PRESIDENT - Sandy Bonifield

No Report

C. MEMBERSHIP/VOUCHERS - Carol Coawette

Carol reports that she sent out a new, up to date roster via email to Board members.

Sue noted that the AKC says voting in of new members should be done by secret ballot, however the new member was voted in at the meeting after placing the new member in a Zoom waiting room. Karen Blair was welcomed into the club with her new 3 month old Golden.

Trish Baldwin is looking to get a silver Standard Poodle.

D. OFFICE - Mary Ash

The office is up to date.

E. TRAINING

Sue reported that a meeting is to be determined. Donna Golemon was hoping to have quick email agreement vs. a meeting. Session #3 starts May 3rd and payments are due April 26th. Reactive Rover was not approved by the majority of the Board. Marilane noted that assistants need to confirm what classes they are willing to help teach. She had sent out an updated list of instructors and assistants.

F. PUBLICITY -Debbie Hilton/Marilane Bergfelt

Marilane is working hard on posting things on Next-door and Facebook. Research was done regarding My Business Google and a training on Instagram. Marion to return publicity binder. Debbie willing to pick up the binder. Discussion regarding scanning and emailing instruction packets. Roxann and Marilane to discuss possibilities. Reminder, please "Like" postings on Facebook.

G. BUILDING - Debbie Hilton

New pest company is being provided by the landlord at no charge. Date to be determined. Big shout out THANK YOU to Lea Ronald for cleaning the tunnels!

H. NEWSLETTER/WEBSITE - Sue Osborn

Reminder that the deadline for the next newsletter (May/June) is April 20th.

I. AOCNC - Sue Osborn & Mary Ash

There was little activity due to COVID, however, they are looking into having a winter workshop.

It was noted that long time member, Ron Cole passed away. Contact Sue for his address.

J. HOSPITALITY - On Hold

K. SUNSHINE - Debbie Hilton

No report

VI. OLD BUSINESS

A. SCENT WORK TRIAL - Mary Ash

The trial is full. A big THANK YOU to all the volunteers! Even if you haven't signed up yet, come on out and help! There are Core Volunteers that are not trialing their dogs and have set positions of timer and Steward. Schedules will be emailed to volunteers. The new contract requires temperature checks, which will be done as people drive in. Check in will be as they drive in as well. Karen Jackson is head of hospitality and has been working hard to provide a nice lunch and refreshments for volunteers. Additional \$100 was voted to cover expenses that are mostly related to COVID restrictions. Debbie was requested to bring the small white table to the trial.

B. AWARDS BANQUET - Mary Ash, Sandy Bonifield

On Hold

C. YEAR END AWARDS - Linda Wargo

Everything is submitted to Larry. Pictures have been approved. When the plaques are ready, Linda will approve the PDF.

VII. NEW BUSINESS

Donna Albini would like to see vouchers given for attending AOCNC events as well as volunteering for the Scent Work Trial. Mary reported that vouchers are given for

working the Scent Work Trial. (\$10 for each 4 hours worked on Saturday and Sunday.)
The Board will review voucher policy for AOCNC attendance.

VIII. BRAGS

Linda Luchsinger reported that at the trial in Anderson, out of 8 classes, Sassy received 3 Best of Variety and her sister received the other 5. Sassy had 9 points toward CH.

Mary Ash reports that Kip got Rally Advanced and a 2nd Place and PI got her first Excellent Title.

Congratulations to Both!

IX. ADJOURNMENT: 7:13 pm

Welcome to all the new faces! Hope to see you soon!

Submitted by: Roxann Gracia

No Attachments

APPROVED
NAPA VALLEY DOG TRAINING CLUB SPECIAL MEETING MINUTES
APRIL 25, 2021

I. CALL TO ORDER:

The meeting was called to order by Club President Sue Osborn, at 1:03pm at the Club House.

II. ATTENDANCE:

Present: Mary Ash, Roxann Gracia, Debbie Hilton, Linda Luchsinger and Sue Osborn.

Absent: Carol Coawette and Sandy Bonifield.

III. ADGENDA:

The only item for discussion was the results of the club financial audit.

IV. DISCUSSION:

After review and discussion of the results, it was decided that a copy of the report will be sent to the former treasurer. In addition, clarification will be requested concerning several items in the report, with a response deadline of May 15th, 2021.

V. ADJOURNMENT

Meeting was adjourned via majority vote, at 2:00pm.

No Attachments

Submitted:
Roxann Gracia, Secretary

APPROVED
**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
MAY 3, 2021**

I. CALL TO ORDER

President Sue Osborn call the meeting to order via Zoom at 6:33pm. Additional members in attendance were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger.

II. TREASURER'S REPORT

Savings balance was \$23,344.13. This account will be changed to a Money Market account. Checking as of 4/30/21 was \$45,377.13 and was \$40,844.71 as of 5/2/21 after some bills were paid. PayPal balance was \$1,455.62 and the balance at Mechanics Bank was \$1031.82. Mechanics Bank will be closed out this week.

March and April P&L were not available.

III. SECRETARY'S REPORT

Motion was made and passed to accept the April 5, 2021 minutes as published.

IV. BOARD, COMMITTEE AND CHAIR REPORTS

A. PRESIDENT - Sue Osborn reported that a Special Meeting of the Board was held to review the results of the financial audit. A copy was sent to the former Treasurer along with a request for responses by May 15, 2021. The notice was delivered today.

B. VICE PRESIDENT - Sandy Bonifield - No report.

C. OFFICE - Mary Ash reported the office was up to date, but she still needs help. Most of the questions on the phone calls pertain to registration information to which she has no access. Sue will email members again asking for people to work in the office, with specifics of duties and times.

Return address labels have been ordered by Linda.

D. TRAINING

1.) Much discussion was held regarding the process about how Puppy Play Time Proposal came before the Board. A motion was made and passed with one Nay vote, to send out a notice on SLACK to all trainers and assistants regarding the proposal to reinstate Puppy Play Time and proposed procedures. After a vote from instructors (assistants do not vote), another SLACK notice will go out to Board Members to vote. This is to be completed in 2 weeks, so as Puppy Play Time can start during the Third Week of this session. Sue will send via Slack. It was also noted that classes are now 45 minutes.

2.) Review of Maximum Class Size - It was decided to send to the Training Committee for recommendations. Trainers are to look for people who might be good assistants. Motion was made and passed that this will be reviewed at the June Board Meeting.

3.) Debbie reported that Vallejo charges \$150/4 weeks training for 1 hour classes and Mt. Diablo charges \$174/7 weeks of training for 45 minute classes.

E. PUBLICITY - Debbie Hilton reviewed Marilane's notes. (See attached) It was noted that Marilane is footing several bills. It was noted that Marilane should

submit expense requests for reimbursement. Carol to send a current email list of members so she can request pictures and stories about their dogs for Facebook.

Marilane is needing info to create a business listing on Next Door. Linda to send bank statement with account redacted to Marilane. Debbie will check to see if there is a cost for Next Door. It was noted that the business license was not up to date. Linda to check.

It was noted that there is no publicity budget at this time.

F. BUILDING - Debbie Hilton reported that the building was sprayed last Friday. The pest company recommended that the building not be used for 2 hours after spraying. It was noted that a large extension was replaced. Reminder to use slide locks at the bottom of the roll up door. Debbie will send out another reminder out to instructors and assistants.

G. NEWSLETTER/WEBSITE - Sue published the Newsletter last Saturday. An error reported in ribbons will be corrected and class sizes will be corrected to 8 students.

H. AOCNC - Mary reported with great sadness that Dianne Davis passed away yesterday.

I. MEMBERSHIP - Carol reported that a new roster was emailed to board members and a Tally is there as well. Sue requested that the file name have a date. Sue to talk to Carol.

V. OLD BUSINESS

A. Scent Work Trial - Mary Ash reported that financial not quite ready, but the trial was a success. Thanks to all the volunteers!! Roxann is submitting a story to the paper and is requesting pictures.

B. Joy Wood Memorial - Tabled

C. Awards Banquet - Sandy and Mary request a preliminary head count. Plaques have not yet been received.

D. Insurance Company Change - Mary Ash to email Linda tomorrow.

E. Conformation Practice Sessions - Tabled

F. Membership of instructors - See Procedures Section 24 pg. 12, assistants will be members. See section 26 pg. 13, club instructors are most commonly members. - Tabled

VI. NEW BUSINESS

A. Karen Pryor Academy - Debbie to show the instructor around on the 15th and with Mary or Debbie will open and close on the 16th.

B. Vouchers

1. AOCNC - A motion was made and passed with one Nay vote, that Club members will receive starting in 2022, a Voucher of \$10 for up to 4 hours work representing the NVDTTC in the two workshops and/or working the booth at the Cow Palace.

2. Prorating vouchers will be done as follows: \$60 for Regular 6 week

classes, \$50 for 5 week classes, \$40 for 4 weeks classes, \$30 for 3 week classes. For Judy's classes \$40 for 6 weeks, \$30 for 5 weeks, \$20 for 4 weeks and \$10 for 3 weeks. Motion was made and passed unanimously.

3. Review of Maximum Amounts - it was decided that if a member would like to receive 2 X \$20 vouchers instead of 1 X \$40 it would be granted when requested.

4. Clarification regarding class format for Guidelines and Procedures. A motion was made and passed for the Guidelines to read: Students shall not be doing training that will disrupt the class (Ex. Agility or Confirmation in a GM class)

VII. ADJOURNED: Motion was received and seconded to adjourn at 9:05 pm.

Submitted by: Roxann Gracia

Attachments:

Club Publicity Report
Puppy Class Discussion May 2021
Proposed Puppy class structure
NVDTTC Covid Procedure
NVCTC Policy

Date: May 2, 2021

To: Debbie Hilton, 2021 Board / PR Designated Adult

From: Marilane Bergfelt

RE: Club Publicity Report

Facebook:

To date Sue and I have been keeping the Facebook active and there is a little more attention from public. As always, every club member that has a FB account is asked to 'Like' a few posts so our viewers and their friends will see what the club is doing. This is the only way, short of spending \$\$ on advertisement, that we can get more viewers.

In May Marilane will highlight on Facebook some national days:

- May 4 - National Specially-abled Pets (ML has contacted Deassa for a photo and info on her pup)
- May 8 - National Dog Mom Day (ML will email training staff & board for pet pics)
- May 20 - National Rescue Dog Day
- May 31 - Memorial Day

Request: Marilane would like to send the current membership a request for pictures and some stories of their dogs to share on FB.

Google Business:

After some research, it's not a good choice for our club. While the cost of a listing is free, people treat it like a 'Yelp' review. Companies that offer incentives have lots of good reviews, but others have mixed to poor reviews.

Instagram:

Marilane will be attending webinar about Instagram in May, see attached. Cost is \$35 and ML is absorbing the expense.

Next Door:

Marilane has been sharing club educational materials and class schedules as an individual. It might be more effective to list the NVDTTC as a business - making updates / posts similar to Facebook.

She has started the process of posting our club as a 'business'. She needs some info on the club to prove to the organization that we are a business (request sent earlier to Debbie). Marilane is finding out how more members can monitor / update the club info.

Expenses:

To date (in 2021) the club hasn't occurred any costs for publicity. Marilane is printing colored 8.5" x 11" fliers and xeroxing $\frac{1}{2}$ page fliers in her office. She is carrying the cost with supplies on hand. In the near future she will need to purchase supplies: paper, copier cartridge and colored printer cartridges.

What is the limit of reimbursement? Does PR have a budget?

Ideas for building membership:

- Free 1-year membership to newly adopted dogs.
- Free 1-year membership for seniors.

Members with extra vouchers could contribute to a 'scholarship' fund by donating vouchers for needy members to use. (This has been discussed frequently but no one has moved forward to work out details.)

GETTING STARTED WITH INSTAGRAM. PRESENTED BY TRACEY LEE DAVIS

Thursday, May 13, 2021

1:00 PM - 2:00 PM (EST)

CEUs: PPAB 1, IAABC (pending), KPA (pending)

Fee: \$35.00

Are you asking: can Instagram really be harnessed for your business or nonprofit? Perhaps you're not convinced that it works – or you are, but you're feeling overwhelmed and are not sure how to get started marketing your business with Instagram. In this webinar and workshop, we'll take a look at Instagram and discuss the benefits of using the platform, what kind of content to create, tips on using photos and videos, and examples of how other organizations are marketing with them. You'll also get tips on how to use analytics tools to tell if your Instagram activity is working.

After a short lecture, we will dive into the product and get started using Instagram for your business! You'll learn:

Learning Objectives

- What Instagram can do for your business
- How to properly set up your Instagram account
- How to optimize posts to Instagram
- How to find pictures on Instagram of your business/product
- Learn what hashtags are and how they will help your business

About Your Presenter



Tracey Lee Davis

Tracey Lee Davis, founder of ZingPop Social Media, turns busy small business owners into online marketing rockstars! A social media expert and Certified Solution Provider for Constant Contact, she coaches entrepreneurs in how to grow their business using social media and provides total management for their email marketing campaigns. Tracey Lee is also a featured speaker for associations and business groups. She is Alignable's 2018 Small Businessperson of the Year for San Jose, a Certified Content Marketing Strategist, and the Co-Owner and Vice President of the Women's Networking Alliance. She also really, really loves cheese.

Puppy Class Discussion May 2021

May 2, 2021 7:00 pm via zoom

Present: Current puppy class trainers Lea, Marilane, Kim. De was invited but missed.
Assistant Maria was present; Assistant Cheryl did not attend.

Notes on the process:

By July 2020 the classes had not been in session, due to Covid 19. During July, the Covid guidelines for reopening, disinfecting procedure, signage, covid waiver, and orientation video were created. Upon reopening, classes would be 45 minutes long with 6 students.

See attached Covid reopening guidelines and policy for reference.

From Trainer meeting on Feb 16, 2021

Discussion about returning to 6 weeks in May, or staying at 4.
8 wanted to stay at 4 weeks; 7 wanted to move to 8 weeks. Issues included difficulty in getting assistants to commit for 6 weeks, too much work for registration crew to keep at 4 weeks. Students get more class time with 6 weeks. Income was discussed too.

From NVDTC board on March 1, 2021

Review of Training Committee Minutes - Discussion regarding 4 week vs. 6 week classes. Costs, voucher payments to workers, income potential and burdens on 4 people for registration. With the 4 week classes, it was also noted there was no break in the schedule. A motion was made to increase the class length to 6 weeks and to increase the number of students to a maximum of 8 dogs per class. Motion was accepted unanimously.

There was no discussion of resuming puppy play at either of these meetings.

Napa County entered the less restrictive orange tier on April 7th, 2021

Lea emailed club President on April 22nd to inquire about resuming puppy play once we go back to 6 weeks with 8 students.

Emailed again April 30th to inquire and was invited to submit a proposal to the board.

It is important to note that the topic is about resuming puppy play now that restrictions are being lifted, not about whether it is of value or not. (We all agree it has value) While we cannot find any minutes that explain the reason for no puppy play, we are under the belief that it was to keep people physically distanced from each other and to avoid any contact (touch). Now that restrictions are loosening up, more people are vaccinated, and we are identifying ways to resume safely, we feel that it is a low-risk activity.

We also discussed the safety precautions and suggest the following: Therapy teams use a hand sanitizer (alcohol based) before people touch the dogs and again after. We recommend this same type of process where a spray hand sanitizer is used (or gloves if they can't use the sanitizer) prior to going into the play pen and again when leaving. Of course, owners could opt of this exercise if it is out of their comfort zone.

Customers(students) have been requesting puppy play time as they realize the importance of learning proper play. We have observed students before/after class in the parking lot allowing on-leash play. Some of the time what we observe is not "good play" and we are not able to monitor this or show them what to look for. Many people need to see it in action and have explanation on what they are observing, what to look for, when to redirect, how to reward etc. Some students are going to dog parks and meeting up with friends with dogs and they are missing a vital piece of knowledge that can be critical to their puppy's development. We have been referring students to Maria for play, but most do not follow through.

We have included a proposal for puppy class which includes the puppy play proposal as well as how to adapt the curriculum to six 45-minute sessions. (Note: orientation is still done online, so this is 6 weeks with dogs.)

Proposal for puppy class structure beginning May 2021

Adapting to 6-Week Instructional:

Week 1 - 4 = Follow Lesson plans as written

Week 5 = 'Ketchup Class' where staff can fill in what has been missing or what skills / instruction needs to be repeated. Each individual class should be assessed prior to this week to ensure this Ketchup opportunity is not missed. This could be a week that no equipment is brought out, with focus on skills and proofing.

Week 6 = traditional equipment, certificates and eventually evaluations by clients

Room Set-up:

It is viable on Wednesdays, that the first teaching team in the morning can set up the room for the remainder of the day. Last teaching team breaks down and ensures all items used are disinfected and stored properly.

List of items used for enrichment / team building are included in Puppy and AdoDog lesson plans. Staff teaching GM1 can use some of the same items as AdoDog, since many dogs have missed socialization.

** Set up can take upto 1 hour; Break Down/sanitation about 45 minutes (or less?）**

Recommendation are:

- Follow created lesson plans and make written notes on what did - or did not work for the 45 minute time frame. (This means Pup, AdoDog and GM1 instructors will need to follow the written pieces every week for the next few sessions.)
- Week 1 & 2 of puppy = No Play (Allow staff to get to know pets a little first)
- Week 3-6 = Play Week 3 = give a few minutes to explain what Good Play looks like and what staff is looking for, etc. Week 4 = quick repeat of info.

Setting Up Playpens:

There is room for 4 (3x3 kiddie gate) play pens across the mirrored wall. Distance between each playpen will allow people to remain a safe distance apart. 4 playpens with 2 dogs each; instructor and assistant will monitor 2 groups each.

Concern: There are currently 37 gates. To make 4, individual playpens will take 36 gates. Currently metal playpen has been dismantled into small sections. To reconnect to make one playpen will take time, but should be done. Moving the metal playpen will mean patience by staff to keep from future breakage.



Napa Valley Dog Training Club

68 Coombs Street, Building N
Napa, CA 94559
(707) 253-8666 NVDTC.org

**Due to the current health concerns we have made adjustment to our training classes.
Please know the NVDTC is working hard to keep people and pets safe.**

- We are limiting the number of dogs and owners in each class to ensure safe distancing.
- Owners and their dogs will need to remain a minimum of 6' apart both inside and outside the training facility.
- Due to limited space, we recommend one (1) handler per dog in the room. Each instructor will try to accommodate more family members if possible. Should you need a second person with you at class, please let the club know prior to the first class gathering.
- Anyone attending class will need to sanitize their hands upon entering. We'll have hand sanitizer available for you to use.
- All those entering the building will need to wear a face mask. Please bring your own mask, we will not have any available to give to you.
- We will not be able to loan equipment for the current time, so please review the items you need to bring each week. That information is included in this video and written materials.
- Staff will be disinfecting the building and equipment between classes. This means owners will have to leave on time. If you have a question, please ask it during the regular class time. If you are uncomfortable, ask the instructor to connect with you directly.
- Staff will also be using facemasks, gloves and antibiotic cleaners. We will do our best to stay a safe distance from you and your dog. However, there may be times you will want their hands-on help during class. If that is the case, please let instructors and assistants know you are comfortable with that type of interaction.

NAPA VALLEY DOG TRAINING CLUB, INC

COVID-19 POLICY

Steps to follow for a limited reopening of the NVDTTC:

- 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 (NVDTTC) 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. NVDTTC 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.
- NVDTTC 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 NVDTTC 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.

- 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.

APPROVED
**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MAY 10, 2021**

i. CALL TO ORDER

The meeting was called to order at 6:31pm by President Sue Osborn via Zoom. In attendance in random order: Sue Osborn, Debbie Hilton, Chris Mayer, Neanna and Joe Gracia, Carol Coawette, Tricia Baldwin, Mary Ash, Sandy Bonifield, Donna Golemon, Donna Albin, Karen Blair, Marilane Bergfelt, David LeCount, Roxann Gracia.

II. ADDITIONS OR CHANGES TO AGENDA - None

III. TREASURER'S REPORT - Linda Absent, but the totals from the last Board Meeting were available. (See May 3, 2021 Minutes = Savings \$22,344.13, Checking \$45,377.13 as of April 30th, PayPal \$1455.62 at Umpqua and \$1031.82 at Mechanics.)

IV. SECRETARY'S REPORT - Roxann Gracia

Motion to change "Checking to Savings" in the first two lines of the April Treasurer's report were noted after which the minutes were approved.

V. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT - Sue Osborn thanked all the volunteers who helped with the scent trial and there was an article in the Newsletter. Puppy Play Time is on hold as Sue hasn't heard from the Board. There were issues with metal gate usage and assistant shortages. Sue reminded people that classes are 45 minutes due to cleaning requirements between classes.

Maximum class sizes will be sent to the Training Committee for discussion.

It was decided that a \$10 voucher will be given to those Representing the NVDTTC at AOCNC workshops and Cow Palace events effective 2022.

Pro-rating of vouchers - see website for specifics. These are in effect while classes are at the current 8 dog maximum.

Members wanting 2 X \$20 vouchers instead of one \$40 voucher can be requested from Carol prior to the session starting and will be granted.

Clarifying verbiage on class curriculum was as follows: Students shall not be doing training that will disrupt the class (Ex. Agility or Confirmation in a GM class.)

Due to a recent death in the family and illness of another family member, Sue will be out of town for approximately one week. Sorry to hear this Sue.....

B. VICE PRESIDENT - Sandy Bonifield

No Report

C. MEMBERSHIP/VOUCHERS - Carol Coawette

She has received an application from Trisha and sent an email to David. There is a new member: Judith Justin-Baker, who was not here tonight.

Vouchers for the volunteers are being distributed to NVDTTC members for working the Scent work trial. Notify Mary if any corrections are needed.

D. OFFICE - Mary Ash

All is up to date. There are two people who have volunteered to help in the office: Donna Albin and Karen Blair. Training will be arranged.

E. TRAINING

Sue reported that Session 4 is online and will open on May 17th, closing on the 31st with monies due by June 7th.

Donna reported that copies of class information can be sent via Biz Pro. Marilane to determine for scanned quality and materials. Roxann to help if needed. Marilane has been footing the bill.

David to supply Rattlesnake training contacts to Marilane.

Next training committee meeting: June 15th at 6 pm. (TBD in zoom or in person)

F. PUBLICITY

Flyers are on the website and Marilane is making copies at her own cost, for use at the club. A Big Thank You to Marilane for postings on FaceBook. She is also attending a Webinar at her own cost, on Instagram usage. She is working on establishing a business listing on Next-door, checking with Napa Humane for presence at the Farmers Market (Napa Humane is Not currently doing this.) as well as Facebook Live and possibly the radio. (Lea was mentioned as a good resource.)

G. BUILDING - Debbie Hilton

It was reported that Ross is sending someone to check the roll up door, to try to make it easier to close and lock.

H. NEWSLETTER/WEBSITE - Sue Osborn

Newsletter deadline for July/August is June 20th.

I. AOCNC - Sue and Mary

AOCNC is looking to have a meeting at the club house during the 3rd or 4th week in June. Request will be made to the Board when date firmed up.

Long time AOCNC member Dianne Davis, passed away last week. Her Ridgeback was placed with a rescue group, but her Red Bone Hound is looking for a home. Contact Mary if you can help.

J. HOSPITALITY - on hold

K. SUNSHINE - Debbie Hilton

Sandy was happy to report that her husband's surgery went well and is at home.

Condolences to Sue regarding the recent death of her Sister and the illness of her Mother.

Club members were sadden to hear such news.

VI. OLD BUSINESS

A. SCENT WORK TRIAL

Mary reported that the financials were not ready yet. If vouchers are not correct let Mary know. Not all members have received the vouchers yet.

B. AWARDS BANQUET - Mary and Sandy

Probably looking at July for the banquet. Sue to send out an email for a preliminary head count in order to search for venue.

C. YEAR END AWARDS

The plaques have not yet been started.

VII. NEW BUSINESS - None

VIII. BRAGS

Sandy reports that her dog, K-2, received her Grand Champion at a recent

trial.

Carol Coawette reported that Jacques recently received his Excellent Titles in Containers and Exterior, with a 4th place in Exterior. Both Pierre and Jacques are in Advanced HD and Pierre has started his Excellent Journey.

Congrats to all!!

VIII. ADJOURNMENT:

Motion was made and accepted to adjourn at 7:01 pm.

Minutes Submitted by: Roxann Gracia

No Attachments

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
JUNE 7, 2021**

I. CALL TO ORDER

President Sue Osborn called the meeting to order via Zoom at 6:30 pm. Additional members in attendance were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger.

II. TREASURER'S REPORT

As of May 31st: Savings was \$22,344.13, Checking was \$44,119.98, Pay Pal was \$4299.54. It was noted that the Mechanics Bank accounts were closed out. Linda is requesting a printed statement vs online. The P&L were not available to Board members. P&L for March, April, May and June will be reviewed next Board meeting.

Business License status was noted as expired in 2020. Sue handed the license renewal to Linda in January. Need to track this down and determine the status.

III. SECRETARY'S REPORT - Roxann Gracia

A. May 3, 2021 Board Minutes were approved with a typo correction under VI-New Business, section B-2....440 changed to \$40.

B. April 25, 2021 Special Meeting Minutes were approved as submitted.

C. Thank You Card from the Wargo Family was read. This will be held by the Secretary.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT - Sue provided Guidelines and FLOW Chart which will be presented to the Training Committee. Comments are welcome at the committee, or if not on the committee, comments may be sent to Sue. Student Rollovers will be discussed under training.

B. VICE PRESIDENT - Sandy Bonifield - No Report

C. MEMBERSHIP/VOUCHERS - Carol reported that the class clipboards are difficult to decipher and time consuming to unravel. It was decided that instructors should email Carol what Assistants get vouchers and for how much. Much discussion was held regarding payments to substitutes. Several substitutes remarked they didn't expect vouchers, and viewed this as a volunteer situation to help out. It was recommended that a Substitution Policy be written. This will be sent to the training committee for policy recommendations.

D. OFFICE - Mary Ash reports that the office is all caught up. She has two assistants, Donna Albini on Thursday Evenings and Karen Blair working various times. They would need vouchers for the past session. Carol needs to be informed in order to issue the vouchers.

E. TRAINING

1. Meeting is set for 6 PM June 15th via Zoom.
2. Refund Requests: Tamara Loud attended one meeting and her work schedule was changed. Motion was carried to issue a full refund with two Nay votes. Lois Husted had a dog come in season and Motion was carried to issue a full refund.

3. Puppy Play Time - This was reinstated by the Board via Slack voting.

4. Auto Response to Questions - It was reported that Donna

Golemon fields a lot of the same questions over and over. Sue suggested a Frequently Ask Questions section to help alleviate some of the work. This will be implemented by Sue.

5. Increase in Class Size will be discussed at the next training committee meeting.

6. Student Rollovers - Class rollovers are issued for emergencies, with students moved to the next session for the same class. This will be sent to the Training Committee for procedures.

7. Posting Refund Policy on line - it was decided not to post the refund policy on line.

8. Review of refund and class credit voucher procedures and forms - Much work needs to be done to bring these up to date. In the meantime, of urgent need is to change the figures to:

6 Classes = \$125, 5 Classes = \$105, 4 Classes = \$85, 3 Classes = \$65, 2 Classes = \$45. These will be changed immediately and the remainder to be placed under TABLED ITEMS.

F. PUBLICITY - Debbie Hilton had no immediate update from Marilane. Marilane did attend a seminar. She is working on the NextDoor Business listing. A memo was sent out regarding Napa's Finest for Nomination of the Club.

G. BUILDING - Debbie Hilton worked with the door company and Ross to get a Bristle Brush on the bottom of the roll up door with a chemical to deter rodents. This has been completed. She is scheduling the pest company for the week between sessions.

It was agreed to reword the Building Use Policies and Guidelines to include the appropriate Waste Procedure. Debbie and Sue to update.

There was a request to ask the cleaners to clean the Roll up door.

Donna Golemon has lost a key and people are asked to keep an eye out.

H. NEWSLETTER/WEBSITE - Sue stated that the deadline for the next newsletter is June 20th for the July/August edition.

I. AOCNC - No report

V. OLD BUSINESS

A. Scent Work Trial - Mary reported that the Profit was \$5658.21. Originally the club agreed to a 50/50 split on Judges fees and PSI rental and the rest of the items were 75/25. This would have resulted in a \$519.32 profit for the club, however Due to the generous decision by JMD, they are giving a total of \$1500 as the club's share.

There was a question as the cost in vouchers to the workers. This totaled \$790. There was a reminder that the vouchers are considered a liability and when profits are reported they should take into account voucher costs, including classes.

B. Awards Banquet - Mary and Sandy have been working on putting the event together. Sue will make up a flyer. It is set for July 17th at LaStrada. It will be a luncheon. Spaghetti is \$19, Pollo Al Parmesan \$20, Grilled Rib Eye \$35, Salmon \$26, Salad additional \$5, Drinks are separate tab. Club will pick up Tip, Tax, Hors d'oeuvres, Cake and Favors for a maximum of \$250. Linda will have the plaques by then as well.

C. Insurance Company Change - Linda no action to date.

D. Update of Guidelines and Procedures - Sue updated for AB5 compliance. (Basically changing trainers to instructors.) Also updated were the \$10 vouchers for

AOCNC workers, and Students should not disrupt classes by doing other trainings as previously approved. Sue will bring back to the Board and then to General when she is done revising all sections and then update the website.

VI. NEW BUSINESS

A. Judy proposed providing an incentive to students who join the club. She would give a \$20 reduction in her class fee, which she would in turn pay the club. Sue will discuss with Judy how to implement such a proposal. One suggestion was give a refund to the student after membership was approved.

B. LAPS request to use the building for 7 weeks, on Saturdays, during which time there could be no classes. It will be sent to the training committee for scheduling and a request to use Sundays instead.

C. Audit Action - A thumb drive was provided but no vouchers. It was suggested that Sue and Roxann put together a letter/bill to be paid in two weeks after the letter is finalized and sent.

D. Discussion was held regarding the Tabled Items. Toy Expenditures will be placed on next month's agenda along with Joy Wood Memorial. Mary promises to get the Memorial wrapped up. It was noted that the Bylaws and Updates would require a lot of time, and probably done via subcommittee. Voucher tracking is behind. Linda said she is working on it to bring it up to date. It is two years behind.

Sue will redo the list in priority for next month.

VII. MOTION PASSED TO ADJOURN AT 8:35 pm.

Minutes Submitted by Roxann Gracia

Attachments:

 Tabled Items from Past Board Meetings

TABLED ITEMS FROM PAST BOARD MEETINGS

Addendum to 6/7/21 NVDTC Board Meeting Agenda

- 1) Toy Expenditures—On hold for 1 more month.**
- 2) Review of Building Use Rental Charges**
- 3) AKC Bylaws and Updates—Review this Summer**
- 4) Review Complaint Process & Policy**
- 5) Job Descriptions/Positions**
- 6) New Member Anonymous Voting**
- 7) Xeroxing of training sheets needs assignment (usually training chair)**
- 8) Voucher Tracking**
- 9) Joy Wood Memorial**
- 10) Conformation Practices**

**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING JUNE 14, 2021**

I. CALL TO ORDER - President Sue Osborn called the meeting to order at 6:33 pm via Zoom. Those in attendance were: (In random order) Marilane Bergfelt, Debbie Hilton, Mary Ash, Donna Golemon, De Brilz, Carol Coawette, Linda Luchsinger, Sandy Bonifield, Roxann Gracia, Karen Blair. Guests included: Adrienne Amdahl, Ben Shelby (representing himself and Tayler Renshaw), Tricia Baldwin, Judy Games, David LeCount.

II. TREASURER'S REPORT - Linda Luchsinger reported as of 5-31-21, the checking account had \$47,215.97. After some bill paying, today's balance is \$37,918.03. The Savings account as of 5-31-21 had \$22,343.78 and the PayPal account had \$4299.54.

III. SECRETARY'S REPORT - The minutes were corrected with two additions. "Effective 2022" to Item V, part A, vouchers for working AOCNC and "NVDTTC members who worked the scent work trial" to item C, vouchers are being distributed. Minutes were unanimously approved as so corrected.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT - Sue reported that registration guidelines have been revised by Donna and Sue along with the creation of a flow chart showing class procedure flow. Both will be presented at the Training Committee Meeting. If you are not attending that meeting, please give input to Marilane so it can be presented to the committee.

Refund and class credit voucher procedures have not been updated since 2014. The Board will be addressing what needs to be done to bring these up to date. A suggestion to post the refund policies on line was discussed by the Board with a decision to not do so as it may lead to unwarranted refund requests.

The Board is working on things that have come up regarding vouchers, one of which is to look at a policy for assistants stepping in for other assistants. This will go to the training committee for discussion. Please call Sue's cell if you have any last minute ideas or comments and cannot attend the meeting.

B. VICE PRESIDENT - Sandy Bonifield - No report

C. MEMBERSHIP/VOUCHERS - Carol reported that the vouchers have been submitted for current and past classes. She announced that there were 4 people that have requested joining the Club and have submitted paperwork.

- 1.) Ben Shelby
- 2.) Tayler Renshaw
- 3.) Judy Gamet
- 4.) Adrienne Amdahl

After introductions, they were voted in as members. WELCOME!

We have two others pending paperwork, Tricia Baldwin and David LeCount
Carol reminds people to place forms in the Membership Box at the club.

D. OFFICE - Mary reports Donna Albin will work Thursdays and Sara Decrevel will work Tuesdays. Everything is up to date.

E. TRAINING

Next Training Zoom Meeting is June 15th at 6 PM.

Session 5 Signups start on July 5th and Classes start August 9th.

Two refunds were granted. One for CGC that the dog was not qualified for and one for an unrequested refund, but the person only came to one class.

F. PUBLICITY

Marilane was looking at Instagram. She is working on Next Door but is researching the listing as a "non-profit" vs "business".

Instructors should contact Sue regarding Flyers for specialty classes for Session 5.

G. BUILDING - Debbie reported that the building bug spray was changed to this Wednesday between 1 and 2 pm. Club would be closed for 2 hours afterward.

Feedback is requested on the roll up door and the new bristles under the door. The screw was reported missing. Debbie will replace. It was noted that the far lock, away from the entrance door, is the best one to get secured if you can only do one side.

H. NEWSLETTER/WEBSITE - Sue said submissions deadline for July/August newsletter is June 20th.

I. AOCNC - No report. Meeting still pending.

J. HOSPITALITY - On Hold

K. SUNSHINE - Debbie Hilton - Nothing to report.

V. OLD BUSINESS

A. Scent work Trial - Mary Ash reported the overall profit was \$5658.21. By contract the Club share would have been \$519.32. JMD willingly changed the provisions for expenses from 75% to 50% and granted increased profit to the Club of a total of \$1500. She Thanks everyone who came to help and a special THANKS to Karen Jackson for all the great food for the volunteers! She spent a great deal of her own efforts and provisions to provide a great lunch both days.

B. Awards Banquet - Sandy reported that Sue sent out a flyer and signups. It is scheduled for July 17th at LaStrada starting at 12:30pm. There will be a Raffle as well. It was noted that this is chance to gather with members as well as receive the awards. Please see the flyer for details and sign ups.

C. Year End Awards - Linda Wargo was not present, but has said in the past that the plaques should be available by July 17th.

VI. NEW BUSINESS

Dee suggested that it was brought to her attention by Judy, that a membership brochure might be a good idea. It would be good to be able to hand something to prospective members. It could cover all the classes offered, including scent work, rally, dog dancing etc. and vouchers.

VII. BRAGGS

Linda Luchsinger reported Sassy has earned her Championship. She now wants to work on a Trick Title. (Hopefully after an in person general club meeting.) Lola earned her second leg in scent work in Interior, Containers and Exterior.

Donna Golemon reported Nickel got his AKC Herding Championship with 5 First places and 21 points. He also has his ASCA Championship with 3 Belt Buckles.

Carol Coawette Reported Jaques earned his Excellent Search Title.

Mary Ash reported Pi got her Rally Excellent ASCA title.

Roxann Gracia reported Tanner has received 5 blue ribbons and two Reserved in recent shows in puppy under 6 months.
Congratulations to all the Awardees!

VIII. ADJOURNMENT - Motion was made and carried to adjourn at 7:20 pm

Submitted by:
Roxann Gracia

No Attachments

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
JULY 5, 2021**

I. CALL TO ORDER

President Sue Osborn called the meeting to order at 6:33pm at the Club. Additional members in attendance were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger.

II. TREASURER'S REPORT

Linda Luchsinger reported that the Savings account was converted to a Money Market Savings with a 6/30/21 balance of \$22,343.78, with a remaining regular savings balance of \$22. Interest will be credited quarterly. Sue and Sandy need to go down and sign the papers on the new account. The checking account as of 6/30/21 was \$42,300.95 and the July rent and Comcast has been paid. PayPal had a total of \$1526.15.

It was requested that the Triple Net, Electric and gas be split out and reported separately.

The financials for March, April and May were reviewed. In the review it was noted that apparel costs and income were asked to delineate as the T-shirts were not part of this reporting. YTD in March was reported as \$619.00 and Cost was \$519.29, showing a good profit on the logo apparel.

Additional questions were asked regarding Steffanie's fees in expenses vs trainers fees, two PayPal line items, Scent work not included in Class fees, Dogs can Dance in two areas and a Rally Trial question. Linda will make the minor tweaks in the financial line items and send out corrected forms for March, April, May and June. These will be ready for the next Board meeting.

It was pointed out that Total PayPal fees were \$1462.30 for the first 5 months of the year, and the Club was closed December, January and February. This is an expensive line item for basically 3 months.

Linda will report to the Board when the old business of Vouchers are reconciled.

III. SECRETARY'S REPORT

Typo was corrected under Old Business, Item A, scent work trial, the split is 75/25, not 72/25. and then the Minutes were approved as submitted.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT

Sue reported that Marilane Bergfelt has expressed interest in filling the vacant Publicity Chair Board Position. She will nominate Marilane at the next General Meeting. (It was noted that the ByLaws have conflicting procedures for filling vacant Board positions.)

Sue updated the Tabled items. Confirmation was dropped due to lack of instructor interest. Voucher reconciliation is now on the Treasurer's list.

Sue will be gone August 2nd and potentially Roxann. It was decided and approved to have the next Board meeting on July 19th instead of August 2nd.

B. VICE PRESIDENT

Sandy Bonifield is researching having a police dog presentation for the August General Meeting and a BBQ dinner for members in September. Mary and Sandy will put a proposal together and get back to the Board.

C. MEMBERSHIP/VOUCHERS

Trish and Davi's paperwork has not been received. Sue will continue to invite them to the next meeting.

Judith Baker has applied, but cannot be here on Monday Nights. Mary to talk to her regarding a note to that affect and to get a corrected check made out to the right club.

Linda Glass has applied, but needs to submit an additional \$5.

Susan Brent has applied.

Voting was held to keep the membership fee to full price as the requests were made in June. The motion was carried with two Nay votes.

D. OFFICE

Mary Ash reports that the two office helpers are excellent and everything is up to date.

E. TRAINING

1.) Training Committee Items.

Training Committee Items were reviewed and discussed at great length. It was decided that the minimum class size remains at 4 dogs and anything less requires the class to be cancelled. No half hour options. This was previously discussed and decided by the Board and stands as previously stated.

A motion was made and approved unanimously to keep the class size to 8 dogs for the rest of the year.

A motion was made and approved unanimously to offer \$10 discounts to members for each and every class they sign up for and for no limit on the number of different classes that they sign up for in one session. This is to start in Session 6.

Substitution payment for assistants was discussed at great length. A motion was made and carried with one Nay vote, to pay assistants \$10 for each class that they assist in. For example, this would increase the assistants pay up to \$60 for a 6 week class if they assist in all 6 classes. Vouchers will not be issued for missed classes. Additional pay would be done for each and every class that they assist in. Along with this increase in pay, Board payment will be reviewed next month.

New forms to track the assistants attendance were approved.

Student Rollover recommendations from the training committee were approved.

The Board reviewed the proposal to combine classes. It was acknowledged that this innovative idea had merit. There were several areas of concern. All the classes listed on the proposal should be removed as there were not current approved instructors for all the classes listed. It was decided that the current new class form should be filled out, complete with approved instructors, assurance of outlines of the class are present and current, prerequisites are indicated and current procedures be followed. The committee of peers was questioned and suggested that the training committee would be the proper venue.

2.) Refund Request: Jamie Tobin was refunded via PayPal.

3.) Refund request was approved by the Board via Slack for Emily Cash and Doug Hart.

4.) Class credit voucher Kathryn Vogt - the Board voted for no credit voucher.

5.) Refund request and class credit forms and the Flow chart were Tabled until next meeting.

F. PUBLICITY

Debbie reported for Marilane. Everyone needs to utilize Facebook. Like and share posts. Pictures can be submitted to Marilane or submitted by individuals.

National Days were Read.

It was suggested that the national Days and the posting and liking requests, be sent to the General membership for participation, not just Board members. Instagram - still working on.

Next Door - Marilane has been doing individual posts and has gotten some responses.

Class schedules are reportedly felt not utilized to the fullest extent.

There was no poster at PetFood Express. Marilane will work on this.

Where else?

Radio Show - working on.

Suggested the \$10 discount to members.

Free one year membership to new Seniors or newly adopted dogs.

Allow members to register early for classes.

Scholarship Fund for excess vouchers.

The Board members had various thoughts. No motions were made at this time.

G. BUILDING

Debbie Hilton reported that PSI cleaning contract may be ending soon. Currently the Club is spending \$360/4 weeks for cleaning. Possibility of some community services entity. (Roxann to ask Joe if he knows and let Debbie know if he has any ideas.) Otherwise, the search is on for a new contract. Ross??

H. NEWSLETTER/WEBSITE - No report at this time.

I. AOCN - No report at this time.

V. OLD BUSINESS

A. Business License - Linda to submit a change of address and track down the license.

B. Ordering puppy Toys - Much discussion was held on the need for providing toys and the types of toys. It was decided to mix all the toys in on batch and offer to clients and no toys would be donated to other organizations. A motion was made and passed with one Nay vote, that Sandy order \$350 of toys.

C. Joy Wood - Tabled due to time constraints,

D. Awards Banquet - Tabled due to time constraints.

E. Insurance Company Change - Tabled due to time constraints.

F. Audit Related Action - after much discussion and careful consideration of all aspects, it was unanimously decided to cancel the involved trainer's contract due to Code of Conduct Violations, effective the end of this current Session.

G. Approval of LAPS use of the building - Tabled due to time constraints

H. Guidelines and Procedures update status - Tabled due to time constraints.

I. Job Description Summary - Tabled due to time constraints.

J. Frequently Asked Questions on Website - Tabled due to time constraints.

K. Judy Gamat proposal - Tabled due to time constraints.

VI. NEW BUSINESS

A. COVID Requirements - A motion was made and carried, to follow current Guidelines and post a sign: IF YOU ARE NOT FULLY VACCINATED MASKS ARE REQUIRED and the previous cleaning procedures to be modified to cleaning of "commonly touched items such as door knobs, equipment, phones, headsets, and bathroom surfaces" once daily after the last class of the day.

Hand sanitizers will continue to be provided.

B. Updating of CGC materials/Forms - Tabled due to time constraints.

C. Special waiver form for second handlers - Tabled due to time constraints.

- D. Membership benefits brochure - Tabled due to time constraints.
- E. Keeping Classes open - a motion was made and carried unanimously to keep the classes open for registration for 3 weeks vs. 2 weeks, and once the class is closed, it's closed.

Reminder: Next Board meeting in 2 weeks.

VII. MOTION PASSED TO ADJOURN AT: 9:38 PM.

Minutes Submitted by Roxann Gracia

Attachments:

Uncorrected P&L March, April, May
Training Committee Items Addendum #1
Addendum #2 Tabled items
Proposal from Marilane Berfelt
Proposal from Vange Leonis

FINANCIAL STATEMENTS

NAPA VALLEY DOG TRAINING CLUB, INC.
P.O. BOX 4097

NAPA, CA 94558

As of March 31, 2021

Prepared by DOUD BOOKKEEPING & TAX SERVICE 707 255-9144

CHECK REGISTER REPORT

from 03/01/21 to 03/31/21

Date	Debit Acct	Payable to	Cleared	Check #	Amount
	FOR ACCOUNT 10305	CASH IN UMPQUA BANK			
03/09/21	62002	COMCAST	Y	AUTO	123.16
03/10/21	60900	CHECK PRINTING/UMPQUA	Y	AUTO	56.70
03/31/21	60900	ZOOM	Y	AUTO	14.99
03/31/21	60900	DOG BIZ PRO	Y	AUTO	74.99
03/09/21	62010	NAPA SAWYER PROPERTIES LLC	Y	*101	4,375.00
03/09/21	60500	BOB & DUFF PEST CONTROL	Y	102	100.00
03/09/21	62003	NRWS	Y	103	45.29
03/09/21	62011	NAPA VALLEY PSI	Y	104	90.00
03/31/21	10200	VOID CHECK	Y	105	0.00
03/09/21	60101	DONNA GOLEMON	Y	106	896.00
03/09/21	60138	KIMBERELY LESLIE	Y	107	1,152.00
03/31/21	60135	DOGS CAN DANCE LLC	Y	108	360.00
03/31/21	60140	STEFANIE MEINHARDT	Y	109	112.00
03/31/21	60139	DEANNA BRILZ	Y	110	160.00
03/31/21	60120	ASH, MARY	Y	111	640.00
03/31/21	40103	STEFANIE MEINHARDT/ GM2 CLASS REFUND	Y	112	25.00
03/31/21	50200	ROXANN GRACIA/REIMB APPARAL PURCHASE	Y	113	516.29
03/31/21	60127	RONALD, LEA	Y	114	128.00
				TOTAL CHECKS:	8,869.42

CASH BALANCE AS OF 03/01/21	26,740.00
PLUS DEPOSITS:	10,651.14
MINUS TOTAL CHECKS:	8,869.42
CASH BALANCE AS OF 03/31/21	28,521.72

STATEMENT OF PROFIT AND LOSS

From 03/01/21 to 03/31/21

Year to Date As of 03/31/21

Sales or Income

CLASS FEES	\$ 10,820.00	72.2%	\$ 14,180.00	68.3%
SCENT CLASS	2,875.00	19.2%	4,005.00	19.3%
BB	460.00	3.1%	460.00	2.2%
POLITE IN PUBLIC	360.00	2.4%	360.00	1.7%
DUES	35.00	0.2%	1,050.00	5.1%
EQUIPMENT	9.25	0.1%	84.75	0.4%
CLUB APPAREL	418.50	2.8%	619.00	3.0%

Total Sales or Income	14,977.75	100.0%	20,758.75	100.0%
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Cost of Sales

PUPPY VOUCHERS & DISCOUNTS	92.20	0.6%	92.20	0.4%
GOOD MANNERS I / VOUCHERS & DISCOUNTS	57.60	0.4%	57.60	0.3%
GM2 VOUCHERS & DISCOUNTS	25.60	0.2%	25.60	0.1%
AGILITY	9.60	0.1%	9.60	0.0%
RALLY VOUCHERS & DISCOUNTS	56.88	0.4%	56.88	0.3%
ADOLESCENT DOG/VOUCHERS & DISCOUNTS	79.70	0.5%	119.70	0.6%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	96.00	0.6%	136.00	0.7%
SCENT WORK/VOUCHERS & DISCOUNTS	441.28	2.9%	521.28	2.5%
BEYOND BASICS,DISCOUNTS & VOUCHERS	12.50	0.1%	12.50	0.1%
POLITE IN PUBLIC	46.40	0.3%	46.40	0.2%
CLUB APPAREL	516.29	3.4%	516.29	2.5%

Total Cost of Sales	1,434.05	9.6%	1,594.05	7.7%
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GROSS PROFIT	13,543.70	90.4%	19,164.70	92.3%
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Operating Expense

TRAINER FEES	3,336.00	22.3%	3,336.00	16.1%
STEFANIE MEINHARDT	112.00	0.7%	112.00	0.5%
STUDENT EQUIPMENT	-26.00	-0.2%	-26.00	-0.1%
SUPPLIES & MINOR EQUIP.	100.00	0.7%	286.05	1.4%
OFFICE EXPENSE	149.68	1.0%	287.06	1.4%
HOSPITALITY	0.00	0.0%	50.00	0.2%
PAYPAL FEES	0.00	0.0%	9.60	0.0%
DUES/CONTRIBUTIONS	0.00	0.0%	50.00	0.2%
BUILDING	168.45	1.1%	346.98	1.7%
NAPA SAWYER PROPERTIES	4,375.00	29.2%	8,663.00	41.7%
NAPA VALLEY PSI/BUILDING CLEANING	90.00	0.6%	258.75	1.2%
PAYPAL FEES	0.00	0.0%	32.00	0.2%

Total Operating Expense	8,305.13	55.4%	13,405.44	64.6%
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NET INCOME OR <LOSS>	\$ 5,238.57	35.0%	\$ 5,759.26	27.7%
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INCOME STATEMENT SUPPORTING SCHEDULE As of 03/31/21

	From 03/01/21 to 03/31/21		Year to Date As of 03/31/21	
CLASS FEES				
PUPPY	2,500.00	16.7%	3,100.00	14.9%
GOOD MANNERS/MIGHTY MIGHTS	1,860.00	12.4%	2,260.00	10.9%
GOOD MANNERS 2	835.00	5.6%	1,075.00	5.2%
AGILITY	300.00	2.0%	400.00	1.9%
RALLY CLASS	1,525.00	10.2%	2,460.00	11.9%
ADOLESCENT DOG	2,900.00	19.4%	3,620.00	17.4%
DOGS CAN DANCE CLASS	800.00	5.3%	1,165.00	5.6%
TRICKS & GAMES	<u>100.00</u>	.7%	<u>100.00</u>	.5%
Total CLASS FEES	10,820.00	72.2%	14,180.00	68.3%
TRAINER FEES				
DONNA GOLEMON	896.00	6.0%	896.00	4.3%
MARY ASH	640.00	4.3%	640.00	3.1%
LEA RONALD	128.00	.9%	128.00	.6%
DOGS CAN DANCE, LLC	360.00	2.4%	360.00	1.7%
KIM LESLIE/TRAINER	1,152.00	7.7%	1,152.00	5.5%
DE BRILZ	<u>160.00</u>	1.1%	<u>160.00</u>	.8%
Total TRAINER FEES	3,336.00	22.3%	3,336.00	16.1%
DUES/CONTRIBUTIONS				
DONATIONS	<u>0.00</u>	.0%	<u>50.00</u>	.2%
Total DUES/CONTRIBUTIONS	0.00	.0%	50.00	.2%
BUILDING				
TELEPHONE	123.16	.8%	216.32	1.0%
UTILITIES	<u>45.29</u>	.3%	<u>130.66</u>	.6%
Total BUILDING	168.45	1.1%	346.98	1.7%

FINANCIAL STATEMENTS

NAPA VALLEY DOG TRAINING CLUB, INC.
P.O. BOX 4097

NAPA, CA 94558

As of April 30, 2021

Prepared by DOUD BOOKKEEPING & TAX SERVICE 707 255-9144

CHECK REGISTER REPORT

from 04/01/21 to 04/30/21

Date	Debit Acct	Payable to	Cleared	Check #	Amount
FOR ACCOUNT 10305		CASH IN UMPQUA BANK			
04/01/21	62003	NAPA SAWYER PROPERTIES LLC	Y	AUTO	4,417.00
04/05/21	62002	COMCAST	Y	AUTO	133.16
04/30/21	60900	DOG BIZ PRO	Y	AUTO	74.99
04/30/21	60900	SERVICE CHARGE	Y	ADJ	23.00
04/16/21	64401	KAREN JACKSON/HOSPITALITY SCENTWORK TRIAL	Y	*115	125.52
04/16/21	64401	KAREN JACKSON/HOSPITALITY SCENTWORK TRIAL	Y	116	285.66
04/16/21	60900	DEBBIE HILTON/SUPPLIES S/W & OFFICE	N	117	198.77
04/30/21	10200	VOID CHECK	Y	118	0.00
04/30/21	10200	VOID CHECK	Y	119	0.00
04/30/21	10200	VOID CHECK	Y	120	0.00
04/30/21	60101	DONNA GOLEMON/SCENTWORK CLASS	N	121	1,024.00
04/30/21	40119	DE BRILZ/ADO	N	122	160.00
04/30/21	60140	STEFANIE MEINHARDT	N	123	56.00
04/30/21	60120	ASH, MARY	N	124	512.00
04/30/21	60138	KIMBERELY LESLIE	N	125	1,280.00
04/30/21	60134	JUDY GAMET	N	126	405.00
04/30/21	60127	RONALD, LEA	N	127	256.00
				TOTAL CHECKS:	8,951.10

CASH BALANCE AS OF 04/01/21	28,521.72
PLUS DEPOSITS:	23,586.50
MINUS TOTAL CHECKS:	8,951.10
CASH BALANCE AS OF 04/30/21	43,157.12

STATEMENT OF PROFIT AND LOSS

From 04/01/21 to 04/30/21

Year to Date As of 04/30/21

Sales or Income

CLASS FEES	\$ 17,507.50	85.2%	\$ 31,687.50	76.7%
SCENT CLASS	2,715.00	13.2%	6,720.00	16.3%
BB	0.00	0.0%	460.00	1.1%
POLITE IN PUBLIC	0.00	0.0%	360.00	0.9%
DUES	35.00	0.2%	1,085.00	2.6%
BUILDING/EQUIPMENT RENTAL	300.00	1.5%	300.00	0.7%
EQUIPMENT	0.00	0.0%	84.75	0.2%
CLUB APPAREL	0.00	0.0%	619.00	1.5%

Total Sales or Income	20,557.50	100.0%	41,316.25	100.0%
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Cost of Sales

PUPPY VOUCHERS & DISCOUNTS	0.00	0.0%	92.20	0.2%
GOOD MANNERS I / VOUCHERS & DISCOUNTS	0.00	0.0%	57.60	0.1%
GM2 VOUCHERS & DISCOUNTS	0.00	0.0%	25.60	0.1%
AGILITY	0.00	0.0%	9.60	0.0%
RALLY VOUCHERS & DISCOUNTS	0.00	0.0%	56.88	0.1%
ADOLESCENT DOG/VOUCHERS & DISCOUNTS	0.00	0.0%	119.70	0.3%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	0.00	0.0%	136.00	0.3%
SCENT WORK/VOUCHERS & DISCOUNTS	0.00	0.0%	521.28	1.3%
BEYOND BASICS,DISCOUNTS & VOUCHERS	0.00	0.0%	12.50	0.0%
POLITE IN PUBLIC	0.00	0.0%	46.40	0.1%
CLUB APPAREL	0.00	0.0%	516.29	1.2%

Total Cost of Sales	0.00	0.0%	1,594.05	3.9%
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GROSS PROFIT	20,557.50	100.0%	39,722.20	96.1%
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Operating Expense

TRAINER FEES	3,477.00	16.9%	6,813.00	16.5%
STEFANIE MEINHARDT	56.00	0.3%	168.00	0.4%
STUDENT EQUIPMENT	-129.00	-0.6%	-155.00	-0.4%
SUPPLIES & MINOR EQUIP.	0.00	0.0%	286.05	0.7%
OFFICE EXPENSE	246.18	1.2%	533.24	1.3%
HOSPITALITY	0.00	0.0%	50.00	0.1%
PAYPAL FEES	469.70	2.3%	479.30	1.2%
DUES/CONTRIBUTIONS	0.00	0.0%	50.00	0.1%
BUILDING	262.16	1.3%	609.14	1.5%
NAPA SAWYER PROPERTIES	4,288.00	20.9%	12,951.00	31.3%
NAPA VALLEY PSI/BUILDING CLEANING	0.00	0.0%	258.75	0.6%
PAYPAL FEES	660.00	3.2%	692.00	1.7%
SCENTWORK TRIAL HOSPITALITY	411.18	2.0%	411.18	1.0%
RALLY TRIAL	50.58	0.2%	50.58	0.1%

Total Operating Expense	9,791.80	47.6%	23,197.24	56.1%
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NET INCOME OR <LOSS>	\$ 10,765.70	52.4%	\$ 16,524.96	40.0%
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INCOME STATEMENT SUPPORTING SCHEDULE As of 04/30/21

	From 04/01/21 to 04/30/21		Year to Date As of 04/30/21	
CLASS FEES				
PUPPY	3,820.00	18.6%	6,920.00	16.7%
GOOD MANNERS/MIGHTY MIGHTS	1,975.00	9.6%	4,235.00	10.3%
GOOD MANNERS 2	2,375.00	11.6%	3,450.00	8.4%
AGILITY	850.00	4.1%	1,250.00	3.0%
RALLY CLASS	1,995.00	9.7%	4,455.00	10.8%
ADOLESCENT DOG	3,890.00	18.9%	7,510.00	18.2%
DOGS CAN DANCE CLASS	1,412.50	6.9%	2,577.50	6.2%
SAMPLER CLASS	625.00	3.0%	625.00	1.5%
TRICKS & GAMES	565.00	2.7%	665.00	1.6%
Total CLASS FEES	17,507.50	85.2%	31,687.50	76.7%
TRAINER FEES				
DONNA GOLEMON	1,024.00	5.0%	1,920.00	4.6%
MARY ASH	512.00	2.5%	1,152.00	2.8%
LEA RONALD	256.00	1.2%	384.00	.9%
JUDY GAMET/DOGS CAN DANCE	405.00	2.0%	405.00	1.0%
DOGS CAN DANCE, LLC	0.00	.0%	360.00	.9%
KIM LESLIE/TRAINER	1,280.00	6.2%	2,432.00	5.9%
DE BRILZ	0.00	.0%	160.00	.4%
Total TRAINER FEES	3,477.00	16.9%	6,813.00	16.5%
DUES/CONTRIBUTIONS				
DONATIONS	0.00	.0%	50.00	.1%
Total DUES/CONTRIBUTIONS	0.00	.0%	50.00	.1%
BUILDING				
TELEPHONE	133.16	.6%	349.48	.8%
UTILITIES	129.00	.6%	259.66	.6%
Total BUILDING	262.16	1.3%	609.14	1.5%

FINANCIAL STATEMENTS

NAPA VALLEY DOG TRAINING CLUB, INC.
P.O. BOX 4097

NAPA, CA 94558

As of May 31, 2021

Prepared by DOUD BOOKKEEPING & TAX SERVICE 707 255-9144

CHECK REGISTER REPORT

from 05/01/21 to 05/31/21

Date	Debit Acct	Payable to	Cleared	Check #	Amount
FOR ACCOUNT 10305		CASH IN UMPQUA BANK			
05/01/21	62002	COMCAST	Y	AUTO	123.43
05/01/21	62003	NAPA SAWYER PROPERTIES LLC	Y	AUTO	4,394.00
05/02/21	60900	ZOOM	Y	AUTO	14.99
05/31/21	60900	DOGBIZPRO	N	AUTO	74.99
05/31/21	60900	BANK SERVICE CHARGE	Y	AUTO	23.00
05/21/21	62011	NAPA VALLEY PSI	Y	*128	360.00
05/21/21	62003	NRWS	Y	129	90.58
05/21/21	60125	BERGFELT, MARILANE	N	130	192.00
05/21/21	40102	BERNICE CONNER/REFUND GM1	N	131	125.00
05/21/21	40103	VERGIL TABLANTE/REFUND CGC	N	132	125.00
				TOTAL CHECKS:	5,522.99

CASH BALANCE AS OF 05/01/21	43,157.12
PLUS DEPOSITS:	9,581.84
MINUS TOTAL CHECKS:	5,522.99
CASH BALANCE AS OF 05/31/21	47,215.97

STATEMENT OF PROFIT AND LOSS

From 05/01/21 to 05/31/21

Year to Date As of 05/31/21

Sales or Income

CLASS FEES	\$ 9,610.00	82.5%	\$ 41,297.50	78.0%
SCENT CLASS	1,415.00	12.1%	8,135.00	15.4%
BB	375.00	3.2%	835.00	1.6%
POLITE IN PUBLIC	0.00	0.0%	360.00	0.7%
DUES	0.00	0.0%	1,085.00	2.0%
MISC INCOME	248.21	2.1%	248.21	0.5%
BUILDING/EQUIPMENT RENTAL	0.00	0.0%	300.00	0.6%
EQUIPMENT	0.00	0.0%	84.75	0.2%
CLUB APPAREL	0.00	0.0%	619.00	1.2%

Total Sales or Income	11,648.21	100.0%	52,964.46	100.0%
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Cost of Sales

PUPPY VOUCHERS & DISCOUNTS	0.00	0.0%	92.20	0.2%
GOOD MANNERS I / VOUCHERS & DISCOUNTS	0.00	0.0%	57.60	0.1%
GM2 VOUCHERS & DISCOUNTS	0.00	0.0%	25.60	0.0%
AGILITY	0.00	0.0%	9.60	0.0%
RALLY VOUCHERS & DISCOUNTS	0.00	0.0%	56.88	0.1%
ADOLESCENT DOG/VOUCHERS & DISCOUNTS	0.00	0.0%	119.70	0.2%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	0.00	0.0%	136.00	0.3%
SCENT WORK/VOUCHERS & DISCOUNTS	0.00	0.0%	521.28	1.0%
BEYOND BASICS,DISCOUNTS & VOUCHERS	0.00	0.0%	12.50	0.0%
POLITE IN PUBLIC	0.00	0.0%	46.40	0.1%
CLUB APPAREL	0.00	0.0%	516.29	1.0%

Total Cost of Sales	0.00	0.0%	1,594.05	3.0%
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GROSS PROFIT	11,648.21	100.0%	51,370.41	97.0%
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Operating Expense

TRAINER FEES	192.00	1.6%	7,005.00	13.2%
STEFANIE MEINHARDT	0.00	0.0%	168.00	0.3%
STUDENT EQUIPMENT	-61.00	-0.5%	-216.00	-0.4%
SUPPLIES & MINOR EQUIP.	0.00	0.0%	286.05	0.5%
OFFICE EXPENSE	112.98	1.0%	646.22	1.2%
HOSPITALITY	0.00	0.0%	50.00	0.1%
PAYPAL FEES	0.00	0.0%	479.30	0.9%
DUES/CONTRIBUTIONS	0.00	0.0%	50.00	0.1%
BUILDING	320.01	2.7%	929.15	1.8%
NAPA SAWYER PROPERTIES	4,288.00	36.8%	17,239.00	32.5%
NAPA VALLEY PSI/BUILDING CLEANING	360.00	3.1%	618.75	1.2%
PAYPAL FEES	291.08	2.5%	983.08	1.9%
SCENTWORK TRIAL HOSPITALITY	0.00	0.0%	411.18	0.8%
RALLY TRIAL	0.00	0.0%	50.58	0.1%

Total Operating Expense	5,503.07	47.2%	28,700.31	54.2%
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NET INCOME OR <LOSS>	\$ 6,145.14	52.8%	\$ 22,670.10	42.8%
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INCOME STATEMENT SUPPORTING SCHEDULE As of 05/31/21

	From 05/01/21 to 05/31/21		Year to Date As of 05/31/21	
CLASS FEES				
PUPPY	3,315.00	28.5%	10,235.00	19.3%
GOOD MANNERS/MIGHTY MIGHTS	1,565.00	13.4%	5,800.00	11.0%
GOOD MANNERS 2/CGC CLASS	975.00	8.4%	4,425.00	8.4%
AGILITY	250.00	2.1%	1,500.00	2.8%
ADVANCED OBEDIENCE	250.00	2.1%	250.00	.5%
RALLY CLASS	590.00	5.1%	5,045.00	9.5%
ADOLESCENT DOG	2,250.00	19.3%	9,760.00	18.4%
DOGS CAN DANCE CLASS	540.00	4.6%	3,117.50	5.9%
SAMPLER CLASS	-125.00	-1.1%	500.00	.9%
TRICKS & GAMES	0.00	.0%	665.00	1.3%
Total CLASS FEES	9,610.00	82.5%	41,297.50	78.0%
TRAINER FEES				
DONNA GOLEMON	0.00	.0%	1,920.00	3.6%
MARY ASH	0.00	.0%	1,152.00	2.2%
MARILANE BERGFELT	192.00	1.6%	192.00	.4%
LEA RONALD	0.00	.0%	384.00	.7%
JUDY GAMET/DOGS CAN DANCE	0.00	.0%	405.00	.8%
DOGS CAN DANCE, LLC	0.00	.0%	360.00	.7%
KIM LESLIE/TRAINER	0.00	.0%	2,432.00	4.6%
DE BRILZ	0.00	.0%	160.00	.3%
Total TRAINER FEES	192.00	1.6%	7,005.00	13.2%
DUES/CONTRIBUTIONS				
DONATIONS	0.00	.0%	50.00	.1%
Total DUES/CONTRIBUTIONS	0.00	.0%	50.00	.1%
BUILDING				
TELEPHONE	123.43	1.1%	472.91	.9%
UTILITIES	196.58	1.7%	456.24	.9%
Total BUILDING	320.01	2.7%	929.15	1.8%

TRAINING COMMITTEE ITEMS

Addendum #1 to 7/5/21 NVDTC Board Meeting Agenda

From June 15, 2021 Training Committee Meeting Notes:

1) Class sizes

- Not everyone on the training committee agrees the minimum number of 4 students (as passed at April 2021 board meeting) should be changed. For anyone who feels differently, the suggestion was made to write a note to the board. Sue asked such notes be sent to the board a week before the July 5th board meeting.
- As a recommendation to board, training committee is in favor of the maximum number of students to remain at eight students until the end of the year—MSC. NOTE: See Vange's proposal as enclosed.

2) Status of vouchers and discounts for classes

- Recommendation by training committee is to leave voucher amounts as they currently stand.
- Recommendation by training committee is not to reinstate discounts for seniors, juniors, and multiple classes, discounts that were discontinued because of financial losses due to COVID-19. In place of these discounts, a discount of \$10 is being recommended to the board by the training committee to be given to members only for each class they enroll in, regardless of the number of weeks a class is scheduled to run, beginning in Session 6, 2021—MSC. This \$10 discount is a reward to our members and can also encourage students to become members. Both Mary and Donna are on board to track use of discount.

3) Assistant substitution policy

- MSC with one no vote to recommend to the board to continue compensating assistants for each day they assist in a class (in one session), whether it is a class they signed on to assist in a session or for a class they are filling in for another assistant. Note: No vouchers are given for assisting only one time in a session.
- Carol came up with providing forms on boards for each class at the end of each session to be filled in with assistant's name or names for each day the class has an assistant. Training committee is recommending the board implement Carol's forms.

4: Student rollover

- Recommendation to board is to allow rollovers to next session in situations wherein, in special circumstances, student is unable to take a class he/she signed up to take. Rollovers are only granted before first class (in lower level classes) to students who have already made payment and provided shot records. Note: Rollovers do not need to go to Board for approval. Registrar will handle.

5) Registration guidelines <http://nvdtc.org/registrationguidelines/>

- Presented to committee: Only change is to eliminate second bullet point under "Rollovers" on both the general and instructor sets of guidelines. Registration guidelines will be sent to board for review and approval.

6) Flow Chart http://nvdtc.org/8StudentClassFlowChart_060221.pdf

- Presented to committee: Only possible change is in the lower left orange box to statement about setting class time to 30 minutes, whether it will be included or reworded or left out entirely will be taken to Board.

7) Flexibility in Class Offerings Proposal

- After presenting proposal about combining approved classes to come up with new classes that do not need to be approved, training committee recommended Marilane forward the proposal (with changes suggested by the committee) to Board for review and approval—MSC. Changes: Add verbiage about once a combined class is created, background information such as class description, prerequisites, and number of students is to be determined. See proposal submitted, as revised, by Marilane.

TABLED ITEMS FROM PAST BOARD MEETINGS
Addendum #2 to 7/5/21 NVDTC Board Meeting Agenda

In order of priority

- 1) Xeroxing of training sheets needs assignment
(interface with Marilane)**
- 2) New Member Anonymous Voting**
- 3) Review Complaint Process & Policy**
- 4) Review of Building Use Rental Charges**
- 5) AKC Bylaws and Updates Review**

Date: June 27, 2021
To: NVDTC Board of Directors
Cc: Training Committee
From: Marilane Bergfelt
RE: Flexibility in Class Offerings (*revised per committee discussion*)

Board,

I would like to create flexibility in our training class offerings with the goal of providing owners and their pets more intermediate level training options. During classes, owners will ask about activities &/or life skills that aren't addressed or appropriate in the class they are currently participating. Those comments provide insights into what people and pets are interested in and what they want now. I'm proposing we use currently approved classes and adapt them for different uses and activities, without the lengthy approval process currently in place.

The current approval process started in 2014. Since then, nearly all new classes have been reviewed by our committee, fine-tuned per our requests, and then sent to the Board for formal approval. That has led to many more training options, especially at the intermediate level. Below is a list of the classes with formal approval and written outlines:

Beginning Tricks	Mighty Might
C & C (Crate and Choices)	Out & About
Community Exploration Walks	Puppy Playtime 1 & 2
Delightful Distractions	Recall Games
Fun Games	3R's – Reliable Recalls & Retrieves
Into to Clicker (Hot Item)	Small Dog Social
Intro to Therapy Dog Skills	
Surfing the Disc (Conditioning Your K9 with Discs)	
Train Your Dog to Listen Anywhere, Anytime (by Denise Frenzi)	

Each of these approved classes includes prerequisites, skills to be taught and materials needed. This information makes it easy to mix-n-meld classes and create new opportunities. An instructor could select skills from one approved class, blend it with activities from another approved class, create a fun title and – yippee, there is something different that owners want.

[Revised] An instructor would create a concept for a blended class, create a title and add it to an upcoming session. The instructor would also send info to the PR committee to help expedite fliers and website / FB posts. A digital draft of the newly blended class would be sent to the committee (peers) for review and recommendations. This would be done via email with a deadline for responses. The instructor would then update the digital file using peer insights as a guide and send a final version to the committee and board.

Since this modified class is coming from materials our committee and previous boards have already approved, additional committee and board approval would not be needed. This process would provide staff with flexibility to offer new classes more frequently, give added time to schedule classes and PR them, while allowing greater response to current owner needs & interests.

Date: June 27, 2021
To: NVDTTC – Board of Directors
CC: NVDTTC Training Committee
From: Vange Leonis

Re: Improving Client's Training Choices by allowing 30-minute classes with instructors charging 50% of their contracted fee.

I propose that instructors be allowed to hold half hour classes, at half pay when class size is reduced below the posted minimum (which is currently 4 dogs). This would promote the completion of beginning classes and help establish the value of intermediate level training classes.

Owners commonly say they would like to have an obedient dog they can take with them on outings and feel comfortable with in public. They also note an interest in advanced classes and canine sports. As experienced dog owners, we know that these goals are rarely accomplished with just beginning level classes. It is the intermediate level classes that help people gain the skills, confidence, and momentum to do more with their dogs.

In my opinion, what is missing are intermediate obedience and skills classes. Puppy, Adolescent Dog and Good Manners 1 classes fill up easily, however after GM1 the drop off is significant. This drop off is largely due to the cancellation of classes due to lower registration numbers. I would like the number of owners participating with their dogs at this level to increase. The only way to do that, is to **run** intermediate classes year-round, without cancellations.

Currently classes with 3 or less students must be cancelled. However, classes with only 2 students still make money for the Club. Example:

2 students = \$250.00

Highest Instructor pay is \$32.00/per class. At ½ pay = \$16.00 X 6 classes = \$96.00

Profit AFTER paying instructor = \$154.00

* Historically, intermediate students pay full price for their classes.

** The alternative is cancelling the class with zero income to the Club.

The intermediate level classes fill slots in the weekly schedule that would otherwise be vacant. The Club can promote and grow the interest in intermediate classes with little-to-no expense, classes can be run without the concern of losing money, and students can improve the skills and talents of their dogs. It's a WIN-WIN.

I trust the NVDTTC Board will see the value of adjusting for smaller class sizes and will approve smaller classes of 2 or 3 students to be held at a reduced instructor's fee.

APPROVED
**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING JULY 12, 2021**

I. CALL TO ORDER - President Sue Osborn called the meeting to order at 6:30pm. The meeting was held at the Club. Those in attendance were: (In random order) Donna Albin, Adrienne Amdahl, Mary Ash, Marilane Bergfelt, Sandy Bonifield, Carol Coawette, Donna Golemon, Joe Gracia, Roxann Gracia, Debbie Hilton, Bobbie Honsvick, Karen Jackson, Lori Jackson, Linda Luchsinger, Ben Shelby, Charlie and Christy Rose, Marion Sigel, Anne Stanley, Linda Wargo. Guests included: Chris Sims, Linda Glass, Sadhana Brent, Judith Judson-Baker, ML Pierrette Baker.

II. TREASURER'S REPORT - Linda Luchsinger reported as of 6-31-21, the Money Market Fund had \$22,343.78, \$22.00 in Regular Savings, \$42,300.95 in Checking and \$1526.15 in PayPal. All the bills have been paid to date.

III. SECRETARY'S REPORT - The minutes from June 14, 2021 were approved by the members as written and submitted.

IV. BOARD, COMMITTEE, AND CHAIR REPORTS

A. PRESIDENT - Sue reported that all of her items are to be covered later in the agenda.

B. VICE-PRESIDENT - Sandy Bonifield reported that she is working on trying to get the Sheriff's department to give a canine unit demonstration for the August General meeting. Anne Stanley has contact information and volunteered to help make arrangements. Sandy and Mary are planning the annual BBQ for September General meeting. More details will be coming.

C. MEMBERSHIP/VOUCHERS - Carol Coawette introduced four guests who are interested in joining the club: Linda Glass, Sadhana Brent, Judith Judson-Baker, ML Pierrette Baker. Each gave a short introduction. Motion was made and carried to welcome them as new members. **WELCOME!**

Debbie Hilton had put together Membership Packets for 2021. They were made available at the meeting. Be sure to pick one up. There are business cards in each packet for members to pass out.

Sue announced that the Board had voted in to give a \$10 voucher to training assistants for each class that they assist a trainer. This is a change and an increase in pay. For example, for a 6 week class, assistants will now receive \$60 in vouchers if they assist in every class. Absences would not be paid. Substituting in any class will be awarded a \$10 voucher as well. There was discussion regarding the inclusion of the office staff as well and details will be confirmed by the Board next week. This will result in their pay increased to \$10 per night worked as well.

D. OFFICE - Mary Ash reported that the two office workers, Donna Albin and Karen Blair, are doing a great job and much appreciated! It was noted that Referral sheets were updated and placed back in the office. Thank You Marilane!

E. TRAINING

1. Session 5 Registration opened July 5th and closes on July 26th.
2. The Training Committee and the Board have been quite busy.

Proposals and decisions regarding minimum class size remain at 4 dogs, below which the class is cancelled. There will be no 1/2 hour sessions offered. The maximum class size was agreed to be 8 dogs per class through the end of the year. The Student

Rollover to the next class would be allowed under special circumstances. Starting in Session #6, Club Members will get a \$10 discount on every class that they sign up for. There remains no Senior or Multiple Discounts at this time. When class registration opens, it will now remain open for 3 weeks, and once the class closes, it is closed.

3. For additional information, members are directed to the Training Committee notes as attachments to the Board Meeting Minutes found online.

F. PUBLICITY - Marilane Bergfelt reported that the Dog Club has been nominated and is now in the final voting as a non-profit in the Napa Valley Register "Napa's Finest" contest. Everyone can vote each day from now until August 1st. Go on line and vote for your favorites in each category everyday!

Marilane noted that she is providing 1/2 sheet flyers about classes for trainers to pass out to students. They are placed on the clipboards. Please make use of these.

It was noted that a large article and pictures were in the Sunday Napa Register covering the recent Club's AKC sanctioned Nose Work Trial held in April. Thanks to Roxann for submitting to the paper and following through until published! Article was posted at the meeting.

Marilane asked for input from the members, where there might be good places to put Dog Club Posters in the community as a way of getting our name out there.

Napa Humane is doing a virtual walk. Please support them if you can this year. Prior to Covid it was an in person walk and quite successful. Flyers were available.

G. BUILDING - Debbie Hilton is working on finding a new cleaning service for the building as PSI appears to no longer be able to support this service. Thanks to a tip from Joe Gracia, Debbie has asked to Napa Personnel Services and they are working on a contract.

H. NEWSLETTER/WEBSITE - Sue Osborn announced that the deadline for the next communication which comes as an email, is July 20th. Let her know if you have something you want included. Special Thanks was given to Anne Stanley for her article in the recent newsletter!

I. AOCNC - Sue Osborn and Mary Ash are the representatives. There has not been anything planned due to COVID. They will keep us posted.

J. HOSPITALITY - BIG THANKS to Sandy Bonifield for tonight's refreshments! Anne Stanley volunteered to provide refreshments for the next meeting.

K. SUNSHINE - Debbie Hilton presented Linda Luchsinger with a plant as a Get Well gift for her shoulder surgery. Glad to see you are better!

V. OLD BUSINESS

The awards, annual banquet has finally been set. It is usually held in February, but was delayed this year due to COVID. It's a luncheon to be held next Saturday, July 17th, at LaStrada. The sign up deadline is tonight and there are flyers available. Please give your order and checks to Sandy.

VI. NEW BUSINESS

A. Marilane Bergfelt was nominated to fill the vacant Publicity Board Position. Motion was carried and Marilane accepted the new position. Welcome to the Board! The August Board meeting has been moved up to July 19th at 6:30pm, due to vacation scheduling conflicts. See you there Marilane!

B. COVID-19 changes approved by the Board, includes the new signage. **IF YOU ARE NOT FULLY VACCINATED MASKS ARE REQUIRED.** Cleaning procedures are modified to cleaning of “commonly touched items such as door knobs, equipment, phones, headset and bathroom surfaces” once daily after the last class of the day. Hand sanitizers will continue to be provided. (These are CALOSHA guidelines.)

C. CGC (Canine Good Citizen) materials need to be updated. There is a cost for the forms. Current forms can be used and the cost changed to \$25. Mary Ash volunteered to update, order the new 3 fold brochures from the AKC and noted that at one time we used to get the patches. She will also order Evaluators Guides.

D. LAPS (Loving Animals Providing Smiles) - had requested the use of the building on 5 Saturdays. August 7th and 14th 9am to 1 pm, and Sept. 11th, 18th, 25th from 9am to 2 pm. The use was approved by the general membership.

E. Membership Brochure - it was requested that a brochure describing membership benefits, be developed. This will go to the Board for development and cost analysis.

VII. BRAGS - We've been busy!

Sandy Bonifield reported that her dog, K-2, attended a 5 day show in Oregon. She got 5 Best of Breeds. Group 1, Group 2, and 3 Group 3.

Linda Wargo attended the Mensona Scent Work Trial. Happy got 2 titles, Heff finished overall Advanced Title and Bill got his Exterior Title.

Carol Coawette announced Jaques finished his Excellent overall title...On to Masters now! Pierre got 2 out of 3 entries, Advanced Exterior and Containers.

Sue Osborn went to a 5 day show in Lodi. Morgan took Best of Winners, Best of Opposite, Best of Breed Owner Handled for her first major on Day 1. Brooklyn received a 5 point Grand Champion major and Best o Breed Owner Handled on Day 4. On Day 5 Morgan received reserve to a 4 point major. Over the fire days Brooklyn went select twice and received Best of Breed Owner Handled three times.

CONGRATULATIONS TO ALL!!

VII. MEETING ADJOURNMENT - Motion was made and carried to adjourn at 7:10pm.

Minutes Submitted by: Roxann Gracia
No attachments

APPROVED
**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
JULY 19, 2021**

(Note: This is the August Board Meeting, held because of scheduling conflicts. See Previous Minutes.)

I. CALL TO ORDER - President Sue Osborn called the meeting to order at 6:30pm at the Club House. Additional members in attendance were: Mary Ash, Marilane Bergfelt, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton. Absent: Linda Luchsinger.

II. TREASURER'S REPORT

- A. No Report available.
- B. Business License - Not on the wall. No report available.
- C. Insurance Company Change - No decision was made as there were unanswered questions. The Board is requesting:
 - 1. What is the current Insurance fee being paid?
 - 2. The storage of the original policy be at the Club House.
 - 3. The Board should have a copy of at least the Declaration Page prior to the next meeting in order to compare policies.
 - 4. What is the due date of the current policy?

III. SECRETARY'S REPORT

There is a typo correction to the July 5th meeting minutes under Training. Vouchers will not be issued for "Missed" classes, instead of mixed classes. Minutes were approved as corrected.

There was further discussion and clarification regarding Office Assistant vouchers. There was a new motion today. Office assistants will be given a \$10 voucher for working once a week for one hour, up to \$60 maximum per session, regardless of session length, to start in Session #5. This was unanimously accepted and passed.

Another new motion regarding Class Assistants was made. The Class Assistant will start receiving their \$10 vouchers for each worked class starting in Session #5. This was unanimously accepted and passed.

IV. BOARD, COMMITTEE AND CHAIR REPORTS

A. PRESIDENT - Sue Osborn made a motion to cancel the current Zoom contract. It can be reinstated without additional fees, if needed in the future. The Motion was accepted and unanimously passed.

A note regarding a credit voucher, submitted by Lea was read. No change in decision.

An email from Vange was read and discussed. No change in decision, a clarification was made. The cancelling of a class due to lack of minimum number of dogs could occur only before the session would start. In addition, the Instructor is responsible for contacting the students of a cancelled class. This was per contract.

B. VICE-PRESIDENT - Sandy Bonifield

1. **BANQUET REPORT** - Sandy reported that the banquet was a great success! Several Board members reported that it was one of the best ever held. The costs did go over budget, mostly due to the initial inquiry as to number of people who were intending on attending were 15 and 27 actually came. (Tax and tip were based on

the preliminary figures.) Bill was \$1055.68 with and additional \$195 for tip, bringing the total to \$1250.68. The member dinner payments came to \$645, leaving \$605.68 for final costs. It was noted that Mary and Sandy donated all the favors and the gift basket items. (Thank You!) The \$645 minus the Board approved \$250 leaves \$395.68 to be approved at the next General Meeting per ByLaws.

2. **SHERIFF'S PRESENTATION** - The presentation is all set for the next General meeting in August. There will be a short General meeting, and then the presentation starting approximately 7pm.

3. **SEPTEMBER BBQ** - The September General meeting will be a reinstatement of the annual BBQ. Mary and Sandy have set the menu. Motion was made and unanimously accepted to approve the Club's purchase of Hamburger and Buns up to a maximum of \$250. The remainder of the menu items will be donated.

C. MEMBERSHIP/VOUCHERS - Carol Coawette

1. **Upcoming New Members** - Mary reported that there are two potential new members. It was reminded that the 1/2 year dues are \$17.50. It was noted that there were two other members pending.

2. **Office Staff Vouchers** - already discussed. (See above)

3. **How Best to Track Times of Class Assistants** - Carol reported that the new forms attached to the clipboards were not being used. Discussion was held regarding paperwork and instructors, but it had been approved by the Training Committee prior to implementation. Carol will send out a gentle reminder to all trainers to please use the forms and explain how important they are for tracking and voucher payments.

D. OFFICE - Mary Ash had no report.

E. TRAINING

1. **Refund request and class credit forms Review** - TABLED

2. **Recent Refunds** - Brenda Outland, Maureen Loughney, and Pierrette Baker were issued total refunds prior to the start of classes.

3. **Request for Class Credit Voucher** - Samara Abrams missed 3 classes due to dog in early heat. It was reminded that in the sign up for classes, people who have dogs that come into heat are to leave their dogs at home and attend the class without them. People would then practice exercises at home. A comment was made that this was not on the Website. Vote was taken with 4 Ayes and 3 Nay. Discussion was held regarding the definition of Board majority per ByLaws.

4. **Recap of keeping classes open** - Reminder was made that class registration will be held open for 3 weeks, after which time the class is permanently closed.

5. **"Special class" \$10 discount** - The \$10 member discount does include all classes.

F. PUBLICITY - Marilane Bergfelt reviewed the suggestions for the Napa Humane Virtual Walk for Animals. A flyer has been prepared and ready for distribution to Club class participants. A motion was made and passed unanimously to include a flyer about the Club in the "Goodie Bag" for the Walk. In addition, a motion was made and unanimously passed to include a Certificate good for a \$125 total fee for a class at the club, to be included in the Raffle prize.

Marilane requested help to put together a flyer regarding the Sheriff's department presentation at the August meeting, inviting everyone. Sue volunteered to put one together quickly.

G. BUILDING - Debbie Hilton

Debbie presented a Petco brochure and class fee listing. Most were

offered for \$149 per class with packages for \$249. (Puppy I and Puppy II). Discussion was held regarding Puppy Star opportunity. This information will be given to the Training Committee for evaluation and recommendations.

Debbie had researched a new cleaning service. PSI previously charged \$90 for each visit. The Napa Support Services offered \$70/hour. They provide their own vacuum and use the rest of our items. Much discussion was held. A motion was made and unanimously carried to offer a flat fee of \$140 per week and accomplish whatever can be done.

It was brought to the Board's attention that Kim Lesley has been buying water as well as Debbie. Since Kim is on temporary leave, the inventory would need to be watched more closely.

H. NEWSLETTER/WEBSITE - Sue reminded the Board that the deadline for submission in the next newsletter is August 20th.

I. AOCNC - No report

V. OLD BUSINESS

A. Judy Gamet proposal - Judy has been giving people in her classes a gift Certificate to use toward our classes. Her efforts have brought in 4 new members. Thank You!

B. Joy Wood - No action

C. Audit Related Action - Sue requested Roxann to help with the letter ASAP. A motion was made to not post minutes until approved. Votes were 6 Aye and 1 Nay.

D. Guidelines and Procedures update - Sue is working on that and will email members of the Board.

E. Job Description Summary - Sue is working on that and will email members of the Board.

F. Frequently Asked Questions setup for students - Sue is working with Donna on this.

VI. NEW BUSINESS

A. Request of approval for new Class Assistant - Donna Albini
The application was read. Mary will confirm with Donna the availability of times and the application will be sent to the Training Committee for review.

B. Farm Dog Title - A request and motion was made to have a Club sanctioned Farm Dog Test via JMD Organization. Two judges have been acquired and are ready. Motion was approved unanimously.

C. Nominating Committee - Three members, with two alternates, with no more than one current Board member are required to be named by September 5th. This will go to the General Meeting.

D. Agreement/waiver for second handlers - Discussion was held regarding the specifics of the form to be used so as to have multiple people on one page. Sue to revamp and present in September.

E. Next Board Meeting - a motion was made and accepted to hold the next Board meeting on August 30th at 6:30 PM. Note: This is a week earlier than usual due to the Labor Day Holiday.

VII. TABLED ITEMS

A. Volunteer for Xeroxing of Training Sheets

B. New Member Anonymous Voting

C. Review Complaint Process & Policy

D. Review of Building Use Rental Charges

E. AKC Bylaw and Updates Review

VIII. ADJOURNMENT - Motion to adjourn was approved for 8:48pm.

Submitted by: Roxann Gracia

Attachments:

Trick Dog

Insurance Information

Second Handler Training Form

Farm Dog Test – Proposal

When: Date to be determined

Place: *Moffitt Ranch 1399 Sanders Rd. Windsor, CA*

Club to approval the test under the name of NVDTTC and provide an insurance waiver.



We will have a committee of 5 people, including Mary and Donna. We have a list of other people we are going to ask to help.

This event is not being put on as a profit maker, but to give people the chance to participate in a Farm Dog Test. Costs to the club, nothing. Profit for club, nothing. Our costs, judges, site, lunches, and ribbons.

A Farm Dog Test is open to any dog that is registered with AKC in some fashion. It is not just for herding dogs. It is one of the other tests similar to the CGC.

For more information about the Test – see attached flyer

FARM DOG CERTIFIED TEST

12 Elements

The Farm Dog Certified Test consists of 12 situations that a dog might encounter in a typical farm environment. All of the exercises are done on leash.

Test 1: Greet the judge

The handler approaches the judge with the dog at their side on a loose lead. The dog must not jump, or show aggression or excessive shyness.

Test 2: Walk around the farm and a passive stranger

The handler walks the dog on a loose lead at least 200 feet around a variety of objects and near a sitting person.

Test 3: Jump on hay/straw bale

Handler instructs the dog to jump on a bale and stay until released by the judge.

Test 4: Walk past farm animals

Handler walks the dog on a loose lead in view of penned farm animals.

Test 5: Walk over or through unusual surfaces

The handler walks the dog over three unusual surfaces, such as a plastic tarp, a sheet of plywood, and metal grating lying flat on the ground.

Test 6: Supervised separation

The handler places the dog in a crate and walks out of sight for a minimum of 1 minute.

Test 7: Pass through a gate

The dog stays while the handler opens the gate, passes through on the handler's command, and stays while the handler closes the gate.

Test 8: Handler feeds livestock

The dog is tethered while the handler approaches and feeds livestock in an enclosure.

Test 9: Reaction to another dog

The dog remains stationary on a loose lead while another dog is walked by twice, about 10 feet away.

Test 10: Reaction to noise distraction

The dog is exposed to two common farm sounds (such as hammering nails, leaf blowers, tractor engine, etc.) and must not panic.

Test 11: Dog approaches livestock

The handler approaches penned livestock with the dog on a loose lead. The dog may not lunge or be fearful or aggressive to the stock.

Test 12: Physical examination

The handler examines the dog for plant material or debris collected while working on the farm—examining the ears, eyes, mouth, coat, and toes.

Test items 2-11 may be conducted in a different order than listed.



AMERICAN
KENNEL CLUB®

The American Kennel Club is dedicated to upholding the integrity of its Registry, promoting the sport of purebred dogs, and breeding for type and function. Founded in 1884, the AKC and its affiliated organizations advocate for the purebred dog as a family companion, advance canine health and well-being, work to protect the rights of all dog owners and promote responsible dog ownership.

www.akc.org

go to "Sports & Events", then
"Herding & Farm Dog"

**Farm Dog Certified
Contact Info:**

General Inquiries:

performancevents@akc.org

**Event Applications or Results
919-816-3908**

**Title Requests
919-816-3816**

**FDC Judges
919-816-3904**

performancejudges@akc.org



AMERICAN
KENNEL CLUB®

**FARM DOG
CERTIFIED**

TEST



Photo by Alison Ruhe



Photo by Melinda Stevenson

What is the **FARM DOG CERTIFIED** Test?

The **Farm Dog Certified** test assesses whether a dog has the capability to perform as a confident working partner on a farm.

The test presents the dog with situations that would be typical for a farm environment. The dog must demonstrate self-control, courage, and trust in the handler. These are all traits that are vital to a working farm dog.



The **Farm Dog Certified** program provides an opportunity for all dogs to apply their basic training in a novel environment, demonstrating their natural capability and trainability to work in partnership with their human companions.

The **Farm Dog Certified** test is open to *all dogs.*

What you need to bring—

- Your dog
- A four to six foot leash
- A secure, well-fitting, flat collar
- A can-do attitude and a spirit for adventure!



www.akc.org

Go to “Sports & Events”, then go to “Herding & Farm Dog”

About the test—

Farm Dog Certified tests are conducted in a real farm environment, with real livestock. There are twelve test items, all of which must be completed successfully to pass the test (see back for test items).

When you are confident that your dog is able to pass the **Farm Dog Certified** test, you can find tests near you by using the AKC Event Calendar found here: <https://webapps.akc.org/event-search/#/search>

Once your dog passes the FDC test twice, with two different judges, you can apply for the **Farm Dog Certified** title.



Juniors are encouraged to participate through their local 4H group, youth organization, or AKC club.

Do I need to train my dog?

The FDC test is intended to test a dog’s aptitude to work as a farm dog. It is not meant to be an obedience test, however your dog will need to have basic leash-walking skills and a solid “stay” to be successful.

If your dog reacts negatively to unfamiliar situations, you may need to work with him before attempting the FDC test.

Does my dog need to be AKC registered?

Yes. To participate in the FDC test your dog needs to be registered with the AKC, listed in the Purebred Alternative Listing (PAL) program, or enrolled with Canine Partners (CP).

My dog has never seen livestock before.

That’s okay! Your dog doesn’t need to herd or interact with the livestock in any way. They are only required to follow your directions.



We’ll see you *on the farm!*

Insurance

From: lindyckrs@aol.com

To: bonirose@aol.com; clc222@comcast.net; marysone@aol.com; mhphelps@sbcglobal.net; risundance@aol.com; sue.osborn49@yahoo.com

Date: Wednesday, June 9, 2021, 2:18 PM PDT

Here is the information from Kennel Pro insurance: The cost is about \$425.00 for the general liability. It covers everything on his cover page.

The Directors insurance would be about \$425.00 in addition to the above cost. But Dennis Showers doesn't recommend getting this insurance unless we might qualify for something of the directors page. The only thing we might consider is the tax filing if I am no longer doing it. It would be important that someone keep track of due dates and forms required.

Linda



NVDTC KENNEL PRO DIRECTORS INSURANCE 2021.pdf
528kB



NVDTC KENNEL PRO INSURANCE 2021.pdf
782.3kB



Directors and Officers Liability Insurance

A nonprofit organization is operated for the benefit of some group of persons. Those individuals, together with employees, creditors, customers, members, state regulators, etc. are all potential plaintiffs against directors & officers of nonprofit organizations due to mismanagement. The fundamental responsibility of directors & officers is to judiciously represent the interests of the organization's members and other constituencies in directing the business and affairs of the organization within the law.

D&O insurance responds to protect an organization for the insured perils surrounding an allegation of a wrongful act. An important feature of a D&O insurance policy is defense costs coverage. The costs associated with defending an allegation of a wrongful act can easily and quickly exceed \$50,000.

EXAMPLE CLAIM EXPOSURES FOR DIRECTORS, OFFICERS, OR TRUSTEES

Allegation of Wrongful Acts

- Conflict of interests
- Fraudulent conduct, reports, financial statements or certificates
- Breach of contract
- Torts
- Violation of statute
- Violation of provisions of articles or by-laws
- Improper self-dealing
- Acquiescence in conduct of fellow directors engaged in improper self-dealing
- Transactions with companies in which officers or directors are personally interested

Allegation of Financial Mismanagement

- Inefficient administration resulting in losses
- Sale of assets for unreasonably low prices
- Wasting of assets
- Extension of credit where not warranted
- Failure to ascertain whether extension of credit is warranted

Allegation of Mistakes or Errors in Judgement

- Disclosure of material facts
- False or misleading reports
- Dissemination of false or misleading information
- Permitting organization to make improper guarantees

Allegation of Negligence

- Continual absence from meetings
- Failure to examine reports and documents before signing
- Failure to detect and stop embezzlement of organizational funds
- Failure to file annual report
- Failure to require withholding tax
- Failure to inspect organization books and records to keep abreast of its activities
- Failure to supervise the activities of others in a proper manner
- Failure to verify facts in official documents before signing them and filing them
- Shirking responsibility

If your organization has exposure to any of the items as identified, it is strongly recommended that Directors' & Officers' insurance coverage be secured.

Dennis A. Stowers
1-800-686-2663
dstowers@mourerfoster.com

Dennis Stowers

To: INSTRUCTIONS FOR COMPLETING THE D & O APPLICATION
Subject: DIRECTORS AND OFFICERS LIABILITY APPLICATION INSRUCTIONS

To obtain a quotation please complete the following :

1 General Information

#2 Limits has been filled in If you wish crime coverage check the box and indicate the desired amount needed .
No need for Employment practices if you do not have employees
No need for Fiduciary Liability since you do not have a pension or benefit plan and do the administration
No need for Kidnap , Ransom,& Extortion .

3 Complete this section

4 Complete this section

5 No need to complete if you do not have employees and wish this coverage .

6 No need to complete since normally you do not administer pension / benefit plans

#7 Complete only if you would like crime coverage

8 No need to complete

9 Answer the question

Sign and date the application .

Return the application back to me and I will obtain a proposal . Thank you in advance .



Dennis Stowers
Special Programs Division
Mourer Foster Inc.
615 North Capitol Avenue, Lansing MI 48933
517-371-2300 *office* | 517-290-3581 *cell*
517-371-7121 *fax* | 517-346-5230 *direct*
dstowers@mourerfoster.com

From: dstowers@mourer-foster.com,

To: doudbkpg@aol.com,

Subject: Kennel pro Dog Club Insurance

Date: Wed, Jun 9, 2021 1:59 pm

Attachments: Dog Club Quote Form - DAS.PDF (335K), SKMBT_60117102612070.pdf (860K),

Attached is the Kennel Pro Dog Club insurance program . This program was designed specifically for a dog club to meet their needs . You will note that the limits of liability are \$ 2,000,000.00 per occurrence. Twice the limits of any other program. With these limits you will be able to meet any requirements for premises rented to you .

We include the liability for any events you have . There is no charge to add additional insureds and or certificates needed .

We include non-owned and hired auto that protects the club if a non-owned auto is used on behalf of the club and the club is sued in addition to the driver / owner of the auto .

We include animal bailee so if the club ever takes possession of an animal without the owner present, we pay up to \$ 10,000.0 for medical and or replacement of the animal .

We also can include the clubs' property which can include trailers and or equipment . The additional premium to add property is \$ 100.00 and that will afford the club with \$ 10,000.00 in coverage . Higher limits are available at \$ 10.00 per \$ 1000.00 of value .

Look over the attached information and as always if you have questions give me a call .Thank you in advance for allowing us to be of service .



*Nation's Insurance Leader for the Dog
Industry*

Thank you for your interest in the Kennel Pro program for dog clubs. The coverage's afforded under this program are as follows:

General Liability:

\$ 2,000,000.00 Per Occurrence
\$ 2,000,000.00 Personal and Advertising injury
\$ 10,000.00 Medical Expenses
\$ 300,000.00 Damage to Premises Rented to You
\$ 4,000,000.00 Products / Completed Operations Aggregate
\$ 4,000,000.00 General Aggregate

- Covers third party claims against you for bodily injury (dog bites someone, slip or fall on the premises etc.)
- Covers third party claims against you for property damage (damage to someone's property)
- Covers you no matter where you are operating your services
- No deductible
- Includes coverage for members, employees, volunteers and Independent Contractors as long as they are working for you, under your direction, serving your clients and performing the same duties / service that we insure you for. Injuries to members, employees and independent contractors are not covered under the liability. Workers compensation is needed for this type of exposure.

Animal Bailee (Care, Custody or Control)
Standard Limits \$ 25,000.00 Annual Limit
\$ 10,000.00 Per Occurrence
\$ 250.00 Deductible

- Coverage for non-owned animals while in your care, custody or control
- Includes coverage for Death, Theft, Injury, Mysterious Disappearance
- Includes coverage while in transit

Hired and Non-Owned Auto:

\$ 1,000,000.00 Liability Limit

- Provides liability protection for your business if a non-owned or hired auto is used while in the course of your business.
- ALL OF THE COVERAGE ABOVE ARE PART OF THE MASTER PROGRAM...
 - DELETING ANY OF THEM WILL NOT CHANGE THE PREMIUM.

Annual Premium \$ 425.00 (Deduct \$25.00 from above premium if paid in full)

Payment options Annual, Semi-Annual, or 3 Pay (30%/ 35% / 35%)

In order for us to issue the coverage we need the following completed and returned:

- Complete the following information and return
- Payment form (if you wish a payment option other than annual please advise and we will forward the finance contract to you for your signature
- Signed statement agreeing to the Participation Agreement below

Everything can be electronically completed and emailed back

Please complete the following and return.

Name of Business (if any) _____

Your Name _____

Mailing Address _____

Phone # _____

Email Address _____

Type or entity (individual, LLC or Corporation) _____

Number of years in Business _____

Description of your operation _____

Annual Estimated Receipts _____

Effective Date you wish Coverage to Begin _____

OPTIONAL PROPERTY COVERAGE:

We can include coverage for the property owned by the club. If this is an option you wish to include let us know the value of your property /equipment and we can quote that section of the coverage.

Business Personal Property (Equipment): YES NO

If yes, please provide value: \$ _____



Napa Valley Dog Training Club AGREEMENT

I agree to hold the Napa Valley Dog Training Club, Inc., Owner(s) of Property, and/or other Business/Operations, and the Members, Governors, Officers and Employees of the aforementioned parties harmless from any claim for loss or injury which may be alleged to have been caused directly or indirectly to any person or thing by the act of this dog, myself or my guests, while in or upon the training premises or grounds or near any entrance thereto, and I personally agree to hold the aforementioned parties harmless from any claim for loss or damage to me, my guests or this dog by disappearance, theft, injury, death or otherwise, whether such loss, disappearance, theft, injury, death or damage be caused or alleged to be caused by the negligence of any other person, or by any other cause or causes.

Main Handler's Name (Printed) _____

Handler's Signature _____ Date _____

Second Handler Or Person's Name (Printed) _____

Second Person's Signature _____ Date _____

**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING AUGUST 9, 2021**

I. CALL TO ORDER - President Sue Osborn called the meeting to order at 6:30 PM. The meeting was held at the Club. Those in attendance were: (In random order) Anne Stanley, Donna Golemon, Mary Ash, Joe and Neanna Gracia, Chris Mayer, Debbie Hilton, Charlie and Christie Rose, Linda Luchsinger, Sandy Bonifield, Karen Blair, Ben Shelby, Lori and Karen Jackson, Dee Brilz, Marilane Bergfelt, Adrienne Amdahl, Marion signal, Cheryl Meyer, Carol Coawette, and Roxann Gracia. Guests included: Elsa Nutter, Bunny Lincoln, and Jyl Wilkinson.

II. TREASURER'S REPORT - Linda Luchsinger reported as of 7-31-21, the Checking account had \$44,379.47, the PayPal account had \$1478.99 and the Money Market had \$22,345.25 (after interest credited of \$0.23 and service fee of \$6.00)

III. SECRETARY'S REPORT - The minutes of the July 12, 2021 General Meeting were approved as written.

IV. BOARD, COMMITTEE AND CHAIR REPORTS

A. PRESIDENT - Sue Osborn had nothing to report.

B. VICE-PRESIDENT - Sandy Bonifield reported that the Awards Banquet held last month was a big success with 27 people in attendance. Tonight there is demonstration planned by the Sheriff's Department with their canine units. Next month there is the BBQ. More info coming as to the details.

C. MEMBERSHIP/VOUCHERS - Carol Coawette introduced three guests who wish to become members: Trainer Jyl Wilkinson, Bunny Lincoln and Elsa Nutter. Each gave a brief synopsis of their dogs and experiences. All were unanimously approved as members.

Sue also noted that Office Assistants receive \$10 voucher for working an hour each week, up to \$60 per session starting in Session #6.

D. OFFICE - Mary Ash reported that the office is up to date.

E. TRAINING -

Reminders:

1. Starting in Session #6, Club Members get \$10 off each class that they take. Sign-up starts August 23rd.
2. Class Registrations are now open for 3 weeks instead of 2 weeks.
3. Classes are no longer held open once registration closes.
4. Training Assistants are now receiving \$10 vouchers for each class they help with, starting Session #5.

F. PUBLICITY - Marilane reported that the club provided a free class voucher and a flyer about the Club, with Safety information for Dogs and Cats on the flip side, in the gift bags for Napa Humane Society Walk for Animals.

A question was asked about the recent voting in the Napa Valley Register for Napa's Finest Results. The results will be revealed in September.

G. BUILDING - Debbie Hilton reported that a new cleaning service has started. There were 3 workers and 3 supervisors for the first cleaning. It is requested that the trainers help by placing the feet of the baby gates PERPENDICULAR to the

mirrors.

H. NEWSLETTER/WEBSITE - Sue Osborn reminded everyone that the deadline for submission for the September-October Newsletter is August 20th.

I. AOCNC - No report

J. HOSPITALITY
Big THANK YOU to Anne and Elsa for tonight's generous refreshments!

K. SUNSHINE - Debbie Hilton
Judith Baker has had back surgery - Get well soon!
Linda Wargo has lost Jive - we are so very sorry!

V. OLD BUSINESS

Sandy provided the Awards banquet report. The net expenditure was \$605.68. The Board had approved initially \$250 for appetizers, dessert and tip based on the polled attendance of 15 people. There were actually 27 people who attended. Therefore, the membership was requested to approve the additional \$355.68. A motion was made and unanimously carried to approve.

VI. NEW BUSINESS

A. Approval of banquet expenses - see above.

B. September BBQ - Details coming via email

C. Farm Dog Title Announcement -JMD has been approved by the Board to provide the AKC backing for the new Farm Dog Trial on November 20th in Windsor. The AKC application has been submitted by Mary and Donna. To get a title in the event the dogs must trial twice. This event will have one trial in the AM and one trial in the PM. Members are encouraged to research on the AKC website for the specific test.

D. San Lorenzo Club is putting on a Rally and Obedience Show on October 3rd. Registration closes September 15th.

E. Nominating Committee for 2022 Board - It was noted that only one current Board member can be on the committee. Additional requirements are 2 members at large and 2 alternates. Sue will be contacting people to step up. Without a Board, there can be no Dog Club. Please help!

F. Masks are now, once again required by all members, vaccinated or not, in the Club House, and it was decided to return to the old disinfecting procedures after each class.

VII. BRAGS

Donna Golemon announced that Nickel has been awarded his Third Herding Championship in ACA.

CONGRATULATIONS Donna and Nickel!

Joe and Neanna Gracia have a different Announcement. They are expecting a baby in January!

BEST WISHES Joe and Neanna. (Grandma Roxann expressed extreme delight!)

VII. ADJOURNMENT: The meeting was adjourned at 6:56 PM, followed by demonstrations from the 5 Dog teams from the Sheriff's Department. Several attack demonstrations were shown and multiple questions from the audience were answered.

Refreshments were held after the demonstrations and meeting of the dogs and handlers were enjoyed as well.

Minutes Submitted by: Roxann Gracia
Attachments: None

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
AUGUST 30, 2021**

(NOTE: This is the September Meeting, held early due to the Holiday.)

I. CALL TO ORDER - President Sue Osborn called the meeting to order at 6:33 PM at the Club House. Additional members in attendance were: Mary Ash, Marilane Bergfelt, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton and Linda Luchsinger.

II. TREASURER'S REPORT - Linda Luchsinger

A. Linda reported that the Savings account as of 7/31/21 was \$22,365.78, the Checking account was \$37,379.47 as of 8/25/21. Sue transferred an additional \$4500 from the PayPal account into Checking after that on 8/25/21. The PayPal account was reported to have \$4077.42 remaining as of 8/30/21.

B. The Business License is now posted. Linda reported that she does not receive the original license and it is probably lost in the address change process. She will submit a mailing address change with City of Napa.

C. Insurance documents - Linda reported that the current yearly fee is \$800. It was reiterated that the Board had requested to have at least the Declaration Page so we can review Insurance plans and possibly change insurance coverage. It was also noted that the original insurance documents are to be filed in the Club office.

D. July Financial Report was submitted. It was discussed and noted that there were corrections in accounts. In addition, PayPal fees are entered on two different lines and will also be corrected. Corrected previous months financials are pending.

iii. SECRETARY'S REPORT - Roxann Gracia

The Board minutes of July 19, 2021 were unanimously approved as written.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT - Sue Osborn Thanked Roxann for sending out the Thank You notes to Lixit and the Sheriff's Department. Remainder of the President's report is included in the remaining agenda items.

B. VICE-PRESIDENT - Sandy Bonifield reported that the menu was set for the BBQ. Hamburgers and buns to be purchase by the club, Beans, Macaroni Salad, condiments, pies and drinks are all donated. Set up will start at 5:30. Please come to help with the tables and chairs.

C. MEMBERSHIP/VOUCHERS - Carol Coawette reported that there are no new pending members and that a new roster was sent to Board members.

D. OFFICE - Mary Ash reported all is up to date. There is still a question regarding missing mail. Mary reports going to the post office, but if the mail is delivered to PO BOX 7, then it depends on the person in that box to return any of our mail to the post office. Mail continues to be a problem.

E. TRAINING - It was determined that the next Training Committee meeting will be September 20th starting at 6:00 PM. In addition, an extra Board Meeting is scheduled on September 21st at 6 PM.

-Sue announced that there is now a link on the Website for a wait list procedure.

-An email has been sent to the trainers regarding Session #7 and responses are pending.

-An email from Judy Gamet was read regarding the sign-up procedures. She

would like to change her signup and contract agreement. She would still accept Member discounts and vouchers, but run the signups through her own company. It was decided to send this to the training committee for review and recommendations. This would be renegotiated and would start in January.

-Judy had a case of a late registration and wanted to allow a "drop-in" fee. The answer in this case was yes, to charge a drop-in fee.

-Two people have applied to become assistants. Donna Albin and Bunny Lincoln. Applications were read and will be sent to the Training Committee for review and recommendation.

-Megan Dalton requested a refund after her vet said she could not use a martingale for training. She took one GM1 class. Approved unanimously.

-Carol Sanchez was granted a credit voucher for \$105 because her dog came in heat. Votes: Ayes: 5 Nay: 2 Abstain: 1

It was recommended that the Training Committee review the policy on dogs that come into heat or become sick. Send to the Training Committee.

-Sue Ingalls in CGC attended the first class, then had a family emergency, then the dog came into heat. Requested a class voucher. Approved unanimously.

F. PUBLICITY - Marilane Bergfelt submitted a report earlier today. (See Attachment)

-Utilization of QR codes is encouraged where possible.

-October 22nd is "Make a Dog's Day". A request for ideas on how can support this event will be sent to the General Membership.

-Marilane will send the photo and info to the newspaper after getting the officers' names who participated in the Sheriff's presentation for last month's meeting.

-Remainder of items, please see attachment.

G. BUILDING - Debbie Hilton reported she is working on getting the lights in the office fixed.

-Keys are as follows:

Lea returned Key #22 from PSI

Linda will obtain Stefanie's Key #20

Debbie to contact Marlene for Key #25

Marilane to check with Dessea again re: Key#12

Lost/Unknown Key #7

Gerry Glantz Key #5 (Deceased)

Linda Luchsinger Key #13 (Lost)

Tandi Crowder Key #18 (Moved)

Kathryn Rhyno Key #24 (Moved)

-Cleaning is going fairly well. Debbie is at the club with them from 9am to 12noon. She also purchased a new hose and nozzle.

-Pest Control will be at the Club on Sept. 10th in the afternoon.

-Debbie to create a folder in the office files for the cleaning contract.

V. PROJECT REPORTS

A. CGC Materials - Mary reported that the AKC sent the wrong forms and they will be sent back.

B. Membership Benefits Brochure - Tabled

C. Voucher Reconciliation - Linda is working on this, but will reconcile Steffanie's right away due to the report of two vouchers being lost. The lost voucher numbers will then be voided. Linda will contact Steffanie and report to the Board.

D. Frequently Asked Questions - Sue is working on this.

E. Joy Wood Memorial - Mary reported that the tree was \$586 and the Plaque was \$393. JMD will pay for the plaque. \$200 has already been donated and will go toward the tree. Motion passed unanimously. This item is now closed.

F. Second Handler Form was approved with the addition of the Dog's name to the form. Signed copies will be filed with the class paperwork.

VI. OLD BUSINESS

A. Nominating Committee - Board members contacted members by phone, which resulted in several volunteers. All of the Names were placed in a "hat" and drawn as follows, with the first one drawn designated as the chair: Anne Stanley, Bunny Lincoln, Lea Ronald with alternates: Sandy Bonifield and Vange Leonis.

-Instructions and a list of positions to be filled will be sent to the committee.

-Sue to sent appreciation to others who volunteered. (Margie Vulk, Linda Wargo, Cheryl Meyer, Karen Jackson, Judy Gamet, and Francis Anamosa)

B. Class Refund Request and Class Voucher Updates - It was determined that Marilane will spearhead a revision subcommittee. Roxann and Debbie to send notes.

C. Guidelines and Procedures with Job Descriptions - It was determined that Marilane will spearhead a revision subcommittee. Roxann and Debbie to send notes.

D. Volunteer to xerox Training Sheets - Since there is no Training Chair, this job is unfulfilled. Debbie volunteered to do this on Fridays while supervising cleaning.

VII. NEW BUSINESS

A. BBQ night contest. Debbie described her idea for a contest to give away the donated agility equipment. Board members to send 3 pictures to Debbie for the contest. These are needed ASAP.

B. Sharing the Audit Report - Much discussion was held regarding issues surrounding the report and subsequent actions. A motion was made to publish a link for the General Membership to follow to review the report, and to send a copy (not just the link) to everyone on the Training Committee along with a note of explanation. It was unanimously passed. It was agreed that Sue and Roxann would write the cover note. (For missing vouchers, see Treasurer's report.)

C. Customer Relations - Two recent incidents were reviewed regarding bullying and intimidation with an unanimous note, and the public view of a recent fall. After much discussion and airing of past grievances, some from 6 years ago, it was suggested that a request be sent to the Training Committee for ideas on webinars, and/or materials that could be used in training to help prevent such incidents.

D. Review Refund and Credits Report - Tabled due to time.

E. Changing of the locks - Tabled

F. Dog Biz Pro Expectations - Tabled

G. Ongoing COVID Implications - Waivers are to be placed back at the door. Current cleaning procedures are being followed. The Club will update if Guidelines change.

H. Schedule for Extra Board Meeting:

1. Review Board Member Voucher Amounts
2. Perpetual Calendar
3. New Member Anonymous Voting
4. Computer Donation from Sue
5. Building Use Rental Charges
6. Voucher Scholarship Fund
7. Review Trainer Contracts
8. Review Complaint process & Policy
9. AKC ByLaws and Update Review
10. Business Card Addresses
11. Minutes approved prior to posting

Additional: Above Tabled items: (Membership Benefits Brochure, Review of Refund Report, Changing the Locks (no motion or vote was made), Dog Biz Pro)

Minutes Submitted by: Roxann Gracia

Attachments:
July Financial Report
Publicity Report

STATEMENT OF PROFIT AND LOSS

From 07/01/21 to 07/31/21

Year to Date As of 07/31/21

Sales or Income

CLASS FEES	\$ 11,580.00	97.4%	\$ 65,007.50	94.0%
DUES	227.50	1.9%	1,312.50	1.9%
MISC INCOME	63.00	0.5%	311.21	0.4%
BUILDING/EQUIPMENT RENTAL	20.00	0.2%	340.00	0.5%
EQUIPMENT	0.00	0.0%	84.75	0.1%
CLUB APPAREL	0.00	0.0%	619.00	0.9%
SCENTWORK TRIAL PROCEEDS	0.00	0.0%	1,500.00	2.2%

Total Sales or Income	11,890.50	100.0%	69,174.96	100.0%
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Cost of Sales

VOUCHERS & DISCOUNTS	0.00	0.0%	1,952.76	2.8%
CLUB APPAREL	0.00	0.0%	516.29	0.7%

Total Cost of Sales	0.00	0.0%	2,469.05	3.6%
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GROSS PROFIT	11,890.50	100.0%	66,705.91	96.4%
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Operating Expense

TRAINER FEES	2,295.00	19.3%	14,958.00	21.6%
STUDENT EQUIPMENT	879.24	7.4%	762.91	1.1%
SUPPLIES & MINOR EQUIP.	0.00	0.0%	286.05	0.4%
LEGAL/ACCOUNTING/FEES	0.00	0.0%	105.00	0.2%
OFFICE EXPENSE	112.98	1.0%	872.18	1.3%
PRINTING & COPYING	558.36	4.7%	558.36	0.8%
CLUB AWARDS	605.68	5.1%	998.18	1.4%
HOSPITALITY	0.00	0.0%	50.00	0.1%
PAYPAL FEES	302.16	2.5%	856.85	1.2%
DUES/CONTRIBUTIONS	0.00	0.0%	50.00	0.1%
BUILDING	265.72	2.2%	1,464.59	2.1%
NAPA SAWYER PROPERTIES	4,045.00	34.0%	25,329.00	36.6%
NAPA VALLEY PSI/BUILDING CLEANING	360.00	3.0%	1,698.75	2.5%
RE TAX & INSURANCE/NAPA SAWYER	424.00	3.6%	859.00	1.2%
INSURANCE EXPENSE	11.00	0.1%	11.00	0.0%
PAYPAL FEES	0.00	0.0%	291.08	0.4%
SCENTWORK TRIAL	0.00	0.0%	541.91	0.8%

Total Operating Expense	9,859.14	82.9%	49,692.86	71.8%
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NET INCOME OR <LOSS>	\$ 2,031.36	17.1%	\$ 17,013.05	24.6%
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INCOME STATEMENT SUPPORTING SCHEDULE As of 07/31/21

	From 07/01/21 to 07/31/21		Year to Date As of 07/31/21	
CLASS FEES				
PUPPY	2,625.00	22.1%	12,410.00	17.9%
GOOD MANNERS/MIGHTY MIGHTS	1,630.00	13.7%	7,330.00	10.6%
GOOD MANNERS 2/CGC CLASS	1,360.00	11.4%	6,410.00	9.3%
AGILITY	125.00	1.1%	1,750.00	2.5%
ADVANCED OBEDIENCE	0.00	.0%	375.00	.5%
RALLY CLASS	1,540.00	13.0%	7,335.00	10.6%
ADOLESCENT DOG	1,710.00	14.4%	11,225.00	16.2%
DOGS CAN DANCE CLASS	770.00	6.5%	4,562.50	6.6%
SAMPLER CLASS	0.00	.0%	500.00	.7%
TRICKS & GAMES	0.00	.0%	665.00	1.0%
SCENT CLASS	1,820.00	15.3%	11,250.00	16.3%
BEYOND BASICS	0.00	.0%	835.00	1.2%
POLITE IN PUBLIC	0.00	.0%	360.00	.5%
Total CLASS FEES	11,580.00	97.4%	65,007.50	94.0%
VOUCHERS & DISCOUNTS				
PUPPY VOUCHERS & DISCOUNTS	0.00	.0%	92.20	.1%
GOOD MANNERS I / VOUCHERS & DISCOUNTS	0.00	.0%	97.60	.1%
GM2 VOUCHERS & DISCOUNTS	0.00	.0%	145.60	.2%
AGILITY	0.00	.0%	59.60	.1%
RALLY VOUCHERS & DISCOUNTS	0.00	.0%	76.88	.1%
ADOLESCENT DOG/VOUCHERS & DISCOUNTS	0.00	.0%	159.70	.2%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	0.00	.0%	366.00	.5%
SCENT WORK/VOUCHERS & DISCOUNTS	0.00	.0%	896.28	1.3%
BEYOND BASICS,DISCOUNTS & VOUCHERS	0.00	.0%	12.50	.0%
POLITE IN PUBLIC	0.00	.0%	46.40	.1%
Total VOUCHERS & DISCOUNTS	0.00	.0%	1,952.76	2.8%
TRAINER FEES				
DONNA GOLEMON	0.00	.0%	3,152.00	4.6%
MARY ASH	0.00	.0%	1,920.00	2.8%
MARILANE BERGFELT	0.00	.0%	192.00	.3%
LEA RONALD	0.00	.0%	768.00	1.1%
JUDY GAMET/DOGS CAN DANCE	783.00	6.6%	2,106.00	3.0%
DOGS CAN DANCE, LLC	0.00	.0%	360.00	.5%
VANGE LEONIS	168.00	1.4%	504.00	.7%
KIM LESLIE/TRAINER	1,344.00	11.3%	5,360.00	7.7%
DE BRILZ	0.00	.0%	260.00	.4%
STEFANIE MEINHARDT	0.00	.0%	336.00	.5%
Total TRAINER FEES	2,295.00	19.3%	14,958.00	21.6%
CLUB AWARDS				
AWARDS DINNER	605.68	5.1%	605.68	.9%
Total CLUB AWARDS	605.68	5.1%	998.18	1.4%
DUES/CONTRIBUTIONS				

INCOME STATEMENT SUPPORTING SCHEDULE As of 07/31/21

	From 07/01/21 to 07/31/21		Year to Date As of 07/31/21	
DONATIONS	<u>0.00</u>	.0%	<u>50.00</u>	.1%
Total DUES/CONTRIBUTIONS	0.00	.0%	50.00	.1%
BUILDING				
TELEPHONE	123.43	1.0%	719.77	1.0%
UTILITIES	<u>142.29</u>	1.2%	<u>744.82</u>	1.1%
Total BUILDING	265.72	2.2%	1,464.59	2.1%
INSURANCE EXPENSE				
RE TAX	<u>11.00</u>	.1%	<u>11.00</u>	.0%
Total INSURANCE EXPENSE	11.00	.1%	11.00	.0%
SCENTWORK TRIAL				
SCENTWORK TRIAL HOSPITALITY	0.00	.0%	411.18	.6%
SCENTWORK SUPPLIES	<u>0.00</u>	.0%	<u>130.73</u>	.2%
Total SCENTWORK TRIAL	0.00	.0%	541.91	.8%

Date: August 29, 2021
From: Marilane Bergfelt
RE: **Club Publicity Report**

Facebook:

- Still working on frequent posts that mix Club news / updates and fun stuff. Using up the photos and videos members have sent.
- Including hashtags: #napavalleydogtrainingclub #napadogtrainingclub

National days in September that we could highlight on Facebook:

September 12: National Pet Memorial Day & Hug Your Hound Day
September 18: National Responsible Dog Ownership Day - will look for educational materials to share
October 1: **National Black Dog Day** - will ask Members for pics to share
October 22: **National Make a Dog's Day** - club could do something for our local shelter (?)
October 31: **Halloween** - will ask Members for pics to share

Napa Valley's Finest 2021:

Voting closed in August and results will be announced mid-September. Thank you to everyone to voted and shared / encouraged friends to vote also.

Website: 'Fun Activities (and Tips) for Your Dog

This was created last year during shut down and hosts several PDF's for public use. Because pet owners have mentioned how much they appreciated the help, Sue has reposted it on the website Landing Page. I will be creating more pieces as time allows - - and to address questions / concerns raised in training classes.

Pictures in local newspapers:

- Waiting for names of officers and K9's who provided presentation on 8-9-21 before reaching out to Register or other local publications. Thank you to members who sent photos to me.
- NEED: Board member that gets hard copy newspaper(s). Help to find appropriate locations / headings for submittals. Examples: 'Pic of the Litter', 'Happy Tails' and 'People & Places'.

Instagram:

Attended webinar in May but haven't typed up notes yet. Will ask friends who use frequently how best to utilize.

Next Door:

Still in-progress to set up Club as 'business'. I have continued sharing club educational materials and class schedules as an individual, with positive results.

Hand-outs / Postings at Clubhouse:

- Continue to reproduce fliers and class schedules to put on class boards / post at clubhouse. Most recently upcoming Session 6 & $\frac{1}{2}$ page fliers for 'Learning Freestyle Moves 1'.
- 'Fun and Games' and 'Community Walks' planned for Saturdays in Session 7. Sue has created and I'll share / copy once current session online registration closes.

- I will continue to cover this expense. I will give club a summary of expenses for future budgeting uses at the end of the year.

Posters in Community:

- I have printed a few posters on heavy paper. Haven't reposted at Pet Food Express yet.
- As locations / business open, we (the board and membership) should all be keeping an eye out for locations to post Club info. Everyone should be willing to help and post.

Radio / Facebook Live Talks: No new report.

Online Education:

Continue to attend webinars that focus on working with clients and other professionals and how to promote business. Next webinar: Business Automation for Pet Professionals on Sept 17th.

**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING SEPTEMBER 13, 2021**

I. CALL TO ORDER: President Sue Osborn called the meeting to order at 6:33 PM. The meeting was held at the Club. Those in attendance were: (In random order) Sue Osborn, Roxann Gracia, Carol Coawette, Donna Golemon, Linda Luchsinger, Sandy Bonifield, Bunny Lincoln, Dean Lincoln, Neanna Gracia, Joe Gracia, Mary Ash, Judith Judson-Baker, Bobbie Honsvick, Ben Shelby, Taylor Renshaw, Margie Vulk, Marilane Bergfelt, Debbie Hilton, Chris Mayer. Guests: Chris Sims, Barbara Lee, David LeCount, Cheryl George, David Greenland

ii. TREASURER'S REPORT - Linda Luchsinger reported that as of August 31st, the Savings (Money Market) account had \$22,345.25 and the Checking Account had \$43,332.60. Sue Osborn reported that the PayPal balance was \$4,437.87.

III. SECRETARY'S REPORT - Minutes of August 9th, were unanimously approved with Jill changed to Jyl and Netter changed to Nutter in the Membership Voucher section.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT

1. Sue Osborn recognized Debbie Hilton as the recipient of the Gerry Glantz 2020 Service Award. Not only has Debbie taken care of the all the building needs as a Board Member, but also stepped up multiple times volunteering to take on other projects. She even redid the Membership Packets. She's been the Sunshine representative all year. She has been the Publicity liaison on the Board. THANK YOU Debbie for all your dedication to the Club!!

2. Building Use Reminder - The Building can be scheduled to be used by members. One member can invite up to 4 other members to join in the use of the building. There is a nominal fee for usage: (\$10 for one member, \$10 for two members, \$15 for 3 members, \$20 for 4 members, \$25 for 5 members.) This is a members only policy and cannot be used for private trainers to come in and teach for remuneration. Scheduling can be made by contacting Sue: Sueann@napadogtraining.org

3. The Annual Audit Report Result will be made available to members.

4. Tonight's Game - Debbie Hilton has a poster of pictures of the Board Members as young children. There are 6 sets of backyard agility equipment for prizes. The top 6 people guessing the names of the Board Member pictures will receive a set.

B. VICE-PRESIDENT

Sandy Bonifield announced that tonight's club BBQ was made possible with the help of many helpers. Mary Ash and Sandy purchasing and preparing, Joe Gracia (Head BBQ Chef), Bobbie Honsvick and Chris Sims for the Baked Beans and Pasta Salad, Donation by Anne Stanley of the Buttercream baked pies and Drinks by Marilane. Thank You ALL for putting together such a great event!

C. MEMBERSHIP/VOUCHERS

Carol Coawette announced that there are now 51 members. There are 3 new people requesting membership this evening: Cheryl George, David

Greenland, and David LeCount. Introductions were made. The three people were unanimously voted in as new members. Welcome!

D. OFFICE

Mary Ash reported that office is up to date.

E. TRAINING

1. The next Training Committee meeting is scheduled for 6 PM on September 20th at the Club House. Donna Golemon has graciously volunteered to Chair the meeting! Thank You Donna! At that meeting Session 7, 2021 and Sessions 1 and 2 for 2022 will need to be decided.

2. There is now a link on the Club Website for the wait list procedure. See the Registration Page for instructions and Link.

3. Debbie has volunteered to photocopy training materials as needed since there is no Training Chair. Thank You Debbie!

4. Reminder, Registration closes tonight for the next session.

F. PUBLICITY

Marilane has been updating Facebook and working on Instagram. She also has been looking into and attending some webinars on publicity. She announced several up and coming events: National Black Dog Day is Oct. 1st, National Make a Dog's Day is Oct. 22nd and Halloween is coming up.

She requested pictures of members with their Black Dogs so she can post. She also asked for ideas for Make a Dog's Day. It was decided an email blast would go out for donations of items for the Shelter, which she would take down there on October 22nd.

It was decided that the October General meeting would be a Halloween dog costume event. Bring your dog dressed up for the General meeting. Details to follow.

G. BUILDING

Debbie distributed Covid-19 waiver forms to those who did not have them.

H. NEWSLETTER/WEBSITE

Sue announced that the deadline for inclusion in the November/December Newsletter is October 20th.

I. HOSPITALITY

Volunteers for hospitality for the October meeting are: Linda Luchsinger and Ben Shelby. Remember the Halloween theme. Thank You!

J. SUNSHINE

Debbie reported that Lea's dog Sammy had passed. Judith Judson Baker received flowers for her recent surgery. De Brilz's parents had recently passed away. Decision as to recognition will be forth coming.

V. OLD BUSINESS

Nominating Committee Status - Thank you to all the people who volunteered to be on the committee! Per the ByLaws, the Committee is to consist of 3 members and 2 alternates. Since there were 11 volunteers, names were drawn. The first name was designated the Chair. Results were as follows: Anne Stanley, (Chair), Bunny Lincoln, and Lea Ronald. The alternates were Sandy Bonifield and Vange Leonis. Additional Thank You to others who volunteered: Margie Vulk, Linda Wargo, Cheryl Meyer, Karen Jackson, Judy Gamet and Francis Anamosa. We are looking forward to the slate of new Board volunteers!

VI. NEW BUSINESS

Farm Dog Title/Tests - The Club is co-sponsoring Farm Dog Title Test in November. Donna reported that The Farm Dog has been recognized by the AKC for a couple of years.. Passage of two tests are required for a title. There will be two tests offered in one day. See Newsletter and AKC website for links and premiums and the 12 steps to pass. Any breed can apply.

VII. BRAGS

Sandy Bonifield reports K-2 got Bronze Grand Champion.
Linda Luchsinger reports Sassy took 3 of 4 classes in a recent 3 day show.
Sue Osborn reports Brooklyn got her Grand Champion in Novice Handler.
CONGRATULATIONS TO ALL!!

VIII. MEETING ADJOURNMENT

Motion was approved to adjourn at 7:04 PM

Minutes Submitted by Roxann Gracia

**NAPA VALLEY DOG TRAINING CLUB
SPECIAL BOARD MEETING
SEPTEMBER 29, 2021**

i. CALL TO ORDER - President Sue Osborn called the meeting to order at the Club House at 6:10 PM.

Also in attendance were: Linda Luchsinger, Carol Coawette, Mary Ash, Sandy Bonifield, Debbie Hilton, Marilane Bergfelt, Roxann Gracia

II. REVIEW OF BOARD MEMBER VOUCHER AMOUNTS

Discussion was held regarding calling the vouchers as "event" vs hours worked. Being a Board member, or working on BizPro, or Class Assistant would be referred to as "event" participation.

Motion was made to increase Donna Golemon and Anne Stanley's Vouchers to match the Office Worker EVENTS, effective immediately. This would now be \$60 per session for Donna and Anne. Motion passed unanimously.

Motion was made to increase the Board member vouchers to \$150 per year starting next year, January 2022.

Motion passed with Aye: 7 Nay: 1

III. PERPETUAL CALENDAR

Idea was brought forth by Roxann. Additions were made and will be given to the President for future Board use. (Tax forms May 15th. Jan. 31st 1099 due to trainers. September: Update Membership Applications. October: Service Award and End of Year Award Forms

IV. ANONYMOUS VOTING

Discussion was held whether to follow the AKC and current ByLaws with regard to anonymous voting. Motion was made to follow the Guidelines:

Aye: 4 Nay:4 Motion did not pass.

V. COMPUTER DONATION

Sue is donating a computer and keyboard for DogBizPro use in the office. Marilane stated she had an extra monitor. Current fee for the program is \$75 per month with \$5 extra for each user. Donna will be stepping aside from running the program at the end of the year. Sue will work with the office staff and trainers in using the program and changing a few things.

VI. BUILDING USE RENTAL CHARGES

Discussion was held regarding fees. Proposal was a new 1/2 day rate with no hours specified. No change in cleaning procedures in between users. Cleaning deposit to remain at \$100. Motion was made to decrease for profit use to \$150/day, non-profit \$40 for 1/2 day (no hours specified) and for full day non-profit a rate of \$75. Motion was passed: AYE: 7 NAY: 1

VII. VOUCHER SCHOLARSHIP FUND

No Action. Will not be addressed by this Board. Give to future Board.

VIII. INSTRUCTOR CONTRACTS

On hold pending Lea's research.

Judy's contract/review tabled until Monday. (It was stated that there would be no financial change in what the Club gets with her new contract vs the current contract.)

IX. REVIEW OF COMPLAINT PROCESS AND POLICY

First discussion was to strike "incident" from the Complaint Form to eliminate potential confusion. Second discussion was to have only one form with check boxes. Process/Procedures need to be developed. Marilane and Sue to revise forms and procedures.

X. AKC BYLAWS AND UPDATES REVIEW

It was decided to let the new Board review and update. It was noted that the Club does not need AKC to be a non-profit.

XI. MEETING ADJOURNED: 7:40 PM

Minutes Submitted by: Roxann Gracia

NAPA VALLEY DOG TRAINING CLUB BOARD MINUTES

OCTOBER 4, 2021 • Page 1 of 3

- I CALL TO ORDER - President Sue Osborn called the meeting to order at 6:33 PM at the Clubhouse. Additional members in attendance were: Mary Ash, Marilane Bergfelt, Sandra Bonifield, Carol Coawette, Debbie Hilton and Linda Luchsinger.

- II TREASURER'S REPORT - Linda Luchsinger
 - A. Finances as of 9/30/21:
 - Checking \$42,208.74
 - Savings (same as before)
 - PayPal. \$1,626.38
 - B. August Financial will be attached to this report.
 - C. Linda will resend past corrected Financial Reports to Board Members.
 - D. Linda will submit a change of address form for 2022 Business License.

- III APPROVAL OF MINUTES
 - A. August 30, 2021 Board Minutes were approved with the following corrections under VI. OLD BUSINESS Section A. "Members were canvassed by phone to see if they would serve on the Nominating Committee for the 2022 Board."
 - B. September 29, 2021 Board Minutes were approved with the following corrections under II. REVIEW OF VOUCHER AMOUNTS Paragraph 2, second sentence add "effective immediately"; Paragraph 3 should read "Motion was made to increase the Board Members vouchers to \$150 per year starting next year, January 2022"; Paragraph 4 should read ""Motion passed with Aye: 7 Nay: 1". Under IV. ANONYMOUS VOTING Strike second sentence. Change in the third sentence from "follow the Guidelines" to " follow the Bylaws."

- IV BOARD, COMMITTEE AND CHAIR REPORTS
 - A. PRESIDENT - Sue Osborn
 - Email from Roxann Gracia to president announcing immediate resignation as secretary was presented.
 - B. VICE PRESIDENT - Sandy Bonifield
 - Bring your dog to the Meeting nights...October 11 Halloween costume contest
 - Discussion with new Board in December to plan quarterly Bring your dog Night activities.
 - C. MEMBERSHIP/VOUCHERS - Carol Coawette
 - No new members.
 - D. OFFICE - Mary Ash
 - Office up to date.
 - E. TRAINING -
 - 1. Current PayPal Refunds, Check Refunds and Class Credit Vouchers
 - a. Paypal refund (requested before start of session due to scheduling conflicts) made to Priya Neelkanton.
 - b. Check refund (requested before start of session) made to Megan Dalton.
 - 2. Per recommendations from Training Committee:
 - a. Board approved Donna Albini and Bunny Lincoln as Provisional Assistants. Board approved training committee's suggestion that Jyl Wilkinson view 3 different classes before the end of the year to become familiar with NVDTTC practices.
 - b. Handling of refund and class vouchers requests. Motion was approved to go back to old rules. First three weeks at instructor's discretion, after that

goes to Board.

**NAPA VALLEY DOG TRAINING CLUB BOARD MINUTES
OCTOBER 4, 2021 • Page 2 of 3**

- c. "Solo Classes" to be called "Stand Alone Classes". Instructor to reserve Club with Building Use Coordinator, collect registration paperwork, collect \$25 fee in cash or check (no discounts or vouchers accepted), minimum 4 dogs, current instructor fees. Approved.
- 3. Judy Gamet's proposal for 2022 was discussed. Judy is proposing to run her classes through DCD so she can allow students to register after classes start. Board agreed if Judy is to run NVDTC classes through DCD, she will collect fees with checks written to her, flyers for her classes will be created by NVDTC, her classes will still be shown on NVDTC schedule Changes effective in 2022. Board will look at her contract at next meeting.
- 4. In season or sick dog policy: Marilane working on proposal.
- 5. Extra assistants for reactive dogs: Marilane is proposing changes to Guidelines and Procedures as follows:
Change wording from "...that additional assistants are needed."
to "...an additional assistant is needed." and to ask training chair for permission if more than two assistants are needed.
- F. PUBLICITY - Marilane Bergfelt
 - 1. Newspaper coverage of K9 Unit/Sheriff's demo, obtaining names from Anne Stanley to submit write up.
 - 2. Flyers made for upcoming Session 7 classes.
 - 3. Checkout NVDTC FACEBOOK page for upcoming events.
- G. BUILDING - Debbie Hilton
Note to be sent to inactive instructors asking for return of building door key.
- H. SUNSHINE - Debbie Hilton
NVDTC made a donation to Ripple Effect Rescue at De's request in bereavement for her parents.

VI PROJECT UPDATE REPORTS

- A. Membership benefits brochure...Sue submitted request for estimate and is due soon. These could replace outdated rack cards.
- B. Voucher reconciliations...Linda will get back to project after current tax deadlines at work.
- C. "Frequently asked questions" page on website...Sue and Donna updating, in progress.
- D. Joy Wood Memorial...Mary to confirm how we make out \$200 check for donation if Rick Wood has already paid for the cemetery memorial tree. JMD is paying for plaque. Request for additional \$150 NVDTC donation to memorial did not pass: 2 Ayes and 6 Nays.

VII OLD BUSINESS

- A. Nomination Committee Report
Committee recommendations: Treasurer...Lori Jackson, David Le Count... Training Chair, Mary Ash...Office Manager, Debbie Hilton...Building Manager. Nominations for any position will be taken from the General Membership at the October 11, 2021 meeting.
- B. Class Refund Request and Class Credit Voucher update
Rewriting of policies and forms in progress by Marilane and subcommittee with

- recommendations from Training Committee.
- C. Insurance Document Declaration Page—Linda to bring original to office for file.

NAPA VALLEY DOG TRAINING CLUB BOARD MINUTES
OCTOBER 4, 2021 • Page 3 of 3

- D. Canine Good Citizen
Mary to follow up on correct forms from AKC. In the meantime old forms can be modified by hand.
- E. Audit Report
Sue has sent to Training Instructors, as well as, the General Membership.
- F. Dog Biz Pro
Sue is researching ways to take advantage of more features from the program such as making handler/dog info available to instructors. She will ask other computer nerds from membership for ideas about programs.
- G. Posting of unapproved Board Minutes will resume.
- VIII NEW BUSINESS
- A. 2022 Membership Applications are now available in the Clubhouse and online.
- B. Instructor Contracts
Lea is reviewing for updates and suggestions from instructors due by October 8
- C. Gerry Glantz Memorial Service Club Award
Debbie will contact last 4 previous winners for nominations.
- D. Kennel cough
Instructors are to continue to be diligent and follow all cleaning and disinfecting protocols as established by NVDTC.
- E. Building usage
Irish Terrier Club on schedule to reserve building 11:30 - 3:30 Dec 5 or Dec 12

IX MEETING ADJOURNED at 9:17 PM

Minutes submitted by Debbie Hilton

Attachment:
August Financials



NAPA VALLEY DOG TRAINING CLUB INC

GENERAL MEETING MINUTES

October 11, 2021

- I. Call to order: 6:33 pm
 - A. The Board received a letter of resignation from Roxann Gracia. Marilane Bergfelt is taking tonight's minutes.
 - B. Board members present: Mary Ash, Sandy Bonifield, Marilane Bergfelt, Carol Coawette, Debbie Hilton, Linda Luchsinger and Sue Osborn.
- II. Treasury Report as of September 30, 2021
 - A. Savings at \$ 22,345.25
 - B. Checking at \$43,332.60
 - C. PayPal at \$2,620.34
- III: Corrections to September 13, 2021 minutes. Under 'Sunshine' names should be noted as: Judith Judson Baker and De Brilz. Minutes approved with changes.

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

- A. PRESIDENT - Sue Osborn
 1. So happy to see our members and pets participating in tonight's Halloween Costume Contest. Thank you, Debbie Hilton, for organizing !!
 2. Celebrating winning the 2021 Napa Valley's Finest, Local Nonprofit Category with a specially decorated cake.
 3. The Board approved the following voucher increases:
 - Donna Golemon and Anne Stanley will receive voucher amounts of \$60.00 per session, effective immediately. This matches office helpers and training assistants.
 - Board members will receive \$150 in vouchers / year, starting next year, January 2022.
- B. VICE PRESIDENT – Sandy Bonifield

Have a good time at the party tonight and please attend the November, Annual Meeting.
- C. MEMBERSHIP - Carol Coawette

Welcome to our new member Ron Sundred and his Chesapeake Bay Retriever.
- D. OFFICE - Mary Ash

The current helpers are doing great, and the office is running well.
- E. TRAINING – reported by Sue Osborn
 1. Session 7, 2021 and Sessions 1 and 2 for 2022 have been set.
 2. Staffing:
 - Donna Albin and Bunny Lincoln are currently participating in Wednesday morning classes as provisional assistants.
 - Application from Jyl Wilkinson was received. She is interested in teaching starting in 2022. Jyl has been asked to observe classes and give feedback to the Training Committee.
 3. Refund and Class Credit Voucher Requests:

The Board approved the return allowing instructors the discretion of handling credit vouchers and refunds for the first 3-weeks of each session. Requests made after that time will go to the Board.

4. Stand Alone Classes

This is a new option, for a stand-alone, one-time class. Board approved an instructor could reserve Club with Building Use Coordinator, collect registration paperwork and collect \$25 fee in cash or check (no discounts or vouchers accepted). Minimum of 4 dogs needed for the class and instructors could charge their current fee.

F. PUBLICITY - Marilane Bergfelt

1. Fliers for the upcoming session and special classes were made and shared with staff for current classes.
2. Facebook is kept current with this same information and 'fun stuff'.
3. Thank You to everyone who has brought items for 'Lets Make a Dog's Day'. Additional donations welcome. Last day to bring items in October 21st. Delivery to shelter will be October 22nd.

G. BUILDING - Debbie Hilton

Wheels on the rolling stairs have been fixed.

H. WEBSITE and NEWSLETTER – Sue Osborn

Report tabled to make more time for party.

I. HOSPITALITY

Thank you to Debbie Hilton, Mary Ash, Sandy Bonifield, Taylor Renshaw and Ben Shebly for our treats and drinks. Linda Luchsinger and the Taylor /Shebly Family will do hospitality for November.

J. SUNSHINE – Debbie Hilton

A donation was made to Ripple Effect on behalf of De Brilz's family.

V: OLD BUSINESS

- a. Farm Dog Title event has been cancelled.
- b. Joy Wood Memorial – the club has provided \$200 for a tree planting in Joy's honor.

VI: NEW BUSINESS

1. A subcommittee was created to review current class registration process and make recommendations. The committee is: Mary Ash, Sandy Bonifield, Judith Baker and Linda Luchsinger.
2. The 2022 Membership Applications have been updated and copies available at the clubhouse.
3. Building Use –
 - a. The rental rates for the clubhouse have been Board approved as: Nonprofit is \$40 for half day and \$75 for full day. All other groups are now \$150 a day.
 - b. Irish Terrier Club will be renting the building on Sunday, December 5th.
4. 2022 Board of Directors Nominations.

No new nominations from the floor. Sue reminded members that they can send their nominations to her at any time. Voting will take place at the November General meeting. Current nominations are:

Officers:

President, *Open*
Vice President, *Open*
Secretary, *Open*
Treasurer, Lori Jackson

Board Members at Large:

Past President, Sue Osborn
Training Chair, David Le Count
Office, Mary Ash
Building Manager, Debbie Hilton
Publicity, *Open*

VII: BRAGS

- Mary Ash's Kit and Donna Golemon's Nickle did well at a recent scent work trials.
- Sue Osborn's Brooklyn received the official AKC paperwork noting her as a Grand Champion.

Meeting Adjourned at 6:59 – followed by Halloween & Costume Party

Submitted by Marilane Bergfelt

Napa Valley Dog Training Club

Board Meeting Minutes

November 1, 2021

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1. Call to order 6:40 pm
 - A. Board members present: Mary Ash, Sandy Bonifield, Marilane Bergfelt, Carol Coawette, Debbie Hilton, Linda Luchsinger and Sue Osborn
 - B. Linda Luchsinger is taking minutes tonight
2. Treasurer report as of October 31, 2021
 - A. Savings 22,339.48
 - B. Checking 45,531.54
 - C. Paypal: 2060.86
 - D. Financial reports attached to previous board minutes have been revised as requested by the board and emailed to board. October financials will be sent to board members. All financial reports are available by request.
3. Minutes approved as written for September
4. BOARD, COMMITTEE AND CHAIR REPORTS
 - A. PRESIDENT – SUE OSBORN No report
 - B. Vice President – Sandy Bonifield:
 1. Voting will take place at the November General Meeting
 - C. Membership/Vouchers – Carol Coawette
There was a discussion of giving vouchers for outside jobs for the club. i.e. Newsletter, Accounting. This will be tabled for the new board of 2022
 - D. Office – Mary Ash – No report
 - E Training:
 1. Refunds were given to Rose Hancock for ADO class , Linda Rankin and Tiffany Collins thru Paypal.
 2. Session 1 of 2022 is set and posted on the website
 3. Donna Albin and Bunny Lincoln have completed their provisionary classes.
 4. Jyl Wilkinson – Sue will connect with Jyl to schedule observing our classes and possibly have her start in session 2 of 2022.
 5. Judy Gamet is changing back to collecting fees for her classes through DCD and paying the club for building rent at 40% of class fees. Sue will revise Judy's contract.
 6. Marilane will present to the training committee the results of her survey. Refunds vs. class Credits.
 7. The next training meeting will be set by the new training chair in 2022.
 - F. Publicity: flyers will be handed out for the remainder of the year.
 - G. Building: Debbie has been in touch with Ross regarding the leak in the back room. He will get to it when weather permits.
 - H. Sunshine: Linda Wargo's dad passed away. We sent a donation to Middleburgh Ambulance Corp in his memory. A thank you was received from Deassa Binstock for the donation in memory of De Brilz's parents to Ripple Effect.
5. Old Business:
 - A. Membership Benefits Brochure: Sue presented Printing costs from Minuteman for tri-fold.
 - B. Insurance document will be put in the safe

Napa Valley Dog Training Club

Board Meeting Minutes

November 1, 2021

Page 2 of 2

- C. Guidelines and Procedures are being worked on by Sue and Marilane
- D. Registration Process – Mary Ash
 - 1. The club will be going back to a modified way of collecting class fees and deleting Paypal Dog Biz Pro. This will be phased out over several sessions.
 - 2. Instructor contract has been revised and will be submitted to board for approval for 2022.
 - 3. Class refund request and credit vouchers: Marilane is working on new forms for class refunds or credits. She is including instructions.
- 6. New Business
 - A. The Club Service Award nomination forms are ready and are to be turned into Debbie Hilton and the individual Competition Year End Award forms are available to be returned to Linda Wargo by Jan 6. Linda will handle to award plaques for 2021.
 - B. Under Guidelines and Procedures:
 - 1. We voted to raise the donations amount to \$100 for plants/flowers including delivery for a hospitalized member (flowers or donation). The amount was raised to \$150 for the death of a member. (donation only) 6 yea, 1 Nay
 - 2. The travel reimbursement for going to the AOCNC meeting was raised from \$30 to \$50 for one car driver.
 - C. The board has approved LAPS rental of the building in Jan & Feb. The dates requested are Jan 22,29 for ½ day. Feb 5,12,19,26 for ½ day and March 6 for a whole day.
 - D. Christmas party will be a potluck with a give steal game. Gifts are limited to \$15.00
 - E. Moving forward without a full board. We will keep open all the positions in hopes someone will step up. Positions empty are President, Vice President, Secretary, and one at-large position.
 - F. Voucher use is still for members only.
 - G. Discussion of instructor pay will be brought up at a future board meeting
- 7. Meeting adjourned at 9:40 PM.



NAPA VALLEY DOG TRAINING CLUB INC

GENERAL MEETING MINUTES

November 8, 2021

- I. Call to order: 6:34 pm
 - A. Marilane Bergfelt is taking tonight's minutes.
 - B. Board members present: Mary Ash, Sandy Bonifield, Marilane Bergfelt, Carol Coawette, Debbie Hilton, Linda Luchsinger and Sue Osborn.
- II. There are no additions or changes to the agenda.
- III. Treasury Report as of September 30, 2021
 - A. Savings at \$ 22,339.48
 - B. Checking at \$45,531.54
 - C. PayPal at \$2,060.80
- IV: Corrections to October 11, 2021 minutes. Under 'Hospitality' names should be noted as: Debbie Hilton, Mary Ash, Sandy Bonifield, Taylor Renshaw and Ben Shebly. Minutes approved with changes.

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

A. PRESIDENT - Sue Osborn

No report.

B. VICE PRESIDENT – Sandy Bonifield

- Annual Holiday Potluck and Gift Exchanged (Gift Steal) planned for Monday, December 13th, 6:30pm at the clubhouse. Gifts should be limited to a \$20 value.
- Volunteers to help set up for the event include: Debbie Hilton, Ben Shebly, Marilane Bergfelt, Linda Luchsinger and Cheryl George. Debbie will coordinate.

C. MEMBERSHIP - Carol Coawette

Welcome to our new members Chris and Jessica Troianello and their sweet Dobie, Hope.

D. OFFICE - Mary Ash

Cheryl George will be starting in the office soon. Sad to lose Donna Albini for the current time and thank her for all her extra time.

E. TRAINING – reported by Sue Osborn

1. Session 1, 2022 is set and will be open for registrations on November 22nd.
2. Staffing: Donna Albini and Bunny Lincoln have been approved as assistants for Puppy, Adolescent Dog and Good Manners 1.
3. Dogs Can Dance classes will continue but with registrations and payment going directly to Judy Gamet / DCD. This arrangement will allow Judy more flexibility and possibly added income to the Club.

F. PUBLICITY - Marilane Bergfelt

- 'Let's Make a Dog's Day' was a success with over 80 items donated that filled 3 large boxes. Items were delivered to the shelter on October 22, 2021. Thank you to everyone who helped !!

- Fliers for upcoming session and special classes will be copied and provided to training classes, plus shared on Facebook.
- Facebook posts that continue to get the most response is ‘fun stuff’. Photos of families and their pets in training classes are appreciated.

G. BUILDING - Debbie Hilton

Building Clean Up is planned prior to Session 1 next year. Members should look for an email blast with date and time.

H. WEBSITE and NEWSLETTER – Sue Osborn

Sue announced that the deadline for Email Blast will be November 20th. Deadline for next club newsletter is December 20th.

I. HOSPITATITY

Thank you to Linda Luchsinger and the Taylor / Shebly Family for our treats and drinks. Yummm.

J. SUNSHINE – Debbie Hilton

- Our condolences to Linda Wargo for the loss of her father. A donation was made to Middleburg Volunteer Ambulance Corp in his memory.
- Please let Debbie know of member updates.

VI: OLD BUSINESS

1. Registration Process Committee met to review and discuss class registration options. They presented their information to the Board on November 1st and the Board approved to return to in-person / traditional registration process.

Newer process directly links owners with the clubhouse office, and pre-registrations for current students will be reinstated. Online registrations and payments will be phased out in 2022. Questions from the floor were answered by the subcommittee and Jessica (our new member) offered to help facilitate those changes.

2. 2022 Current Member Membership Applications (renewal forms) are available online. Please print out and mail / hand in to the clubhouse.

VII: NEW BUSINESS

1. Credit Vouchers will remain transferrable to club members only. This can be reviewed again in 2022.
2. 2021 Gerry Glantz Memorial Service Award is chaired by Debbie Hilton. Nomination forms are available via the newsletter and at the clubhouse. Completed forms must be received by January 15, 2022.
3. Year End Awards, for titles received in 2021, can be recognized by the Club. Members to complete and return them no later than January 6, 2022 to Linda Wargo. Forms were included in the newsletter and can be found on our website. (Early submittals are greatly appreciated.)
4. Loving Animals Providing Smiles (LAPS) was granted use of the clubhouse for therapy dog classes on Saturdays starting on January 22 thru February 26, 2022, with team testing on Sunday, March 6, 2022.

5. Election for the 2022 Board of Directors was a White Ballot. Open positions can be filled at any time.

Officer: Treasurer, Lori Jackson

Board Members at Large: Past President, Sue Osborn
Training Chair, David Le Count
Office, Mary Ash
Building Manager, Debbie Hilton

OPEN Positions: President
Vice President
Secretary
Publicity

A discussion followed with members offering to take on portions of work traditionally done by board members. This work included: helping keep membership roster current, write agendas and minutes, running meetings and issuing vouchers. Please let Sue Osborn know of your interests and talents as we move into 2022.

VIII: BRAGS

- Mary Ash's Kit (aka Vaquero's Kitten Kaboodle) got her Advanced Buried Title, and her 2nd Legs in Excellent Interior, Excellent Exterior and Excellent Container.
- Linda Wargo's Happy finished his Performance Dog Championship at the Hawte Dawgs USDAA Agility Trial.
- Sandy Bonifield has new puppies.
- Donna Golemon and Carol Coawette also shared their dog's successes in Scent Work. We hope to see that info in an upcoming newsletter.

VI: MEETING ADJOURNAMENT

Motion was approved to adjourn at 7:20 PM

Submitted by Marilane Bergfelt

Napa Valley Dog Training Club

December 13th, 2021 Meeting Minutes

- I. Call to order at 6:32 PM
 - a. Special thank you to Debbie and her volunteers for tonight's Christmas setup! At end of meeting, Sandy commented that Debbie is a godsend to the club and presented her with a plant.
 - b. All in attendance introduced themselves
- II. Call for additions or charges to Agenda
- III. Treasury Report as of November 30, 2021
 - a. Checking: \$42,682.25
 - b. Savings: Same as last month
 - c. PayPal: \$2,767.88
- IV. Approval of Minutes
 - a. November 8, 2021, General Meeting
 - i. Debbie called out that Donation was made to Middleburg Volunteer Ambulance Corp, not to the Fire Department as noted in Minutes. Amendment approved.
 - ii. Amended Minutes from last meeting approved, and motion passed.
- V. Board, Committee & Chair Reports
 - a. President – Sue Osborn
 - i. No update
 - b. Vice-President – Sandy Bonifield
 - i. Holiday party is this evening
 - c. Membership / Vouchers – Carol Coawette
 - i. Invite to non-members in attendance to join
 - ii. New Membership Applications (All voted into membership):
 1. Bee Mayes-Buchanan
 - a. Belgian Malinois named Storm
 2. Heather Azenado accompanied by 2 daughters and husband Willy
 - a. Daughters each have a dog
 - i. Emelia: Chihuahua, April, recent good citizen recipient
 - ii. Alissa: French Bulldog/Maltese, Honey
 3. Patricia Hyatt
 - a. Two puppies: German Shepherd Dog & Border Collie – Corgi Mix
 4. Annika Sabella
 - a. Beauceron Puppy in conformation and puppy classes.
 - d. Office – Mary Ash
 - i. No Update

- e. Training
 - i. Email from a student expressing gratitude and thanks was shared
 - ii. Scheduling of the next meeting (for sessions 3 & 4)
 - 1. Tentative date of January 28, 2022, for planning
 - 2. Want to have meeting also be a meet & greet for David
 - 3. Will include a potluck of sorts. Sue volunteered to make Spaghetti bake and requested volunteers to provide sides
 - a. Sandy volunteered to help
 - iii. Session 1
 - 1. Classes close tonight (11/13/2021) at 10pm
 - 2. Classes filled very fast, and additional class occurrences were added
 - iv. Sessions 2
 - 1. There are still slots that need to be filled by instructors
 - 2. Sue has schedule of openings
 - v. Vouchers were distributed to members in attendance
 - f. Publicity – Marilane Bergfelt
 - i. Still doing Facebook photos, including some from classes
 - ii. Stepping down as Publicity Chair
 - g. Building – Debbie Hilton
 - i. Directed attendees to review the Naughty & Nice Board of dog photos
 - ii. Announcements from Building Management
 - 1. Request to be mindful of parking
 - a. Note additional spaces behind the NVDTTC building
 - b. Parallel parking is acceptable, so long as entry to other tenants is not blocked
 - c. Please do not permit dogs to relieve themselves in the grassy area by the street that has lime trees and mature tree, instead use the area around the corner with the Fig tree
 - h. Newsletter/Website – Sue Osborn
 - i. Cutoff for submissions to the newsletter is December 20, 2021
 - i. Hospitality –
 - i. Request for January meeting Hospitality
 - 1. Marilane and Else Nutter volunteered
 - j. Sunshine – Debbie Hilton
 - i. A few members recently had surgery (Roxann & Chris)
 - 1. Will be sending plants or flowers
 - ii. Carol has a surgery coming up. Debbie presented a plant to her.
- VI. Old Business
- a. 2022 Membership Applications
 - i. 2022 Memberships are available in the clubhouse and on the website

- ii. Deadline for submission is February 1, 2022
 - b. 2021 Service Awards
 - i. Chair: Debbie Hilton
 - ii. Award is to recognize someone who has been a high contributor to the club
 - iii. Form available in the clubhouse and online
 - iv. Submissions due by January 15, 2022
 - c. Year End Awards
 - i. Chair: Linda Wargo
 - ii. Deadline for submission is January 6, 2022
 - iii. If an award or plaque requires update, please leave them in the office
 - d. January 8th Work Party – Debbie Hilton
 - i. Work party will be used to deep clean the space and all the props
 - ii. Will run from 10am-1pm, followed by Pizza
 - iii. Each volunteer will receive \$10 voucher
- VII. New Business
 - a. Judy Gamet Announcement
 - i. Dog Dance classes, can be registered for on the DogsCanDance.com website
 - ii. \$10 off for NVDTC members
 - iii. Up to \$40 in Vouchers can be used
 - iv. Any follow-up questions can be sent to Judy@DogsCanDance.com
- VIII. Brags
 - a. Carol bragged about her dog, Jacques, doing masters scent work. Jacques and Pierre did great! Of the 4 scents they got them all except water/sand, mostly due to bad weather
 - b. Kim Leslie: Conformation for Bixby in Lodi last week. It was a very good session. Dog stood well, and ears were lovely. This is notable given they have only taken 6 classes so far.
 - c. Anne Stanley / Elsa Nutter: Their rescue dog Gershwin just submitted first leg of novice rally title, and achieved 97 score.
- IX. Meeting Adjourned at 7:14 PM

Minutes submitted by Jessica Troianello

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

December 6, 2021

- I. CALL TO ORDER at 6:35PM by President, Sue Osborn. Sandy Bonifield, Marilane Bergfelt, Carol Coawette, Debbie Hilton, Linda Luchsinger and Sue Osborn were in attendance.
- II. ADDITIONS/CHANGES TO AGENDA
-Under TRAINING: Session 1 date was changed to 2022.
-Under OLD BUSINESS Section F: missing/just a typo.
- III. TREASURER REPORT Linda Luchsinger
A. Finances as of 11/30/21:
1. Savings...\$22,342.25
2. Checking...\$42,757.25
3. PayPal...\$2,767.88
B. Bank account changes:
Sue will set up Lori Jackson, 2022 Treasurer on the bank account.
- IV. MINUTES APPROVAL OF NOVEMBER 1, 2021 BOARD MEETING
Minutes were approved after the following corrections/clarifications:
-under G & P Bereavement MSC \$100 was approved for plants/flowers
Including delivery for a hospitalized member
-under G & P AOCNC MSC \$50 mileage allotment was approved for one carpool driver
-under donation for Linda Wargo's father, it was made to the ambulance corp
(not the fire dept)
- V. BOARD, COMMITTEE & CHAIR REPORT
A. PRESIDENT - Sue Osborn
Welcomed new 2022 Board Members: Lori Jackson - Treasurer and David LeCount - Training Chair
B. VICE PRESIDENT - Sandy Bonifield
Christmas Party next Monday 12/13/2021! Lots of people have signed up including some students as potential new members.
C. MEMBERSHIP - Carol Coawette
-No report
-Lori volunteered to cover membership vouchers for now
D. OFFICE - Mary Ash
-No report/absent
E. TRAINING
1. Next training meeting was tentatively set up for 2/23/21 at 6:30.
2. Session 1 has been set (with additional scent work 1 class and additional puppy class).
3. Session 2 still has openings that instructors could fill.
4. Jyl Wilkinson Status - Sue will touch base with her again end of December. She won't be able to teach until at least Session 2.
5. Club will carry insurance for Donna Goldman's Scent work field trips to Napa Expo.
F. PUBLICITY - Marilane Bergfelt
- continues to post class schedules, info, photos, events and fun items on Facebook
G. BUILDING - Debbie Hilton
-new flea control options were discussed that Debbie had researched
-2 more services were recommended to be called: Silverado and Avalon. Debbie

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

December 6, 2021

will touch base with them and report before making any arrangements.

-Ross Mini concerns were discussed: Parking in front of Building P should be in designated painted slots (otherwise lg. trucks don't have room to pull into the property). Secondly, pet relief lawn by the big fig tree needs to be emphasized with students by Instructors. There was a discussion about using a small sign as a deterrent. Debbie will talk to Ross about that.

H. SUNSHINE - Debbie Hilton

-surgeries noted for Roxann Gracia, Cheryl Meyer and Carol Coawette

VI. OLD BUSINESS

- A. Club insurance documents currently filed in office file cabinet will be moved to safe (by Linda Luchsinger).
- B. Updated CLASS REFUND REQUEST AND CLASS CREDIT VOUCHER forms and procedures submitted by Marilane Bergfelt were approved with one change. New Treasurer will process and file Class Credit Vouchers.
- C. Guidelines and Procedures updates are in progress to be finalized by Committee and Sue Osborn.
- D. Registration Process Committee update
-no report Mary Ash/absent
- E. Instructor Contracts/Judy's Contract
-Sue has received some signed instructor contracts, missing a few.
-new contract for Judy's DOGS CAN DANCE classes was approved.
- F. New COMPLAINT/INCIDENT FORM and procedures submitted by Marilane Bergfelt were approved.
- G. Voucher Reconciliation Status
-Linda has it in progress, doesn't need help to finish.

VII. NEW BUSINESS

- A. Certification of insurance for Sawyer Properties
-Linda to take care of.
- B. Moving forward without a full Board
-Sue asked Board Members about how to split up job responsibilities.
A suggestion was made to make a list of tasks for General Member volunteers and assign a voucher amount for doing each specific task.

VIII. MEETING ADJOURNED...at 8:17PM.

Submitted by Debbie Hilton

Attachment:
Publicity Memo

Date: 12-6-21

From: Marilane Bergfelt

To: 2021 & 2022 NVDTC Board of Directors

RE: Publicity Expenses - for future budgeting

- Expenses tracked for most of 2021.
- All reproduction was done In-House.
- Staples discounts / coupons used as often as possible.
- All expenses in 2021 donated by Marilane.

- a) Printer Ink for colored fliers, posters, etc. Spent \$161.41 w/ coupons for 2 sets
Regularly more than \$100.00 dollars / 3-pack
- b) Colored and white paper – used for fliers Spent \$80.96 w/ coupons
Regularly about \$15.00 / package for colored paper
Regularly more than \$50.00 for box of white paper
- c) Xerox cartridges – used to reproduce fliers and more Spent \$177.48 for 2 cartridges
Regularly more than \$100.00 for a single cartridge
- d) Miscellaneous items NOT tracked include personal office materials already in stock at start of year, painter's tape, protective sheet covers, etc.

Estimated expenses for Publicity is over \$600.00 annually

Other:

- Facebook page is kept current with at least 2 posts each week (this is recommended by nonprofit support sources). Marilane has tracked what type of posts are most successful and found that general and safety information plus humor posts receive the most 'Likes' and 'Shares'.
- Attended webinars about Instagram and online registration computer program – reports sent to 2021 Board. Associated fees covered by Marilane.
- Did not pursue Instagram due to time constraints. Could be useful in future if a volunteer has the time and knowledge of that format.
- Started company listing on Next Door. Until that is verified, published PR and educational information on the site as an individual and linked to NVDTC website.
- Did not spend any funds for boosting Facebook posts or ads in newspaper.