

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

January 3, 2022

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I. CALL TO ORDER

- A. Call to order at 6:32 PM.
- B. Board members present: Mary Ash, Debbie Hilton, Lori Jackson, David LeCount, and Sue Osborn

II. Board Positions

- A. MSC for Mary Ash to be Interim President and Debbie Hilton to be Interim Secretary to cover previous president's position held by Sue Osborn and previous secretary's position held by Roxann Gracia.
- B. Debbie Hilton is interested in taking on Building Group Use Coordinator and will meet with Sue Osborn, current Building Group Use Coordinator, after tonight's meeting to go over responsibilities.

III. MINUTES

MSC to approve the December 6, 2021 board minutes as published.

IV. TREASURER'S REPORT

- A. As of January 31st:
 - 1. Checking: \$22,362.35
 - 2. Savings: \$41,929.35
 - 3. Paypal: \$1,892.00
- C. Changes to Umpqua Bank Business Checking Account #4869476517 as well as Savings Account that ends in 8849:
 - 1. Treasurer, Lori Jackson, to be added to both accounts as administrator.
 - 2. Sue Osborn, Past President, to remain as a secondary user on both accounts.
 - 3. The 2021 Vice President, Sandy Bonifield, and the 2021 Past President, Linda Luchsinger, to be removed from both accounts.

IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **MEMBERSHIP/VOUCHERS**—Lori Jackson
 - 1. Lori met with Carol Coawette to go over membership and voucher duties.
 - 2. Debbie will coordinate with Lori regarding membership packets.
- B. **OFFICE**—Mary Ash
 - Mary is in process of recruiting staff to work in office when DogBizPro is phased out.
- C. **TRAINING**—David LeCount
 - 1. A social meet and greet Training Meeting is confirmed for January 28, 2022 to set session 3 & 4.
 - 2. Session 2 is now Online. Mary requested copies for the office.
 - 3. Via email, Board approved Judy Gamet's request to add a Musical Rally class in Session 2 at 7:30 pm on Tuesday night.
 - 4. Jyl Wilkinson has been invited to Training Meeting as a prospective instructor. Approval of Jyl as a provisional instructor is dependent on her observing different classes taught at the club.
 - 5. David Le Count to assume copying of training handouts.
- D. **BUILDING & SUNSHINE**—Debbie Hilton
 - 1. **Building:** Via email, Board approved to reinstate Bob ad Duff, the company previously used by the club, to do 2 month interval spraying for \$115. Thank you to Debbie for her extensive research for the best fit for pesticide spraying that works for our club.
 - 2. **Building:** Debbie has found signs online that could be used on lawn areas wherein dogs are not allowed, hasn't yet talked to Ross Mini about their use.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

January 3, 2022

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3. **Sunshine:** A plant was given to Roxann Gracia, a card to Carol Coawette, and a thank you note has been received from Chris Mayer.

V. OLD BUSINESS

A. **Registration Process Overview**

Mary Ash will set up a meeting to pin down details such as updating forms needed for paper registration; may be Session 3 before DogBizPro is phased out.

B. **Voucher Reconciliation Status**

Mary Ash will contact Carol Coawette about helping out with vouchers from past years needing to be logged and will offer her a certificate for a free class if she is able to help—MSC.

VI. NEW BUSINESS

A. **2021 Audit**

An auditing committee of at least 3 people, one being a board member, to be organized. General members will be polled.

B. **Scent Work Trial Partnering with Golden State Greater Swiss Mountain Dog Club**

Sue will request specific details, i.e, dates, experience, equipment, premium setup, sponsor.

C. **info@nvdtc.org** will now be handled by Donna Golemon.

D. **Awards Banquet**

General will be polled for volunteers to help organize.

E. **Bring Your Dog To Meeting Nights**

Lori and Karen Jackson have been asked to organize a May Madness night for the May 2022 general meeting. Additional "Bring Your Dog To Meeting Nights" to be scheduled later.

F. **Items for Next Board Meeting Agenda**

1) Toy purchase budget, 2) Guidelines and Procedures update, & 3) perpetual calendar.

G. **Future Board Meetings**

1. Meetings are now set for a maximum of 2 hours. Any unfinished business will be rolled over to next meeting. Important items will be handled via special meetings.
2. Meetings will now be held the fourth Monday of the month from 5:30 to 7:30 pm. Next meeting is February 28th in the office.
3. After the February meeting, Board will look at holding meetings every other month.

VI. MEETING ADJOURNED at 8:20 PM.

Respectively,
Debbie Hilton

Attached:
October, November, and December
Financials

FINANCIAL STATEMENTS

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

NAPA, CA 94558

As of October 31, 2021

Prepared by DOUD BOOKKEEPING & TAX SERVICE 707 255-9144

STATEMENT OF PROFIT AND LOSS

From 10/01/21 to 10/31/21

Year to Date As of 10/31/21

Sales or Income

CLASS FEES	\$ 9,895.00	99.5%	\$ 93,363.50	95.0%
DUES	35.00	0.4%	1,470.00	1.5%
MISC INCOME	0.00	0.0%	561.21	0.6%
BUILDING/EQUIPMENT RENTAL	10.00	0.1%	729.00	0.7%
EQUIPMENT	0.00	0.0%	84.75	0.1%
CLUB APPAREL	0.00	0.0%	619.00	0.6%
SCENTWORK TRIAL PROCEEDS	0.00	0.0%	1,500.00	1.5%

Total Sales or Income	9,940.00	100.0%	98,327.46	100.0%
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Cost of Sales

VOUCHERS & DISCOUNTS	0.00	0.0%	2,272.76	2.3%
CLUB APPAREL	0.00	0.0%	516.29	0.5%

Total Cost of Sales	0.00	0.0%	2,789.05	2.8%
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GROSS PROFIT	9,940.00	100.0%	95,538.41	97.2%
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Operating Expense

TRAINER FEES	0.00	0.0%	21,824.60	22.2%
STUDENT EQUIPMENT	171.27	1.7%	1,598.36	1.6%
SUPPLIES & MINOR EQUIP.	139.72	1.4%	425.77	0.4%
LEGAL/ACCOUNTING/FEES	25.00	0.3%	130.00	0.1%
NAPA COUNTY BUSINESS PROPERTY TAX	61.83	0.6%	61.83	0.1%
OFFICE EXPENSE	190.31	1.9%	1,582.17	1.6%
PRINTING & COPYING	5.15	0.1%	654.75	0.7%
POSTAL	0.00	0.0%	58.00	0.1%
CLUB AWARDS	0.00	0.0%	998.18	1.0%
HOSPITALITY	250.05	2.5%	300.05	0.3%
PAYPAL FEES	340.52	3.4%	1,907.10	1.9%
DUES/CONTRIBUTIONS	0.00	0.0%	50.00	0.1%
BUILDING	264.13	2.7%	2,822.25	2.9%
NAPA SAWYER PROPERTIES	4,045.00	40.7%	37,464.00	38.1%
NAPA VALLEY PSI/BUILDING CLEANING	0.00	0.0%	2,148.75	2.2%
SOUTHGATE STORAGE	560.00	5.6%	560.00	0.6%
RE TAX & INSURANCE/NAPA SAWYER	81.00	0.8%	1,113.00	1.1%
NAPA SAWYER/CAM	354.00	3.6%	1,062.00	1.1%
INSURANCE EXPENSE	0.00	0.0%	800.00	0.8%
SCENTWORK TRIAL	0.00	0.0%	541.91	0.6%

Total Operating Expense	6,487.98	65.3%	76,102.72	77.4%
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NET INCOME OR <LOSS>	\$ 3,452.02	34.7%	\$ 19,435.69	19.8%
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INCOME STATEMENT SUPPORTING SCHEDULE As of 10/31/21

	From 10/01/21 to 10/31/21		Year to Date As of 10/31/21	
CLASS FEES				
PUPPY	1,830.00	18.4%	18,200.00	18.5%
GOOD MANNERS/MIGHTY MIGHTS	1,550.00	15.6%	10,720.00	10.9%
GOOD MANNERS 2/CGC CLASS	360.00	3.6%	8,475.00	8.6%
AGILITY	0.00	.0%	1,875.00	1.9%
ADVANCED OBEDIENCE	440.00	4.4%	1,045.00	1.1%
FUN & GAMES	390.00	3.9%	390.00	.4%
RALLY CLASS	895.00	9.0%	10,360.00	10.5%
ADOLESCENT DOG	2,300.00	23.1%	16,435.00	16.7%
DOGS CAN DANCE CLASS	810.00	8.1%	7,768.50	7.9%
SAMPLER CLASS	0.00	.0%	500.00	.5%
TRICKS & GAMES	0.00	.0%	665.00	.7%
OUT & ABOUT	325.00	3.3%	325.00	.3%
SCENT CLASS	995.00	10.0%	15,410.00	15.7%
BEYOND BASICS	0.00	.0%	835.00	.8%
POLITE IN PUBLIC	0.00	.0%	360.00	.4%
Total CLASS FEES	9,895.00	99.5%	93,363.50	95.0%
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	.1%
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	.4%
SCENT WORK/VOUCHERS & DISCOUNTS	0.00	.0%	1,216.28	1.2%
BEYOND BASICS,DISCOUNTS & VOUCHERS	0.00	.0%	12.50	.0%
POLITE IN PUBLIC	0.00	.0%	46.40	.0%
Total VOUCHERS & DISCOUNTS	0.00	.0%	2,272.76	2.3%
TRAINER FEES				
DONNA GOLEMON	0.00	.0%	5,424.00	5.5%
LINDA LUCHSINGER	0.00	.0%	384.00	.4%
MARY ASH	0.00	.0%	3,840.00	3.9%
MARILANE BERGFELT	0.00	.0%	960.00	1.0%
LEA RONALD	0.00	.0%	1,120.00	1.1%
JUDY GAMET/DOGS CAN DANCE	0.00	.0%	2,856.60	2.9%
DOGS CAN DANCE, LLC	0.00	.0%	360.00	.4%
VANGE LEONIS	0.00	.0%	756.00	.8%
KIM LESLIE/TRAINER	0.00	.0%	5,360.00	5.5%
DE BRILZ	0.00	.0%	260.00	.3%
STEFANIE MEINHARDT	0.00	.0%	504.00	.5%
Total TRAINER FEES	0.00	.0%	21,824.60	22.2%
CLUB AWARDS				
AWARDS DINNER	0.00	.00%	392.50	.40%
	0.00	.0%	605.68	.6%

INCOME STATEMENT SUPPORTING SCHEDULE As of 10/31/21

	From 10/01/21 to 10/31/21		Year to Date As of 10/31/21	
Total CLUB AWARDS	0.00	.0%	998.18	1.0%
DUES/CONTRIBUTIONS DONATIONS	<u>0.00</u>	.0%	<u>50.00</u>	.1%
Total DUES/CONTRIBUTIONS	0.00	.0%	50.00	.1%
BUILDING				
TELEPHONE	121.84	1.2%	1,085.56	1.1%
UTILITIES	142.29	1.4%	1,176.69	1.2%
NAPA VALLEY SUPPORT SERVICES/CLEANING	<u>0.00</u>	.0%	<u>560.00</u>	.6%
Total BUILDING	264.13	2.7%	2,822.25	2.9%
INSURANCE EXPENSE				
LIABILITY INSURANCE	<u>0.00</u>	.0%	<u>800.00</u>	.8%
Total INSURANCE EXPENSE	0.00	.0%	800.00	.8%
SCENTWORK TRIAL				
SCENTWORK TRIAL HOSPITALITY	0.00	.0%	411.18	.4%
SCENTWORK SUPPLIES	<u>0.00</u>	.0%	<u>130.73</u>	.1%
Total SCENTWORK TRIAL	0.00	.0%	541.91	.6%

FINANCIAL STATEMENTS

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

NAPA, CA 94558

As of November 30, 2021

Prepared by DOUD BOOKKEEPING & TAX SERVICE 707 255-9144

STATEMENT OF PROFIT AND LOSS

From 11/01/21 to 11/30/21

Year to Date As of 11/30/21

Sales or Income

CLASS FEES	\$ 10,510.00	98.7%	\$ 102,808.50	95.3%
DUES	105.00	1.0%	1,575.00	1.5%
MISC INCOME	0.00	0.0%	561.21	0.5%
BUILDING/EQUIPMENT RENTAL	36.00	0.3%	765.00	0.7%
EQUIPMENT	0.00	0.0%	84.75	0.1%
CLUB APPAREL	0.00	0.0%	619.00	0.6%
SCENTWORK TRIAL PROCEEDS	0.00	0.0%	1,500.00	1.4%

Total Sales or Income	10,651.00	100.0%	107,913.46	100.0%
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Cost of Sales

VOUCHERS & DISCOUNTS	270.00	2.5%	2,542.76	2.4%
CLUB APPAREL	0.00	0.0%	516.29	0.5%

Total Cost of Sales	270.00	2.5%	3,059.05	2.8%
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GROSS PROFIT	10,381.00	97.5%	104,854.41	97.2%
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Operating Expense

TRAINER FEES	5,530.00	51.9%	27,354.60	25.3%
STUDENT EQUIPMENT	258.96	2.4%	1,857.32	1.7%
EDUCATION	200.00	1.9%	200.00	0.2%
SUPPLIES & MINOR EQUIP.	24.37	0.2%	450.14	0.4%
LEGAL/ACCOUNTING/FEES	0.00	0.0%	130.00	0.1%
NAPA COUNTY BUSINESS PROPERTY TAX	0.00	0.0%	61.83	0.1%
OFFICE EXPENSE	123.89	1.2%	1,706.06	1.6%
PRINTING & COPYING	167.78	1.6%	822.53	0.8%
POSTAL	0.00	0.0%	58.00	0.1%
CLUB AWARDS	0.00	0.0%	998.18	0.9%
HOSPITALITY	250.00	2.3%	550.05	0.5%
PAYPAL FEES	307.98	2.9%	2,229.04	2.1%
DUES/CONTRIBUTIONS	74.99	0.7%	124.99	0.1%
BUILDING	213.82	2.0%	2,476.07	2.3%
NAPA VALLEY SUPPORT	700.00	6.6%	1,820.00	1.7%
SERVICES/CLEANING				
NAPA SAWYER PROPERTIES	4,045.00	38.0%	41,509.00	38.5%
NAPA VALLEY PSI/BUILDING CLEANING	0.00	0.0%	2,148.75	2.0%
RE TAX & INSURANCE/NAPA SAWYER	81.00	0.8%	1,194.00	1.1%
NAPA SAWYER/CAM	354.00	3.3%	1,416.00	1.3%
INSURANCE EXPENSE	0.00	0.0%	800.00	0.7%
SCENTWORK TRIAL	0.00	0.0%	541.91	0.5%

Total Operating Expense	12,331.79	115.8%	88,448.47	82.0%
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NET INCOME OR <LOSS>	\$ -1,950.79	-18.3%	\$ 16,405.94	15.2%
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INCOME STATEMENT SUPPORTING SCHEDULE As of 11/30/21

	From 11/01/21 to 11/30/21		Year to Date As of 11/30/21	
CLASS FEES				
PUPPY	1,835.00	17.2%	19,535.00	18.1%
GOOD MANNERS/MIGHTY MIGHTS	1,175.00	11.0%	11,870.00	11.0%
GOOD MANNERS 2/CGC CLASS	1,010.00	9.5%	8,190.00	7.6%
AGILITY	0.00	.0%	1,750.00	1.6%
ADVANCED OBEDIENCE	460.00	4.3%	1,505.00	1.4%
FUN & GAMES	0.00	.0%	390.00	.4%
RALLY CLASS	805.00	7.6%	10,530.00	9.8%
ADOLESCENT DOG	2,965.00	27.8%	20,775.00	19.3%
DOGS CAN DANCE CLASS	360.00	3.4%	8,128.50	7.5%
SAMPLER CLASS	0.00	.0%	500.00	.5%
TRICKS & GAMES	0.00	.0%	665.00	.6%
OUT & ABOUT	0.00	.0%	325.00	.3%
DELIGHTFUL DISTRACTIONS	425.00	4.0%	425.00	.4%
SCENT CLASS	1,475.00	13.8%	17,025.00	15.8%
BEYOND BASICS	0.00	.0%	835.00	.8%
POLITE IN PUBLIC	0.00	.0%	360.00	.3%
Total CLASS FEES	10,510.00	98.7%	102,808.50	95.3%
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	.1%
AGILITY	0.00	.0%	59.60	.1%
ADVANCED OBEDIENCE/DISC & VOUCHERS	140.00	1.3%	140.00	.1%
RALLY VOUCHERS & DISCOUNTS	70.00	.7%	146.88	.1%
ADOLESCENT DOG/VOUCHERS & DISCOUNTS	0.00	.0%	159.70	.1%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	0.00	.0%	366.00	.3%
SCENT WORK/VOUCHERS & DISCOUNTS	60.00	.6%	1,276.28	1.2%
BEYOND BASICS,DISCOUNTS & VOUCHERS	0.00	.0%	12.50	.0%
POLITE IN PUBLIC	0.00	.0%	46.40	.0%
Total VOUCHERS & DISCOUNTS	270.00	2.5%	2,542.76	2.4%
TRAINER FEES				
DONNA GOLEMON	1,936.00	18.2%	7,360.00	6.8%
LINDA LUCHSINGER	768.00	7.2%	1,152.00	1.1%
SANDRA BONIFIELD	640.00	6.0%	640.00	.6%
MARY ASH	1,376.00	12.9%	5,216.00	4.8%
MARILANE BERGFELT	0.00	.0%	960.00	.9%
LEA RONALD	0.00	.0%	1,120.00	1.0%
JUDY GAMET/DOGS CAN DANCE	810.00	7.6%	3,666.60	3.4%
DOGS CAN DANCE, LLC	0.00	.0%	360.00	.3%
VANGE LEONIS	0.00	.0%	756.00	.7%
KIM LESLIE/TRAINER	0.00	.0%	5,360.00	5.0%
DE BRILZ	0.00	.0%	260.00	.2%
STEFANIE MEINHARDT	0.00	.0%	504.00	.5%
Total TRAINER FEES	5,530.00	51.9%	27,354.60	25.3%
CLUB AWARDS	0.00	.00%	392.50	.36%

INCOME STATEMENT SUPPORTING SCHEDULE As of 11/30/21

	From 11/01/21 to 11/30/21		Year to Date As of 11/30/21	
AWARDS DINNER	<u>0.00</u>	.0%	<u>605.68</u>	.6%
Total CLUB AWARDS	0.00	.0%	998.18	.9%
DUES/CONTRIBUTIONS	74.99	.70%	74.99	.07%
DONATIONS	<u>0.00</u>	.0%	<u>50.00</u>	.0%
Total DUES/CONTRIBUTIONS	74.99	.7%	124.99	.1%
BUILDING				
TELEPHONE	124.82	1.2%	1,210.38	1.1%
UTILITIES	<u>89.00</u>	.8%	<u>1,265.69</u>	1.2%
Total BUILDING	213.82	2.0%	2,476.07	2.3%
INSURANCE EXPENSE				
LIABILITY INSURANCE	<u>0.00</u>	.0%	<u>800.00</u>	.7%
Total INSURANCE EXPENSE	0.00	.0%	800.00	.7%
SCENTWORK TRIAL				
SCENTWORK TRIAL HOSPITALITY	0.00	.0%	411.18	.4%
SCENTWORK SUPPLIES	<u>0.00</u>	.0%	<u>130.73</u>	.1%
Total SCENTWORK TRIAL	0.00	.0%	541.91	.5%

FINANCIAL STATEMENTS

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

NAPA, CA 94558

As of December 31, 2021

Check Book Balance	12/31/21	41,929.35
Savings Bal.	19 preserved	22,362.61

Prepared by DOUD BOOKKEEPING & TAX SERVICE 707 255-9144

STATEMENT OF PROFIT AND LOSS

	From 12/01/21 to 12/31/21		Year to Date As of 12/31/21	
Sales or Income				
CLASS FEES	\$ 6,438.00	87.5%	\$ 109,246.50	94.8%
DUES	385.00	5.2%	1,960.00	1.7%
MISC INCOME	145.00	2.0%	706.21	0.6%
BUILDING/EQUIPMENT RENTAL	391.00	5.3%	1,156.00	1.0%
EQUIPMENT	0.00	0.0%	84.75	0.1%
CLUB APPAREL	0.00	0.0%	619.00	0.5%
SCENTWORK TRIAL PROCEEDS	0.00	0.0%	1,500.00	1.3%
Total Sales or Income	7,359.00	100.0%	115,272.46	100.0%
Cost of Sales				
VOUCHERS & DISCOUNTS	510.00	6.9%	3,052.76	2.6%
CLUB APPAREL	0.00	0.0%	516.29	0.4%
Total Cost of Sales	510.00	6.9%	3,569.05	3.1%
GROSS PROFIT	6,849.00	93.1%	111,703.41	96.9%
Operating Expense				
TRAINER FEES	2,088.00	28.4%	29,442.60	25.5%
STUDENT EQUIPMENT	-18.00	-0.2%	1,839.32	1.6%
EDUCATION	0.00	0.0%	200.00	0.2%
SUPPLIES & MINOR EQUIP.	325.82	4.4%	775.96	0.7%
LEGAL/ACCOUNTING/FEES	0.00	0.0%	130.00	0.1%
NAPA COUNTY BUSINESS PROPERTY TAX	0.00	0.0%	61.83	0.1%
OFFICE EXPENSE	328.73	4.5%	2,034.79	1.8%
PRINTING & COPYING	86.50	1.2%	909.03	0.8%
POSTAL	0.00	0.0%	58.00	0.1%
CLUB AWARDS	0.00	0.0%	998.18	0.9%
HOSPITALITY	141.91	1.9%	691.96	0.6%
PAYPAL FEES	130.88	1.8%	2,359.92	2.0%
DUES/CONTRIBUTIONS	0.00	0.0%	124.99	0.1%
BUILDING	295.16	4.0%	2,771.23	2.4%
NAPA VALLEY SUPPORT SERVICES/CLEANING	420.00	5.7%	2,240.00	1.9%
NAPA SAWYER PROPERTIES	4,045.00	55.0%	45,554.00	39.5%
NAPA VALLEY PSI/BUILDING CLEANING	0.00	0.0%	2,148.75	1.9%
RE TAX & INSURANCE/NAPA SAWYER	81.00	1.1%	1,275.00	1.1%
NAPA SAWYER/CAM	354.00	4.8%	1,770.00	1.5%
INSURANCE EXPENSE	0.00	0.0%	800.00	0.7%
SCENTWORK TRIAL	0.00	0.0%	541.91	0.5%
Total Operating Expense	8,279.00	112.5%	96,727.47	83.9%
NET INCOME OR <LOSS>	\$ -1,430.00	-19.4%	\$ 14,975.94	13.0%

INCOME STATEMENT SUPPORTING SCHEDULE As of 12/31/21

	From 12/01/21 to 12/31/21		Year to Date As of 12/31/21	
CLASS FEES				
PUPPY	1,858.00	25.2%	21,393.00	18.6%
GOOD MANNERS/MIGHTY MIGHTS	370.00	5.0%	12,240.00	10.6%
GOOD MANNERS 2/CGC CLASS	715.00	9.7%	8,905.00	7.7%
AGILITY	0.00	.0%	1,750.00	1.5%
ADVANCED OBEDIENCE	250.00	3.4%	1,755.00	1.5%
FUN & GAMES	0.00	.0%	390.00	.3%
RALLY CLASS	725.00	9.9%	11,255.00	9.8%
ADOLESCENT DOG	125.00	1.7%	20,900.00	18.1%
DOGS CAN DANCE CLASS	135.00	1.8%	8,263.50	7.2%
SAMPLER CLASS	0.00	.0%	500.00	.4%
TRICKS & GAMES	0.00	.0%	665.00	.6%
OUT & ABOUT	0.00	.0%	325.00	.3%
DELIGHTFUL DISTRACTIONS	170.00	2.3%	595.00	.5%
SCENT CLASS	2,090.00	28.4%	19,115.00	16.6%
BEYOND BASICS	0.00	.0%	835.00	.7%
POLITE IN PUBLIC	0.00	.0%	360.00	.3%
Total CLASS FEES	6,438.00	87.5%	109,246.50	94.8%
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	40.00	.5%	185.60	.2%
AGILITY	0.00	.0%	59.60	.1%
ADVANCED OBEDIENCE/DISC & VOUCHERS	0.00	.0%	140.00	.1%
RALLY VOUCHERS & DISCOUNTS	0.00	.0%	146.88	.1%
ADOLESCENT DOG/VOUCHERS & DISCOUNTS	0.00	.0%	159.70	.1%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	0.00	.0%	366.00	.3%
SCENT WORK/VOUCHERS & DISCOUNTS	470.00	6.4%	1,746.28	1.5%
BEYOND BASICS,DISCOUNTS & VOUCHERS	0.00	.0%	12.50	.0%
POLITE IN PUBLIC	0.00	.0%	46.40	.0%
Total VOUCHERS & DISCOUNTS	510.00	6.9%	3,052.76	2.6%
TRAINER FEES				
DONNA GOLEMON	0.00	.0%	7,360.00	6.4%
LINDA LUCHSINGER	192.00	2.6%	1,344.00	1.2%
SANDRA BONIFIELD	352.00	4.8%	992.00	.9%
MARY ASH	576.00	7.8%	5,792.00	5.0%
MARILANE BERGFELT	0.00	.0%	960.00	.8%
LEA RONALD	0.00	.0%	1,120.00	1.0%
JUDY GAMET/DOGS CAN DANCE	540.00	7.3%	4,206.60	3.6%
DOGS CAN DANCE, LLC	0.00	.0%	360.00	.3%
VANGE LEONIS	168.00	2.3%	924.00	.8%
KIM LESLIE/TRAINER	0.00	.0%	5,360.00	4.6%
DE BRILZ	260.00	3.5%	520.00	.5%
STEFANIE MEINHARDT	0.00	.0%	504.00	.4%
Total TRAINER FEES	2,088.00	28.4%	29,442.60	25.5%
CLUB AWARDS	0.00	.00%	392.50	.34%

INCOME STATEMENT SUPPORTING SCHEDULE As of 12/31/21

	From 12/01/21 to 12/31/21		Year to Date As of 12/31/21	
AWARDS DINNER	<u>0.00</u>	.0%	<u>605.68</u>	.5%
Total CLUB AWARDS	0.00	.0%	998.18	.9%
DUES/CONTRIBUTIONS	0.00	.00%	74.99	.07%
DONATIONS	<u>0.00</u>	.0%	<u>50.00</u>	.0%
Total DUES/CONTRIBUTIONS	0.00	.0%	124.99	.1%
BUILDING				
TELEPHONE	121.58	1.7%	1,331.96	1.2%
UTILITIES	<u>173.58</u>	2.4%	<u>1,439.27</u>	1.2%
Total BUILDING	295.16	4.0%	2,771.23	2.4%
INSURANCE EXPENSE				
LIABILITY INSURANCE	<u>0.00</u>	.0%	<u>800.00</u>	.7%
Total INSURANCE EXPENSE	0.00	.0%	800.00	.7%
SCENTWORK TRIAL				
SCENTWORK TRIAL HOSPITALITY	0.00	.0%	411.18	.4%
SCENTWORK SUPPLIES	<u>0.00</u>	.0%	<u>130.73</u>	.1%
Total SCENTWORK TRIAL	0.00	.0%	541.91	.5%

APPROVED
NAPA VALLEY DOG TRAINING CLUB GENERAL MEETING MINUTES
January 10, 2022

- I. CALL TO ORDER at 6:30 PM by Past President Sue Osborn.
- II. INTRODUCTION OF INTERIM (temporary) OFFICERS by Sue Osborn.

President: Mary Ash
Secretary: Debbie Hilton
Membership: Lori Jackson

Elected Board Positions

Treasurer: Lori Jackson
Training Chair: David LeCount
Office Manager: Mary Ash
Building Manager: Debbie Hilton

Past President: Sue Osborn

- III. No additions or changes to agenda noted.

- IV. TREASURER'S REPORT-Lori Jackson

- A. Money Market \$32,322.61
- B. Checking \$41,929.35
- C. PayPal \$ 1,892.00

- V. APPROVAL OF MINUTES from December 13, 2021 General Meeting was passed with the following corrections:

- Under "Building" section....scratch note about not parking behind building P

- Under "Braggs" section....change Carol Coawette's son Josh to her dog Jacques.

- VI. BOARD, COMMITTEE AND CHAIR REPORTS

- A. President-Mary Ash

- (Items to be covered under separate section.)

- B. Membership/Vouchers-Lori Jackson

- 1. Reminder that Membership Renewal's are due by February 1, 2021.

- 2. New member's that joined tonight (MSC):

- a. Matt and Dina Greenberg with dogs Delta (Border Collie rescue) and Lucas (mix).

- b. Candy and Glen Dusky with 3 Minature Australian Shepherds: Cash, Dixie and Maggie.

- c. Katia and Kenny Desjardin with a chocolate Lab.

- C. Office-Mary Ash

No report, will be in tomorrow to get caught up.

D. Training-David LeCount

1. There will be a January 28 Training Meeting to set Sessions 3 and 4.
2. Session 1 classes started today, January 10, 2022.
3. Session 2 Registration opens January 24, 2022. Class schedule posted on the website now.
4. Judy Gamet's Dogs Can Dance added a Musical Rally Class in Session 2 at 7:30PM on Tuesday.

E. Publicity

1. Flyers for Specialty Classes ("Mighty Mighties" and "Out and About") are online on our home page under "flyers for classes and more".
2. Annika Sabella volunteered for publicity position.

F. Building - Debbie Hilton

1. Good turnout for the Annual Work Party Day last Saturday. Big Thank you to all 14 volunteers!
2. To follow up on the Property Manager's concern regarding dogs using the front lawn to relieve themselves. This area is off limits! So, Sue is designing a flyer to send to all instructors to review with their students. Flyer will have a picture and arrow to designate lawn with big fig tree between buildings "C" and "D". Copy of flyer will go out to all members.

Instructors should review with their students at the start of every session.

G. Hospitality

Thank you to Marilane Bergfelt for providing tonight's refreshments.

H. Sunshine - Debbie Hilton

1. Please express your sympathies to Carol Coawette for the loss of her 9 yr. old poodle, Jacques.
2. A Thank You card was shared from Chris Mayer for the orchid plant that was delivered to her home while recovering from surgery.

VII. OLD BUSINESS

- A. 2021 Service Award Nominations need to be submitted to Debbie Hilton by Saturday 1/15 so the committee can select the recipient.
- B. Year End Awards requests have been submitted to Linda Wargo.
- C. January 8th Work Party recap was covered under "Building Section".
- D. Change in Registration Process-Mary Ash
Projected opening date for new system is now Session 4.
Applications will need to be downloaded from website.

Dropbox will be attached to outside of building for deposit of application and check or cash (no credit card transactions).
More updates to follow.

VIII. NEW BUSINESS

A. Annual Awards Banquet

Need a volunteer committee to organize the project.

B. 2021 Financial Audit

Looking for 2 volunteers from General Membership to review our Books as 2021 is closed.

C. Bring Your Dog to Meeting Nights

So far, "May Madness" fun game/activities night for dogs is scheduled. Members were asked to come up with ideas of what to do on 2 or 3 other meeting nights this year.

Debbie also requested ideas from members for special speakers or demos. Bunny said she would be interested in a scentwork demo.

IX. BRAGS

Lodi Scentwork Trial participants:

A. Carol Coawette's Pierre

B. Mary Ash's Kitt

X. MEETING ADJOURNED at 7:18PM followed by hospitality time with refreshments.

Minutes submitted by Debbie Hilton

Napa Valley Dog Training Club January 24, 2022 Board Meeting Minutes

- I. Meeting was called to order at 5:33 by Interim President Mary Ash. Additional members in attendance were Debbie Hilton, Lori Jackson and Sue Osborn.
- II. Call for additions to agenda:
 - Approval of new space heater for office use. MSC
- III. TREASURER'S REPORT - Lori Jackson
 - A. Savings...\$22,352.61
 - B. Checking...\$41,477.65(as of Jan. 1)
 - C. Umpqua Bank signees are now Sue Osborn and Lori Jackson.
 - D. Review of past financial statements - meeting will be set with Linda Luchsinger.
- IV. MINUTES

Approval of January 3, 2022 Board Meeting Minutes was handled via email before a copy was given to the bank.
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. MEMBERSHIP/VOUCHERS - Lori Jackson
 1. 2022 Membership Renewal is at about 50%. Sue Osborn will send out an email reminder about deadline for payment.
 2. Past voucher log has been completed by Linda Luchsinger.
 - B. OFFICE - Mary Ash
 - Dropbox for new registration procedure has been approved for purchase and installation.
 - C. TRAINING - David Le Count (absent)
 1. January 28 meeting on track with 15 people signed up.
 2. Session 2 signup started today. Beginning classes fill up fast.
 3. 2022 Instructor Contracts received, hourly rate increases to be discussed at subsequent Board Meeting.
 4. Regarding PayPal rollovers, since we are transitioning to a new registration process Sue Osborn asked that we stop doing rollover credits NOW.
 - D. BUILDING - Debbie Hilton
 1. Flyers addressing location of dog potty station were sent out to Members and posted at Clubhouse.
 2. Comcast Business Starter Contract expires in October. New rate unless we need more bandwidth will be an

additional \$50 a month.

3. Members that are no longer Board Members or Instructors are asked to return their door key. The Board will decide on a case by case basis if Office workers will be assigned a key.

- E. SUNSHINE - Debbie Hilton
 - Cards sent to Chris Mayer (second surgery), Linda Wargo (broken wrist) and Neanna Gracia (birth of baby girl).

VI. OLD BUSINESS

- A. Golden State Greater Swiss Mountain Dog Club inquiring about partnering on a Scent Work Trial has not responded to Sue's reply.
- B. Guidelines and Procedures update - Marilane, Debbie and Sue to schedule meeting next week for some finalizing of project.
- C. Awards Banquet - No one from General Meeting volunteered to work on committee, so Board Members will assume task.
- D. 2021 Audit Committee volunteers will be Donna Golemon, Sue Osborn and Mary Ash.
- E. Toy Purchase Budget on hold.
- F. AB5 - No update

VII. NEW BUSINESS

- A. Request for donation from Northwood Elementary School April fundraiser was approved. We will send them a \$125 Gift Certificate.
- B. Session 1: 8 students attending class without turning in shot records. How to solve this problem, when they are reminded? No resolution made.
- C. New Incident/Complaint Form is now displayed and filed in the Office. Sandy will be asked to fill out Incident Form regarding her accidental fall during class.
- D. Certificate of Insurance has been sent to Sawyer Properties.
- E. Updated Perpetual Calendar was provided to Board.
- F. Club Activities/Speakers/Demos
 - Scent Work Class will do a demo at Feb 14 General Meeting
 - "May Madnees" bring your dog event will be moved to July and renamed.

VIII. MEETING ADJOURNED at...7:30PM

Minutes submitted by Debbie Hilton

Napa Valley Dog Training Club
General Meeting February 14, 2022

I. MEETING CALLED TO ORDER at 6:50 PM by Interim President Mary Ash

after a Scent work demonstration by Donna Golemon's students.

Additional Board Members present were Debbie Hilton, Lori Jackson, and Sue Osborn.

II. NO ADDITIONS OR CHANGES WERE MADE TO THE AGENDA

III. TREASURER'S REPORT

- A. Money Market.....\$32,322.61 (as of 1/31/22)
- B. Checking.....\$43,077.17 (as of 2/10/22)
- C. PayPal.....\$3,871.77 (as of 1/31/22)

IV. APPROVAL OF MINUTES from January 10, 2022 was made after

the following corrections:

A. Under PUBLICITY Heading: Annika Sabella volunteered for

Publicity role. (All other notations should be eliminated.)

B. Under SUNSHINE Heading: (The following notations to be added

after being mistakenly omitted.) Sympathies were extended to

Carol Coawette for the loss of her 9 year old poodle, Jacques.

And, a Thank You card was shared from Chris Mayer for the

orchid plant that was delivered to her home while recovering

from surgery.

C. Under HOSPITALITY Heading: (The following notations to be

added after being mistakenly omitted.) Thank you to Marilane

Bergfelt for providing refreshment tonight. Heather Azevedo

and Debbie Hilton will bring Valentine treats for the February meeting.

V. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT - Mary Ash (topics covered under other sections)

B. MEMBERSHIP/VOUCHERS - Lori Jackson

Two new members joined the club tonight (MSC): Chris Bradley w/Toby (Cavalier King Charles Spaniel)

Jeanne Tighman w/ Tench (Golden Retriever)

C. OFFICE - Mary Ash

Currently has 3 workers covering office duties.

D. TRAINING - David LeCount (absent)

1. 1/28 Training Meeting set preliminary dates for sessions

3 and 4.

2. Session 3 Registration will open March 14.

3. Next Training Meeting to be set with David.

E. PUBLICITY

1. Flyers for Session 3 Special Classes have been created

and posted on the website:

a. Vange's "Beginning Tricks" and "Community Walks"

b. Judy's "Success Beyond Luring"

2. Marilane will continue to add posts to Facebook for the club.

3. Annika Sabella will not be able to fulfill the Publicity Position

as she is pursuing Grad School. We are still looking for a

candidate.

F. BUILDING - Debbie Hilton

Sue Osborn designed a flyer that was sent out to the membership

to designate the correct area for dogs to relieve themselves. Thanks

to all instructors and assistants for sharing with their students.

G. NEWSLETTER/WEBSITE - Sue Osborn

Deadline for March/April Newsletter item submissions has been

adjusted to February 22.

H. HOSPITALITY

1. Tonight's refreshments were provided by

Heather Azevedo and
Debbie Hilton.

2. Volunteers for next month's meeting are Sandy Bonifield and
Candy Dusky. Debbie will set up a St. Patrick's themed
table.

I. SUNSHINE - Debbie Hilton

Greeting cards were sent to:

Linda Wargo who broke her wrist.

Chris Mayer had a recent second surgery.

Neanna Gracia delivered a baby girl.

VI. OLD BUSINESS

A. Annual Banquet for 2021 Awards - Board Members will assume

planning of event as there were no volunteers from
General

Membership. Event will be scheduled for late
Spring or early
Summer.

B. New Registration Process preparations are progressing towards
a Session 4 opening.

C. 2021 Audit Committee volunteers are Donna Golemon, Mary Ash

Sue Osborn. The audit will occur once all year end
financials are
collected.

D. "Bring Your Dog to the Meeting" May Madness

Event will be

moved to June or July when Karen and Lori Jackson are able to plan and setup.

VII. NEW BUSINESS

A. Use of Building by LAPS was approved (MSC) for March 11 for 6 to 9PM.

B. Requested donation by Northwood Elementary School Fundraiser was approved by the Board for a \$125 gift certificate. Sue Osborn will take care of sending.

VIII. BRAGS

No brags tonight.

IX. MEETING ADJOURNED at...7:15PM followed by Valentine's Day refreshments and socializing.

Minutes submitted by,
Debbie Hilton

NAPA VALLEY DOG TRAINING CLUB
BOARD MEETING MINUTES
February 28, 2022

- I. MEETING CALLED TO ORDER at 5:33 by Interim President Mary Ash. Other Board Members in attendance included Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.

- II. NO ADDITIONS OR CHANGES TO AGENDA

- III. TREASURER'S REPORT - Lori Jackson
 - A. Money Market...\$22,362.97
 - B. Checking.....\$47,894.64
 - C. Paypal.....(too early for report)

- IV. JANUARY 24, 2022 MINUTES were approved as posted.

- V. BOARD, COMMITTEE AND CHAIR REPORTS
 - A. Membership/Vouchers - Lori Jackson
 - 1. Lori provided an up-to-date membership roster to the Board that was approved to be sent out to all members by Sue.
 - 2. Lori has designed a new format for keeping track of voucher dispersal and usage.
 - 3. Current policy of transferring vouchers to members only will stay in place for now. Topic can be revisited in 6 months.
 - 4. Board member voucher payments will be 3 times a year, in April, August and December at \$50 each payment for a total of \$150.
 - B. Office - Mary Ash
 - Due to the fact that current office workers are absent with personal reasons Sue will send out an email to request volunteers.
 - C. Training - David LeCount
 - 1. Session 3 schedule is posted on the website.
 - 2. Board clarified minimum/maximum student numbers (MSC): Rally and Scentwork 3 minimum/6 maximum
All other classes 4 minimum/8 maximum
 - 3. Next Training Meeting set (during break) for June 2 at 6PM.
 - 4. Educational reimbursements were approved (MSC) for Carol Coawette \$65, Vance Leonis \$65 and Lea

Ronald \$130.

- D. Publicity - No report
- E. Building - No report
- F. Sunshine - It was noted that Donna Albini's golden retriever, VeeVee is ill with cancer.

VI. OLD BUSINESS

- A. Guidelines and Procedures are in the final stages. Sue to contact Marilane regarding Board's decision about class max/min's and inquire if she can push to finish project prior to March 28 Board Meeting.
- B. Club Banquet
 - 1. Linda Wargo has sent plaques and brass out to engraver for awards.
 - 2. Goal is to have luncheon set for the end of May.
 - 3. Board to research available restaurants with back banquet rooms.
- C. 2021 Audit
 - Committee met Sunday 2/27. Sue is typing up findings. Board will review at next month's meeting.
- D. Review of past Financial Statements
 - Board will meet with Linda Luchsinger this Sat. March 5 at 1:15PM.
- E. Toy Budget
 - No decision on setting new budget yet. Sandy has a recent order that she is bringing in.
- F. Registration Process Update - Mary Ash
 - 1. Dropbox has been purchased and installed on side of building to the left of entrance. Cost...\$147.65.
 - 2. Mary and Sue have keys for Dropbox.
 - 3. Debbie to make sign to label...NVDTC DROPBOX
 - 4. Sue will email samples of new Registration Forms to Board.
- G. AB5 - Mary Ash
 - No update on finding a lawyer specializing in our type of business/corporation. However, some local clubs have converted instructors from independent contractors to employees.
- H. "May Madness" event has been scheduled for July.
 - No further discussion tonight.
- I. Instructor Fees
 - Effective as of the beginning of Session 5, instructor fees will be increased \$4 per class hour for all levels of

Instructors. (MSC)

VII. NEW BUSINESS

A. Masking Requirements

Requirements will be changed this week and signage will read: "IF NOT FULLY VACCINATED MASKS REQUIRED". (MSC)

B. New Cleaning Service Contract - Debbie Hilton

New 2 hour weekly contract with Napa Valley Support Services was approved via email and in person conversation for an increase from \$70 to \$77 an hour effective 3/1/22. So noted.

The following Agenda Topics were put on hold until the next Board Meeting.

C. General Meetings

1. Member request from Cheryl George
2. Encouraging attendance and engaging members

D. June Pizza Party

E. Virtual Titling

VIII. MEETING ADJOURNED at...7:43PM

Minutes submitted by,
Debbie Hilton

NVDTC GENERAL MEETING MINUTES

March 14, 2022

- I. CALL TO ORDER at 6:30PM by Interim President Mary Ash.
Other Board Members in attendance were Debbie Hilton,
Lori Jackson, David LeCount and Sue Osborn.
- II. CALL FOR ADDITIONS OR CHANGES TO AGENDA
None noted.
- III. TREASURER'S REPORT as of February 28 - Lori Jackson
 - A. Money Market.....\$22,362.97
 - B. Checking.....\$47,894.64
 - C. PayPal.....No report
- IV. APPROVAL OF 2/14 GENERAL MEETING MINUTES - Debbie Hilton
Correction of volunteers for tonight's Hospitality was made
as Sandy Bonifield and Candy Dusky. (MSC)
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. President - Mary Ash
 1. Instructor fees will increase as of Session 5, \$4 per class
hour for all levels of instructors.
 2. Clarification on minimum/maximum number of
students per class: 3 min/ 6 max for scent work and
rally all other classes 4 min/ 8 max.
 3. A Membership Roster will now be provided to all
members on a quarterly basis.
 4. Voucher transference will continue to be allowed
to other members only at this time. Board will re-
consider in 6 mo.
 5. At this time masks are still required for non-
vaccinated, voluntary for all others.
 6. Building Usage - members can only bring in other members
until further research.
 - B. Membership/Vouchers -Lori Jackson
 1. Current status is 57 members.
 2. New member that joined tonight is Kevin Ferrero
who has a husky named Casper. Welcome Kevin!
 - C. Office - Mary Ash
Two people currently working the office. We need more

volunteers.

D. Training - David LeCount

1. Next Training Meeting is 6/2/22 at 6PM.
2. Session 3 registration started today.
3. Finalizing of Session 4 will be via email.

E. Publicity

Looking for a volunteer to help with publicity, either as a Board member or not.

F. Building - Debbie Hilton

1. Regarding bathroom toilets, please jiggle handle to stop water running. Debbie will get in touch with landlord for parts replacement.
2. Mary brought up the fact that there will be a sign going up in the courtyard about unloading/loading only, no parking.

G. Newsletter/Website - Sue Osborn

Deadline for items for April Meeting Announcement is 3/22/22.

H. Hospitality

1. Tonight's St Patrick's themed refreshments were provided by Sandy Bonifield and Candy Dusky. Bobbie Honsvick also contributed some funds. Thank you to all three!
2. Cheryl George volunteered to provide refreshments for the April 11 meeting.

I. Sunshine - Debbie Hilton

1. Our sympathies to Donna Albin and Scott Pommier on the passing of their golden retriever, VeeVee.
2. Best wishes on doing well to Neanna Gracia after a recent surgery.

VI. OLD BUSINESS

A. Annual Banquet is projected for end of May or beginning of June.

It is planned as luncheon event. The Board is open to suggestions for local restaurants that have a banquet room.

B. Registration Process Update - Mary Ash

1. Thank you to Glenn Dusky for installing the new dropbox to the left of our entrance door.

2. Registration forms have been designed.
 3. Payment by cash or check only.
 4. More info to come closer to implementation.
- C. Shutdown of DogBizPro - Sue Osborn
Session 3 is the last time this registration process will be used so you should retrieve history now from your account if you want to save it.
- D. 2021 Audit results will be shared soon.
- E. Bring Your Dog To Meeting Night - Lori and Karen Jackson
Now scheduled for our July meeting and titled "Jubilant July Jamboree". Lots of fun for dogs and owners alike!

VI. NEW BUSINESS

- A. A pizza party is planned for the June General Meeting.
- B. We are searching for ideas for speakers or demos that interest our members. A few ideas were brought up and Lea Ronald will research a speaker for the April Meeting.

VII. BRAGS

Sue Osborn spoke about Morgan working on her Junior Hunter title and Mary shared about Kitt's scent work achievements. Candy saw an agility trial recently that she was inspired by.

- IX. MEETING ADJOURNED at 7:40PM followed by a contest drawing by Sue Osborn (winner Debbie Hilton), an Irish Trivia quiz (winners Roxann Gracia, Cheryl George and Kevin Ferrero) and fabulous refreshments to end the evening.

Minutes submitted by,
Debbie Hilton

NVDTC BOARD MEETING MINUTES
MARCH 28, 2022

I. CALL TO ORDER at 5:32PM by Interim President Mary Ash. Other

Board Members present were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.

II. ADDITIONS OR CHANGES TO AGENDA

Added: VII. NEW BUSINESS/ Change of Club Insurance and PayPal refund.

III. TREASURER'S REPORT-Lori Jackson

A. Money Market: \$22,362.88 (3/28/22)

B. Checking: \$41,543.60 “

C. PayPal (Sue) \$ 1,682.60

IV. MINUTES-Debbie Hilton

Minutes from February 28, 2022 Board Meeting were approved with the following corrections:

A. Under Section III. TREASURER'S REPORT / A. Money Market: amount corrected to \$22,362.97 (from \$22,362.80).

B. Under Section V. / A. MEMBERSHIP/ VOUCHERS / 4: Board member voucher payments will be made 3 times a year, in April, August and December at \$50 each payment.

C. Under Section VI. OLD BUSINESS / I. Instructor fees clarification: Effective as of the beginning of Session 5, instructor fees will be increased \$4.00 per class hour for all levels of Instructors.

D. Under Section VII. NEW BUSINESS / F. Napa Valley Support Services Contract clarification: New 2 hour weekly contract was approved for an increase from \$70 to \$77 an hour, effective March 1, 2022.

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS-Lori Jackson

2021 members who have not yet renewed will be sent an application to fill out for reinstatement to be voted in at the next General Meeting.

B. OFFICE-Mary Ash

Topics covered under VI. / C. Registration Process Update.

C. TRAINING-David LeCount

Review of Session 4 Draft of Class Schedule prompted

concerns.

1. David will send email to Sandy, Lea and Linda to confirm their correct classes and times.
2. The 5:45 Scent Work class conflicts with attendance of the General Meetings and will not be held on those nights. (MSC)
3. No classes will be held after 5 PM in the clubhouse on General Meeting nights to allow time for demos to be set up. (MSC)

D. PUBLICITY

Debbie has distributed NVDTTC Rack Cards to Napa Small Animal Hospital, Napa River Pet Hospital and Napa Solano Pet Hospital. She will ask General Membership during April meeting to take to other Vets.

E. BUILDING-Debbie Hilton

1. Ross Mini from property management has repaired our toilets and office lights.
2. Pest control spraying due about the second week of April will be scheduled soon.

F. SUNSHINE-Debbie Hilton

1. Sympathy card sent to Maria Giaccio on the loss of her cat, Bob.
2. Mary will check with Donna Albini to confirm Scott had his surgery.

VI. OLD BUSINESS

- A. Awards Banquet is planned for a May 21 luncheon at La Strada. Sue will call to make preliminary arrangements. (2nd choice date is June 4.)
- B. Audit Report for 2021 was shared with the Board. The Audit Committee will now set a meeting with Linda Luchsinger to pose any questions they might have.
- C. Registration Process Update: Mary and Sue shared perceived problems/issues with first day of registration. They're working out details and will be ordering quantities of needed registration forms. Mary will clear 2nd office desk of miscellaneous items to make more space for registration staff.
- D. Dog Toys budget and purchasing on hold.

VII. NEW BUSINESS

- A. Class Certificate was approved for Glenn Dusky in compensation for installing our new registration drop box. (MSC) Thank you, Glenn!

- B. Virtual Titling filming at the club was discussed, but no decision reached yet. Additional info from AKC is expected on whether they will continue the program.

BOARD MEETING RECESSED AT 8PM 3/28/22
UNTIL 4/01/22 5:30PM.

BOARD MEETING RECONVENED AT 5:35PM 4/01/22.

- C. PayPal credit of \$125 was issued to Steve Perkin for health reasons. (MSC)
- D. Website Redesign-Sue shared an example of new website page that she is working on. It will be a whole new look for us, streamlined and easy to use.
- E. Clarification on Class Refund Request- Instructors to follow written, posted information to create paper trail.
- F. Maintenance of Student Data Base-Because Dog Biz Pro will be discontinued Sue needs a volunteer to set up a digital file for all this valuable info.
- G. Following Club Rules
 1. Shoe apparel-With the arrival of warm weather now's the time to remind members and students that closed toe and heel shoes must be worn on the training floor. This is part of our orientation material, as well as, our Guidelines and Procedures. Instructors should set an example by following this policy and disseminating info to their assistants and students.
 2. Disinfecting and Cleaning Policies (for the staff)-The Board will consider new or modified requirements as written by Sue and Debbie.
- H. New Insurance Co.- tabled until next Board Meeting.
- I. Guidelines and Procedures-revisions as made by Sue, Marilane, Roxann and Debbie were evaluated by the Board. After Board made more recommendations, Sue will edit the document and resend to the Board. Once finalized all members may obtain a copy.

VIII. NEXT BOARD MEETING to be held April 25 at 5:30PM.

IX. MEETING ADJOURNED at 8:33PM.

Minutes submitted by,
Debbie Hilton

NVDTC GENERAL MEETING MINUTES
APRIL 11, 2022

- I. CALL TO ORDER at 6:50PM by Interim President Mary Ash after a great presentation by Judy Gamet and one of her teams Fromm Dogs Can Dance. Additional Board Members in attendance were Debbie Hilton, Lori Jackson and David LeCount. Sue Osborn was absent.
- II. CALL FOR ADDITIONS OR CHANGES TO AGENDA: none noted
- III. TREASURER'S REPORT-Lori Jackson
 - A. Money Market.....\$22,362.97 (as of 3/31)
 - B. Checking.....\$52,845.28 (as of 4/11)
 - C. Paypal.....\$1,755.17 (as of 3/31)
- IV. APPROVAL OF 3/14/22 GENERAL MEETING MINUTES (MSC) after the following corrections:
 - A. Under Section: III. TREASURER'S REPORT, A. Money Market, the amount was changed to \$22,362.97 from \$22,362.80.
 - B. Under Section: V. BOARD, COMMITTEE & CHAIR REPORTS,
 - A. President,# 1. Clarification of Instructor's Fee increase: \$4 increase per class hour for all levels of instructors beginning with the start of session 5.
 - A. President,# 6. Building Usage is for member's only, pending further research.
 - B. Membership/Vouchers, #2. New member's last name was corrected to Kevin Ferrero (from Terrell).
 - I. Sunshine, #1 Scott Pommier's last name was corrected (from Albini).
 - C. Under Section: VI. NEW BUSINESS,
 - B. Encouraging attendance and engaging members-it was noted that Lea Ronald would research a speaker for the May General Meeting, should be changed to the April meeting.
 - D. Under Section: IX. MEETING ADJOURNED actually at 7:40PM (not 6:40PM).
 - V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. President-Mary Ash

Comments to be noted under other sections of the agenda.
 - B. Membership/Vouchers-Lori Jackson
 1. Members requesting Reinstatement tonight* (MSC):

- a. Joe and Neanna Gracia
- b. Francis Anamosa
- c. Patti Mattera
- * For members seeking reinstatement it is not necessary to be in attendance to be voted back in.
- 2. New members tonight (MSC):
 - a. Toni Belt with Bebe (English Cocker Spaniel)
 - b. Trina Wagner with Bishop, Riley and Porter (Bouvier des Flanders)
 - c. Michael Patland* with Brix (Border Collie)
 - * interested in assisting with classes
 - d. Dana Parrish with Tzoey (Shih Tzu)
- C. Office-Mary Ash

Starting with the new session 4 registration process we will need 4 office workers. Volunteers so far are: Cheryl/Monday, Sarah/Tuesday and Carol/Wed. Still need someone for Thurs.
- D. Training-David LeCount
 - 1. Next Training Meeting is June 2 at 6PM.
 - 2. Session 4 registration opens May 2, classes start June 6.
- E. Publicity

Volunteers were enlisted to deliver NVDTTC rack cards to local Vets, Napa Humane, Napa Shelter and Jameson Rescue.
- F. Building-Debbie Hilton
 - 1. Property Management has repaired our toilets and office lights.
 - 2. Pest control spraying is scheduled for Friday, April 15, 2022. The Clubhouse will be closed between Noon and 6PM.
 - 3. With the advent of warm weather, it's time to remind instructors, assistants and students that we have a shoe apparel rule prohibiting the wearing of open toe and open heel shoes for safety reasons while training in all levels of classes.
- G. Newsletter/ Website-Sue Osborn

Deadline for items to be submitted for the May/June Newsletter is April 22.
- H. Hospitality
 - 1. Tonight's refreshments were provided by Cheryl George. Thank you Cheryl!
 - 2. Heather Azevedo volunteered to bring goodies to our May 9 meeting.
- I. Sunshine-Debbie Hilton

Scott Pommier (Donna Albini's partner) sent a nice thank you note in response to the get well wishes Debbie sent on behalf of NVDTTC. (See our bulletin board.)

IV. OLD BUSINESS

- A. Awards Banquet luncheon is scheduled to be held on Saturday, May 21 at 12:30 at La Strada restaurant. Sue will send out an announcement with the details. Tip and tax will be paid by the Club, budget for dessert and any favors should be covered by \$200. (MSC).
- B. Registration Process Update
 - 1. New registration forms have been ordered and received.
 - 2. Training for office workers and instructors will be set up.
- C. Guidelines and Procedures revisions are in their final stages. Each member will receive a hard copy, as well as, a copy of the membership roster.
- D. 2021 Audit
 - Committee will meet with last year's treasurer/ bookkeeper to ask any questions. Results will be shared with membership.

VII. NEW BUSINESS

- A. Approval of building use by LAPS/Caring Canines event on Saturday June 4th. (MSC)
- B. Encouraging attendance not discussed tonight. (We had a great crowd for the Dogs Can Dance demo.)

VIII. BRAGS

Sandy Bonifield, Annika Sabella and Carol Coawette all shared recent successes about their dog's accomplishments. Good work!

- IX. MEETING ADJOURNED at 7:40PM followed by a time for socializing and yummy snacks.

Minutes submitted by,
Debbie Hilton

NVDTC BOARD MEETING MINUTES
APRIL 25, 2022

- I. CALL TO ORDER at 5:30 PM by Interim President Mary Ash. Other Board Members in attendance were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.

- II. ADDITIONS OR CHANGES TO AGENDA
 - A. Requests for reimbursement added under Treasurer's Report.
 - B. Equipment use request by Marilane Bergfelt added under New Business.

- III. TREASURER'S REPORT-Lori Jackson
 - A. Business Savings Account...\$22,363.19 (as of 4/25/22)
 - B. Checking Account.....\$44,849.64 “
 - C. PayPal (Sue).....\$1,203.01 “
 - D. Request for Reimbursement for assistant Carol Coawette's educational webinar was approved for \$40. (MSC)
 - E. Lori to send email to Vange Leonis regarding status of her reimbursement request. (MSC)

- IV. MINUTES-Debbie Hilton

Approval of March 28, 2022 minutes was made with the following corrections:
Under Section V. BOARD, CHAIR & COMMITTEE REPORTS, Training:

 - #2. The 5:45PM Scent Work class conflicts with attendance of the General Meeting and will not be held on those nights. (MSC)
 - #3. No classes will be held after 5PM in the Clubhouse on General Meeting nights to allow time for demos to be set up.

- V. BOARD, COMMITTEE AND CHAIR REPORTS
 - A. Membership/Vouchers-Lori Jackson
Lori is currently working on corrections to the membership roster and will be able to post the updated version soon.
 - B. Office- Mary Ash
See comments under Old Business, Registration Process Update.
 - C. Training-David LeCount
David will send email to Vange Leonis regarding clarification of her classes for Session 4.
 - D. Publicity
No discussion
 - E. Building-Debbie Hilton
 - 1. Key #3 was signed out to Linda ILuchsinger as a replacement for her lost key.

2. Mary restated the new amount for our monthly building lease will be \$4,376 effective May 1, 2022 per our contract with Sawyer Properties. In addition, there will be a one time charge of \$1,367.73 as an adjustment of the triple net fees for the past year (also due 5/1/22).
- F. Sunshine-Debbie Hilton
No report
- G. Newsletter/Website-Sue Osborn
New website expected to go live April 30th.

VI. OLD BUSINESS

- A. Awards Banquet
1. Sue presented copies of sign up form for Luncheon.
 2. Debbie will put together a \$50 gift basket for the drawing. (MSC)
- B. 2021 Audit Report
Findings will be sent to last year's acting Treasurer for her review.
- C. Registration Process Update
Registration opens May 2 at noon. Office workers in place and Sue will be on hand to assist first day also.
- D. Virtual Titling
Club participation proposal has been dropped.
- E. Guidelines and Procedures
Sue is getting back to final updates after other priorities.
- F. New Insurance Company
Topic tabled until next meeting.
- G. Cleaning/Disinfecting Procedures
Considerations were made regarding how to adapt direction during current relaxed Covid 19 mandates. Work in progress.

VII. NEW BUSINESS

- A. June Pizza Party
Sue will send out RSVP/survey to General Membership to help plan pizza order.
- B. Assembly Bills 1901 and 1881
Board Members will send individual emails to Assembly Committee.
- C. Building Use
David will send email to Lea in response to her letter.
- D. One day loan of disinfectant sprayer to Marilane was approved to prep for last minute foster of Keeshond Rescue puppies. (MSC)

VIII. NEXT BOARD MEETING will be held on May 23, 2022 at 5:30PM.

IX. MEETING ADJOURNED at 8:10PM.

Minutes submitted by,
Debbie Hilton

NAPA VALLEY DOG TRAINING CLUB
May 9, 2022 GENERAL MEETING MINUTES

Page 1 of 2

I. CALL TO ORDER

- A. After a special and informative presentation by Jessica Saunders of Dog World on how to prepare your dog to go to the groomers, Interim President, Mary Ash, called the meeting to order at 7:03 PM.
- B. Board members present: Mary Ash, Lori Jackson, and Sue Osborn. Absent: Debbie Hilton and David LeCount.

II. MINUTES

MSC to approve the April 11, 2022 general minutes as published in newsletter.

III. TREASURER'S REPORT—Lori Jackson

- A. Business Savings Account: \$22,363.35 as of 5/9/22.
- B. Business Checking Account: \$45,692.25 as of 5/9/22.
- C. Paypal: \$1,203.01 as of 4/30/22.

IV. BOARD, COMMITTEE, & CHAIR REPORTS

A. PRESIDENT—Mary Ash, No Report

B. MEMBERSHIP/VOUCHERS—Lori Jackson

- 1. MSC to reinstate Don Niemann, Anne Stanley and Elsa Nutter as members.
- 2. Roster has been sent to all members via email. Updated rosters will be provided approximately each quarter.

C. OFFICE—Mary Ash

All is going well. Carol Coawette is now working in the office on Wednesdays.

D TRAINING—David LeCount—Absent

Next Training Meeting is set for June 2nd at 6 PM

E. PUBLICITY

Aaron Nelsen volunteered to drop off rack cards at Silverado Vet.

F. BUILDING—Debbie Hilton—Absent, No Report

G. NEWSLETTER/WEBSITE—Sue Osborn

- 1. Deadline for items for June Meeting Announcement is May 22nd
- 2. Deadline for items for July-August Meeting Newsletter is June 22nd
- 3. Winner for finding Rawldo in the newsletter is Lea Ronald who will receive a certificate for a pencil drawing from Sue Osborn.
- 4. The club's newly designed website has been launched with some links going back to old design, which will be updated to new design as soon as possible.

H. HOSPITALITY

- 1. A big thank you to Heather Azevedo and her family for hosting tonight's goodies!
- 2. Next meeting, June 13th, will be Pizza night. A sign-up sheet was passed around for those who will be attending. Survey will be sent out as well. Ben Shebly volunteered to provide a salad.

I. SUNSHINE—Debbie Hilton—Absent, No Report

UNAPPROVED
NAPA VALLEY DOG TRAINING CLUB
May 9, 2022 GENERAL MEETING MINUTES
Page 2 of 2

V. OLD BUSINESS

- A. Flyers for the May 21st Annual Banquet have been emailed and are available at the clubhouse. Deadline for entree order and payment is May 10th.
- B. Pizza night (covered above under Hospitality)
- C. "Bring Your Dog To A Meeting Night" Jubilant July Jamboree" will be held July 11th. Lori presented the many activities that will be part of this event.
- D. Shutting down of DogBizPro is planned around May 26th. Anyone who wishes to access their account before then, please contact Sue Osborn for the link as it is no longer being shown on the newly designed website.

VI. NEW BUSINESS

None.

VII. BRAGS

Carol Coawette's Pierre received two legs toward his master in scent work.

VIII. MEETING ADJOURNED at 7:30 PM

Respectively submitted by Sue Osborn

NAPA VALLEY DOG TRAINING CLUB
BOARD MEETING MINUTES
JUNE 1, 2022

- I. Meeting was called to order at 4:30PM by Interim President Mary Ash. Other Board Members present were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.

- II. Additions added to the agenda
 - A. Under "Old Business"
 1. #H...Jubilant July Jamboree
 2. #I....Training Room Shelving
 - B. Under "New Business"
 1. #C...Walk for Animals
 2. #D...Purchase of Collars/Leashes
 3. #E...PAWS Building Rental

- III. TREASURER'S REPORT - Lori Jackson
 - A. Savings Account.....\$22,363.35
 - B. Checking Account...\$52,206.78
 - C. PayPal.....\$0

- IV. MINUTES FROM APRIL 25, 2022 were approved as posted. (MSC).

- V. BOARD, COMMITTEE AND CHAIR REPORTS
 - A. Membership/Vouchers - Lori Jackson
 1. Lori asked for updated count on Pizza Party attendees.
 2. Sue will send out one more RSVP request and get back to Lori.
 - B. Office - Mary Ash
 1. Session 4 registration issues
 - a. Problem with phone line not rolling over to line 2 when busy. Mary will contact Comcast.
 - b. Mary reiterated that when students are registering all monies, whether cash or check and vouchers, must be turned in when due. No partial payments.
 - C. Training - David LeCount
 1. Training Meeting Thursday 6/2 at 6PM.
 - a. Session 4 starts 6/6.
 - b. Sessions 5 and 6 will be planned.
 - c. Registration will open for Session 5 on 6/20
 - D. Publicity

Debbie will place an order of address labels to finish updating business cards. (MSC)

- E. Building - Debbie Hilton
 - 1. Next pest control spraying will be scheduled for 6/17.
 - 2. NVSS Cleaning Supervisor will be given a key to access the building when Debbie is not available to meet with the cleaning crew. (MSC)
 - 3. Debbie will send note to Anne Stanley re: returning door key since she is no longer doing support for DogBizPro.
 - 4. Mary noted that Sawyer Property is covering the gas expense for our unit.
- F. Sunshine - Debbie Hilton

A card was sent to Joe and Neanna Gracia in sympathy for the loss of their older dachshund.
- G. Newsletter/Website - Sue Osborn
 - 1. Any notices to be included in next General Meeting announcement due to Sue by 6/22.
 - 2. Sue is continuing to work on updates to new website.

VI. OLD BUSINESS

- A. Annual Banquet was a success, however, we don't have a final expense update yet.
- B. Guidelines and Procedures final minor corrections by Sue are being completed.
- C. New Insurance Company

Discussion tabled until next meeting to review policy terms and application.
- D. Cleaning and Disinfecting Procedures Status

Debbie will send email suggestions to Board Members regarding disclaimer on posted Cleaning and Disinfecting Guidelines to reflect State and County recommendations.
- E. June Pizza Party 6/13 6:30PM
 - 1. Board to setup room at 5:15.
 - 2. Sue's additional RSVP form will help Mary plan food order also.
 - 3. Sue volunteered to purchase ice and drinks for the meeting.
- F. Status of Assembly Bill 1901

Discussion on hold until any amendments are finalized and bill passes.
- G. Instructors Building Use

Clarification of policy is that instructors may use the building to evaluate current or potential students for placement in our classes. Instructors may not use the building to have their

own dog evaluated by an outside instructor/trainer or behaviorist.

H. July Jamboree

Sue will send out an RSVP form to help with planning the event. (To be sent after June Meeting.)

I. Training Room Shelving

Mary will ask General Membership to approve extra funds to cover increased price of shelving.

VII. NEW BUSINESS

A. Judy Gamet's reimbursement request was declined as she is a DCD instructor (not an NVDTC instructor) and so not eligible for compensation.

B. Audit Report Status

Report to be sent to previous Treasurer for review.

C. Walk for Animals

Marilane will be asked if she is wants to organize club participation in event.

D. Collar/Leash order

Debbie noted that we need Gentle Leader collars in sizes medium and large. Mary will ask Sandy to place order.

E. PAWS has sent in a check to reserve the building for 7/30.

Sue will contact Sara re: correct procedure and needed paperwork.

VIII. Next Board Meeting to be held 6/27.

IX. Meeting adjourned at 7:46PM

Minutes submitted by,
Debbie Hilton

NAPA VALLEY DOG TRAINING CLUB
General Meeting Minutes
June 13, 2022

- I. The meeting was called to order at 7:25PM(after a pizza dinner) by Interim President Mary Ash. Additional Board Members present were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.
- II. Outgoing 2021 Board Members Sandy Bonifield and Marilane Bergfelt who were not able to attend the Awards Banquet received thank you gifts.
- III. Corrections made to the agenda:
 - A. Under Hospitality - Change Brenner to Shebly.
 - B. Under New Business, Section A - Change July 23 to Aug. 13.
- IV. Approval of May 9, 2022 Minutes was made (with the correction under Hospitality for tonight's meeting salad to Ben Shebly). MSC
- V. TREASURER'S REPORT- Lori Jackson
 - A. Business Checking Account: \$47,740.59 as of 6/13/22
 - B. Business Savings Account: \$22,363.35 as of 6/13/22
- VI. BOARD, COMMITTEE & CHAIR REPORTS
 - A. President - Mary Ash
No report
 - B. Membership/Vouchers - Lori Jackson
New members voted in tonight (MSC) are:
 1. Jeannine Smith who has 3 Golden Retrievers and is a breeder of Goldens.
 2. Aaron and son Gray Nelsen have a Labradoodle.
 - C. Office - Mary Ash
Still need volunteers to help out.
 - D. Training - David LeCount
Session 5 details are being wrapped up soon.
 - E. Publicity
 1. Walk for Animals - Marilane Bergfelt and Lea Ronald will consider representing the club at the Napa Humane event on Aug 7.
 2. Napa's Finest 2022 voting will take place starting July 12. One can vote once every day during the voting period. NVDTTC will be listed under services and local non profit.
 - F. Building- Debbie Hilton
Pest control spraying will be scheduled this Friday 6/17 between 11:30 and 1:30PM. The building will be closed

until 5:30PM.

G. Newsletter/Website - Sue Osborn

1. Deadline for items for July-August Newsletter: June 22nd.
2. Deadline for items for August meeting announcement: July 22nd.

H. Hospitality

1. Tonight's pizza provided by club. Salad provided by Ben Shebly. Thank you Ben!
2. July 11th Meeting Hospitality to be provided by Lori and Karen Jackson.

I. Sunshine -Debbie Hilton

Our sympathies expressed to Joe and Neanna Gracia for the loss of their older dachshund recently. They would like to find a standard dachshund.

VII. OLD BUSINESS

Next month's meeting is "Bring Your Dog to A Meeting" and titled Jubilant July Jamboree. There will be lots of fun activities for the dogs.

VIII. NEW BUSINESS

- A. August 13 (8 to Noon) the building will be reserved by Paws for Healing.(MSC)
- B. Shelving for Rally storage was found for previously approved budget. Will be installed soon.
- C. Annual Banquet was a success, report on expenses will follow.
- D. Sandy has volunteered to inventory and purchase collars and leashes.

IX. BRAGS

Numerous members (Sandy, Mary, Sue, David, Christy, Lea, Marilane, Alissa and Linda) had lots to share tonight about their and their dog's accomplishments whether in competition or as a companion animal. Good work!

X. Meeting adjourned at 8:07PM.

Minutes submitted by,
Debbie Hilton

NVDTC BOARD MEETING MINUTES
JUNE 27, 2022

- I. The meeting was called to order at 5:30 PM by Interim President Mary Ash. Other Board Members in attendance were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.

- II. Addition to agenda under New Business #J Critter Comforters.

- III. TREASURER'S REPORT - Lori Jackson
 - A. Checking Acct. \$46,576.37
 - B. Savings Acct. \$22,363.89

- IV. MINUTES - Debbie Hilton
 - June 1, 2022 Board Minutes approved as written. (MSC)

- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. Membership/Vouchers - Lori Jackson
 - No report
 - B. Office - Mary Ash
 - Session 5 : This is typically a slow time of year, classes not filling up as fast. Phones seem to be working fine now after Comcast Tech came out.
 - C. Training - David LeCount
 - David will send out Training Meeting minutes sans schedules since they're still in final stages.
 - D. Publicity
 - Debbie has finished updating mailing address on business cards and last of the rack cards have been edited as well.
 - E. Building - Debbie Hilton
 - Pest Control spraying was completed June 17.
 - F. Sunshine - Debbie Hilton
 - 1. Anne Stanley's dog, "Fig", had to have surgery due to torn ACL.
 - 2. Mary mentioned Donna Golemon's loss of her cat, "Rosie".
 - G. Newsletter/Website - Sue Osborn
 - July-August newsletter will come out this week.

- VI. OLD BUSINESS
 - A. Jubilant July Jamboree
 - 1. Sue will send out flyers and a RSVP survey to membership.
 - 2. Sue will also create posters to advertise event to students.
 - B. Guidelines & Procedures Distribution
 - Sue received a quote from Minute Man for 75 copies to be printed which she will challenge and get back to the Board.
 - C. Change of Club Insurance
 - Lori will call Kennel Pro to go over application and fee with agent.

- D. Cleaning and Disinfecting Procedures Disclaimer
To be added to the posted Cleaning and Disinfecting Schedule:
“Schedule of cleaning and disinfecting requirements will be flexible when state or county mandates are changed or relaxed.”
- E. Audit Report Distribution
Sue will send out Audit findings to Membership.
- F. Assembly Bill 1901
Any further discussion on hold, bill is moving through channels.
- G. Follow up from General Meeting
 1. Shelving for Rally equipment has been purchased and installed.
 2. Walk for Animals volunteers are Marilane, Lea and Cheryl (George).
 3. Sandy has volunteered to do purchasing of leashes and collars.

VII. NEW BUSINESS

- A. LAPS Building Use request for the following dates:
Sept 17.....1/2 day Sept 24.....1/2 or full day?
Oct 1, 8, 15, 22.....1/2 or full day? Oct 30 full day
Nov 4.....1/2 day (evening) Nov 5....full day
 1. Need firmed up dates and times from LAPS by August 20. (MSC)
 2. Motion was made to standardize cleaning deposit for all groups at \$100. (MSC)
 3. Sue will notify Marilane of both decisions.
- B. PAWS FOR HEALING Building Use
Date is now August 13 from 8 - 12. Sue has sent all required paperwork to Sara.
- C. Building Use Coordinator position transfers over to Debbie Hilton as of July 1, 2022.
- D. Awards Banquet Expenses
 1. Two refunds of dinner expenses were made to those who were not able to attend for health reasons.
 2. Club paid for hors d'oeuvres, cake, tax and tip as well as, awards and gifts to outgoing Board members.
- E. Revisiting AB5
Mary will seek advice from Mt Diablo Club's lawyer and CPA.
- F. Cooler/Air Conditioner for our HOT summer
Mary is looking into a used floor standing indoor swamp cooler for \$800. David will do some research on cost and warranty of a new version.
- G. Sept BBQ approved. (MSC)
Club would provide buns, meat, condiments. Need volunteers for baked beans, salad, desert, drinks. Budget of \$400 to be submitted to General Membership for approval.
- H. Class Curriculum
 1. There are concerns about set curriculums not being followed by everyone.
 2. There will be a committee formed to rewrite/update curriculum.
- I. Hot Weather Closures
Will be at the individual instructor's discretion.
- J. Agility Equipment

Most of our agility equipment is out of date and we don't have a an instructor. One idea is to hold a silent auction (for some of the equipment that is not being used by other classes) perhaps in September.

K. Facebook

Training postings should reflect NVDTC approved training guidelines.

J. Critter Comforters coordinator Gwenn McKenzie has resigned and retired from the position. All comforters and supplies have been donated.

VIII. Next Board Meeting scheduled for July 18, 2022 (as Sue Osborn will be on vacation on July 25).

IX. Meeting adjourned at 8PM.

Minutes submitted by,
Debbie Hilton

NVDTTC GENERAL MEETING
JULY 11, 2022 MINUTES

- I. The meeting was called to order at 6:37PM by Past President Sue Osborn. Other Board Members present were Debbie Hilton and Lori Jackson. Mary Ash and David LeCount were absent.

- II. This was an abbreviated meeting with only the following announcements prior to the event of the evening:
 - A. There will be a club BBQ the night of our September Meeting. The club will provide buns, hamburger patties and condiments. We will be asking for volunteers to bring baked beans, salad, dessert and drinks when we meet in August.
 - B. Also in August a Nominating Committee needs to be formed to research candidates for next year's Board of Directors.
 - C. Discussion at next month's meeting about giving away or auctioning off some of our outdated Agility equipment perhaps in September.
 - D. Carol Coawette was announced as the winner of the July-August newsletter "Find Rawldo Contest". She will receive an 11" x 14" pencil drawing created by Sue Osborn.

- III. Meeting was adjourned at 6:40PM followed by a fun evening of activities with the dogs, as well as, refreshments provided by Karen and Lori Jackson.

Minutes submitted by,
Debbie Hilton

NVDTC BOARD MEETING MINUTES
JULY 25, 2022

- I. The meeting was called to order at 5:35 PM by Interim President Mary Ash.
Other Board Members in attendance were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.
- II. Change to agenda was the addition under VII. New Business, D. Neighboring Tenant's Workshop Noise and Fumes.
- III. TREASURER'S REPORT - Lori Jackson
 - A. Checking...\$51,798.78
 - B. Savings.....\$22,363.54
- IV. MINUTES - Debbie Hilton
Board Minutes of June 27, 2022 were approved (MSC) with the correction under section VII. NEW BUSINESS, A. LAPS Building Use (addition of Oct. 30 / full day).
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. Membership/Vouchers - Lori Jackson
Lori noted that not all trainer fees and assistant voucher requests have been turned in from last session.
 - B. Office - Mary Ash
Due to health reasons, Mary has not been into the office recently but, plans to be in Wednesday. She expressed thanks to Sue and Donna for working on registration for session 5 in her absence.
 - C. Training - David LeCount
 1. Session 7 Training Meeting preliminary date was selected for 8/27 at 2 PM.
David will send out a survey email to training committee.
 2. Session 6 status quo.
 - D. Publicity
Several decisions were made regarding NVDTC's contribution to Napa Humane Walk for Animals. Sue will contact Marilane re:
 1. \$125 class gift certificate for silent auction (MSC)
 2. \$200 for committee use for printing coupon flyers, handouts, booth props, photo backdrop, toy prizes (MSC)
 3. \$10 class coupon for each event participant's goodie bag which will have a 6 month expiration date (MSC)
 - E. Building - Debbie Hilton
 1. Property Management has completed more repairs on the restroom toilets.
 2. Issue with electricity on fan wall which is where janitors plug in their vacuums, phones are on this circuit also.
 3. Next pest control spraying to done on 8/12 or 8/19.
 - F. Sunshine- Debbie Hilton
Sympathy card was sent to Cheryl Meyer on the passing of her dog "Percy".
 - G. Newsletter/Website - Sue Osborn
Sue noted that all portions of the website are now converted to the new

format.

VI. OLD BUSINESS

- A. Decisions were made to convert Club liability insurance to Kennel Pro at \$400 annually(MSC) and to purchase Director's liability at \$643 annually (MSC).
- B. Assembly Bill 1901 status: will have it's third reading soon. Club will wait for bill to pass before making any decisions.
- C. AB5 research: Mary set up appointments with Mt Diablo club lawyer and CPA but, she had to cancel due to health reasons.

VII. NEW BUSINESS

- A. Nominating Committee for 2023 Board of Directors to be formed in August with no more than 1 current Board Member.
- B. Outside party contacted club to donate a wire crate. The club does not need one however, Sue has contact info if any member would like it.
- C. Year end award qualifications will stay the same for 2022 as noted on website. Qualifications for 2023 will convert back to pre-pandemic guidelines.
- D. Neighboring tenants loud music and fumes. Debbie will meet with Ross to discuss mitigation solutions.

VIII. NEXT BOARD MEETING: 8/22/22

IX. MEETING ADJOURNED at 7:06 PM

Minutes submitted by,
Debbie Hilton

NAPA VALLEY DOG TRAINING CLUB
General Meeting Minutes
August 8, 2022

- I. The meeting was called to order at 6:30 by Interim President Mary Ash. Additional Board Members in attendance were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.
- II. Mary Ash announced the following changes to tonight's Agenda:
 - A. Section V; A. President; topics eliminated: AB5 (on hold), Critter Comforters (to be covered under New Business), Audit Report (already discussed).
 - B. Section V; D. Training; topic eliminated: Class Curriculumms (to be covered under New Business).
 - C. Section VI; A. Annual Banquet Expense Report eliminated (already discussed)
 - D. Section VII; B. Agility Equipment (on hold).
- III. Minutes were approved from June 13, 2022 General Meeting. (MSC)
Minutes were approved from July 11, 2022 General Meeting. (MSC)
- IV. TREASURER'S REPORT- Lori Jackson
 - A. Business Checking Account..... \$45,751.66 as of 8/8/22.
 - B. Business Savings Account..... \$22,353.91 as of 8/8/22.
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. President - Mary Ash
Updates:
 1. Change of Insurance to Kennel Pro; Basic Liability \$400 and Director's Liability \$643 annual fees.
 2. 2022 version of the Guidelines and Procedures: hard copy is available to members upon request with signature.
 - B. Membership/Vouchers - Lori Jackson
New member who joined tonight is Jennifer Vaughn with Elliot her Golden Retriever.(MSC)
 - C. Office - Mary Ash
Office assistant, Sandy Bonfield has broken her ankle and will not be able to work for several weeks. We need a volunteer to help out.
 - D. Training - David LeCount
 1. Next training meeting is scheduled for 8/28 at 4:30 in the clubhouse.
 2. Carol Coawette has been approved by the Board to teach Puppy, Ado, GM1 and GM2. She will start by teaching one Puppy and one Ado class in Session 6.
 - E. Publicity
Napa Humane Walk for Animals expense update:
 1. \$125 Class Gift Certificate was donated for the silent auction. (approved by the Board)
 2. \$10 Class Coupons were donated for participants' goodie bags. (approved by the Board)
 3. \$286.56 for committee expenses of booth props and various handouts was approved by the General Membership tonight. (MSC)
 - F. Building - Debbie Hilton
 1. Mitigation of fumes and noise from rear tenant was discussed with Property Manager and they agreed to install a wall to block off the

open loft area above our restroom. Tonight some instructors felt most of the fumes were coming from another tenant on the southeast corner of the building. Debbie will discuss with Ross Mini.

2. Pest Control Spraying will occur Friday, 8/12 between 11:30 and 5:30.

G. Newsletter/Website - Sue Osborn

1. All pages of the Website have now been completely redesigned!

2. Deadline for items to be submitted for September-October Newsletter is 8/22.

H. Hospitality

September's meeting is scheduled for our Annual Barbeque but, we need a committee formed to pull it off. (No volunteers tonight)

I. Sunshine - Debbie Hilton

A sympathy card on behalf of the club was sent to Cheryl Meyer on the loss of her dog, Percy.

VI. OLD BUSINESS

Review of appropriate dog "potty area" by instructors with students has been requested by our Property Manager. Some issues were brought up by instructors such as the lawn sprinklers running for 4 hours and dogs from the tasting room and offices using the front lawn. Debbie will let Ross Mini know.

VII. NEW BUSINESS

A. Nominating Committee for 2023 Board of Directors needed. (No volunteers tonight)

B. Class Curriculum's need to be updated for beginning classes. Marilane and Lea will finish working on Puppy and Ado guidelines. Linda Luchsinger will work on GM. The training committee will review and pass on to the Board.

C. Building Use Coordinator position has been assumed by Debbie Hilton.

D. Critter Comforters project has been disbanded. Long time coordinator, Gwen McKenzie has retired. The excess materials were donated and the labels were returned to the club (in case we have a future volunteer to restart the program).

VIII. BRAGS

A. Carol Coawette's Standard Poodle, Pierre, AKC Scent work Master Container Title. 1 st place in Master Handler Discrimination and 2 nd place in Master Containers at Lodi on 7/31/22!

B. Sue Osborn's GSP, Morgan, received Reserve to a 4 point major at the Dixon Show!

C. Kim Leslie's Manchester Terrier, Bliss, attended first dog show, first exposure to new dogs, first time in crate with no problems! Off to Seattle for 5 shows.

*. Instructor, De Brilz attended her last meeting with us tonight. She will be moving to Montana on September 11. Best Wishes De!

IX. MEETING ADJOURNED at 7:20 followed by refreshments and socializing.

Minutes submitted by,
Debbie Hilton

NAPA VALLEY DOG TRAINING CLUB
Board Meeting Minutes
August 22, 2022

- I. Meeting called to order at 5:30 PM by Interim President Mary Ash. Other Board Members in attendance were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.
- II. Additions or changes to the agenda:
Request to rent building on Saturday, January 21, 2023 by Paws was briefly discussed. Not knowing the schedule for 2023 Session 1 yet, decision on rental is on hold.
- III. TREASURER'S REPORT - Lori Jackson
 - A. Checking ...\$49,115.43
 - B. Savings.....\$22,363.91
 - C. Reimbursement Request: Lori will send email to Vange Leonis for additional information on expense of printing.
- IV. MINUTES APPROVAL - Debbie Hilton
July 25, 2022 Board Minutes were approved as written. (MSC)
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. Membership/Vouchers - Lori Jackson
Question was brought up about Bianca (Blengino) Collins' membership. We have no record of her membership in the master binder. Is it possible her application was not forwarded when our PO Box was closed?
 - B. Office - Mary Ash
 1. Need additional helpers in the office. Sandy is still recuperating with her broken ankle.
 2. Mary asks that instructors not be logging in registrations. Students need to complete appropriate registration forms and attach check and vouchers and leave in drop box in office.
 - C. Training - David LeCount
 1. Training meeting scheduled for Sunday, August 28th at 4:30 to pin down Session 7 classes.
 2. David to confirm Carol and Linda have assistants for appropriate classes for session 6.
 3. Carol Coawette was approved to be an instructor for Puppy, Ado, GM1 and GM2 classes. Sue was approved to assist Ado and Gm1 (In addition to Puppy and Agility). Board voted via email.
 4. Sue will print a 2022 Instructor Contract for Carol to sign. Carol will be teaching one Puppy class and one Ado class in Session 6.
 5. Sue will use the 2022 Instructor Contract as a template for 2023 version.
 6. Curriculum Updates by the end of the year:
 - a. Puppy and Ado - Marilane and Lea will complete what they have been working on.
 - b. GM1 - Linda Luchsinger will review (Marilane's provided) template and revise as she suggests.
 - D. Publicity
Debbie will deliver rack cards to Napa Small Animal Hospital, Napa River and Napa West on Sept 13. Will ask General Membership volunteers to take

cards to additional Vets.

E. Building - Debbie Hilton

1. Pest Control Technician uncovered fleas in the building so, additional spraying was completed.
2. Ross Mini asks Club Members to call his cell phone at 707 363-5711 to report excessive noise or fumes from our neighboring tenants and to take a picture of any non student's dog using the front lawn.
3. We are not on Ross' schedule yet for work on insulation of our walls.

F. Sunshine - Debbie Hilton

Bianca Collins was sent a sympathy card on the passing of her stepfather.

G. Newsletter/Website - Sue Osborn

1. Newsletter will be sent out next week.
2. Sue will publish a request for a volunteer to assume Webmaster role.

VI. OLD BUSINESS

A. AB5 Research (from MDDTC): Mary will follow up with MDDTC CPA to get a referral for a local CPA.

B. Nominating Committee: Sue will send out an email to locate volunteers for the committee to seek candidates for the 2023 Board of Directors.

C. September 12 Barbecue:

1. Karen Jackson has volunteered to purchase and prep items for the BBQ.
2. Mary will bring cake and ice cream.

D. LAPS Use of Building:

Requested dates for September (17,24,) and October (1,8,15,22,29,30) have been approved.(MSC) November dates (4,5) will be addressed under a separate contract.

VII. NEW BUSINESS

A. California Federation of Dog Clubs sought our donation which was declined at this point.

B. Next "Bring your Dog to the Meeting " is scheduled as a Halloween costume contest.(MSC)

VIII. NEXT BOARD MEETING will be September 26 at 5PM.

IX. MEETING ADJOURNED at 7:45 PM

Minutes submitted by,
Debbie Hilton

NAPA VALLEY DOG TRAINING CLUB
General Meeting Minutes
September 12, 2022

- I. The Meeting was called to order at 6:32 PM by Interim President Mary Ash.
Other Board Members in attendance were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.
- II. There were no additions or changes to the agenda called out.
- III. The Minutes from August 8, 2022 Meeting were approved with the following adjustment under Section V: D Training # 2 Carol Coawette has been approved by the Board to teach Puppy, Ado, GM1 and GM2. She will start by teaching one Puppy and one Ado class in Session 6. (MSC)
- IV. TREASURER'S REPORT - Lori Jackson
 - A. Business Checking Account.....\$47,010.10 as of 9/12/22
 - B. Business Savings Account.....\$22,364.10 as of 9/12/22
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. PRESIDENT - Mary Ash
No report
 - B. MEMBERSHIP/VOUCHERS - Lori Jackson
No report
 - C. OFFICE- Mary Ash
We still need more volunteers to work in the office by returning calls and helping with registration.
 - D. TRAINING - David LeCount
 1. Next Training Meeting: Oct. 27th at 5 PM.
 2. David made another announcement re: Sue Osborn being recently approved to assist Ado and GM1 classes (in addition to Puppy and Agility).
 - E. PUBLICITY
No report
 - F. BUILDING - Debbie Hilton
No report
 - G. NEWSLETTER/WEBSITE - Sue Osborn
 1. Sue has published Club Jobs/Positions that we are seeking candidates for. Check out nvdtc.org/club_volunteering to see Webmaster and Database & Announcement Manager responsibilities.
 2. Info that one would like to have included with the October Meeting announcement should be sent to Sue by 9/22.
 - H. HOSPITALITY
 1. Big thank you to all that helped in various ways to pull together the BBQ tonight including: Karen and Lori Jackson, Mary Ash, Candy and Glenn Dusky, Bobbie Honsvick, Margie Vulk and Sue Osborn.
 2. October Meeting Hospitality (with a Halloween theme) volunteers are Heather Azevedo and Pauline Seago.
 - I. SUNSHINE - Debbie Hilton
No report

VI. OLD BUSINESS

2023 Board Nominations will be accepted from the floor at the October Meeting since there were no volunteers for the Nominating Committee to canvas the membership.

VII. NEW BUSINESS

The October General Meeting will be a "Bring Your Dog to the Meeting" with a Halloween theme and costume contest. (More details to follow.)

VIII. BRAGS

Alissa Azevedo bragged about her Maltese Frenchy, Honey being so well behaved at a horse show she attended. There were many distractions from people and other animals. Good work Alissa and Honey!

IX. MEETING ADJOURNED at 6:45 PM followed by our BBQ supper. Yummy!

Minutes submitted by,
Debbie Hilton

NVDTC BOARD MINUTES
September 26, 2022

- I. The meeting was called to order at 5 PM by Interim President Mary Ash. Other Board Members present were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.
- II. Additions to the agenda:
 - A. Status of sale of outdated agility equipment was questioned. Mary Ash and Donna Golemon will be taking an inventory before moving forward.
 - B. Proposal was made to purchase AKC rule books for rally, obedience and scent work. Ten copies for each of the 3 classes at \$5 a copy. (MSC)
- III. TREASURER'S REPORT - Lori Jackson
 - A. Checking: \$46,024.09
 - B. Savings: \$22,364.10
 - C. Lori will request a declaration page from new liability insurer. She will print out a copy for the office.
 - D. Vange's reimbursement request for copying class handouts was approved minus the expediency charge. (MSC) In the future any expenses from instructors (for classes) must be pre approved by the Board if not previously authorized.
 - E. Carol's reimbursement request for CGC Evaluator fee was approved. (MSC)
 - F. Donna's reimbursement request for scent work supplies at \$42.50 was approved. (MSC)
 - G. Donna and Mary's reimbursement requests for a scent work seminar were both approved for \$200. (MSC)
 - H. A class credit for Linda Wargo will be returned to Donna for clarification of submitted amount.
 - I. Julie Morris' 4 classes credit for \$80 was approved. (MSC)
- IV. The BOARD MINUTES from August 22, 2022 were approved as written. (MSC)
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. Membership/Vouchers - Lori Jackson
 1. Lori noted there are 2 corrections to be made on the latest membership roster for:
 - a. Toni Belt - use ph # 510 909-7075 only
 - b. Jennifer Vaughn - correct email address to: jeni_4@me.com
 2. Mary requested that a larger type roster be printed for the office.

- B. Office - Mary Ash
Session 7 phone-in registration was slow today on the first day.
- C. Training - David LeCount
 - 1. Next Training Meeting will be held on October 27 at 5 PM.
 - 2. Instructors and Assistants who have obtained CGC Evaluator must submit an application to Board for approval to teach or assist CGC classes.
 - 3. David will send an email to:
 - a. Donna and Linda L. to check on status of their evaluation of training handouts before we consider scanning to computer.
 - b. Kim and Linda to check on status of updating GM1 curriculum.
 - 4. No consensus yet on the implementation of AB1901 as signed by Gov.
- D. Publicity - No report
- E. Building - Debbie Hilton
Pest control spraying is planned for second week of October.
- F. Sunshine - Debbie Hilton
No report
- G. Newsletter/Website - Sue Osborn
Sue will work on updating registration videos and removing any Covid or online registration mentions.

VI. OLD BUSINESS

- A. AB5 Legal Assistance
Debbie will contact the law firm of Hudson and Lueros in Napa to obtain some initial information.
- B. 2023 Board Nominations will be taken from the floor during the General Membership Meeting on October 10.
- C. Bring Your Dog to the Meeting on October 10 will be a Halloween Costume Contest. The Board approved a budget of \$50 for Debbie to purchase prizes/treats. (MSC)
- D. The Student Assessment Waiver (when handler's dogs are being evaluated by our instructors) was approved as designed by Sue. (MSC)
- E. LAPS rental of the building on November 5 as an extension of their Fall 2022 Team Training. (MSC) Debbie to confirm hours of full day rental.

VII. NEW BUSINESS

- A. Flexibility in Classes: regarding Vange's submitted proposed classes the Board is OK with the Out and About Dining, Shopping and Event classes but, did not approve Confidence Building and Strengthening the Basics. David will seek more info from Vange and we will reevaluate her proposal.
- B. The requisition that "Dogs are to be spayed or neutered" has never been

part of a class description and the Board did not approve.

- C. Wendi Piscia from NAPA HUMANE has a business proposal she would like to discuss with NVDTC Board. Mary will call her to set up a meeting possibly on Oct 17 at 5 PM.

VIII. NEXT BOARD MEETING: 10/24/22 at 5 PM.

IX. MEETING ADJOURNED at 7:10 PM.

Minutes submitted by,
Debbie Hilton

NAPA VALLEY DOG TRAINING CLUB
General Meeting Minutes
October 10, 2022

- I. The meeting was called to order at 6:33PM by Interim President Mary Ash. Additional Board members in attendance were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.
- II. There were no additions or changes to the agenda.
- III. The September 12, 2022 General Meeting minutes were approved as written. (MSC)
- IV. TREASURER'S REPORT-Lori Jackson
 - A. Business Checking Account: \$39,019.64 as of 10/10/22
 - B. Business Savings Account: \$22,364.10 as of 10/10/22
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. President-Mary Ash
No report
 - B. Membership/Vouchers-Lori Jackson
No new members joining tonight.
 - C. Office-Mary Ash
Session 7 registration going well. Still need volunteers to work in the office.
 - D. Training-David LeCount
 1. Next Training Meeting will be Oct 27 at 5PM.
 2. New "Student Assessment Waiver" was displayed. It's for Instructors to have potential students sign when they bring their dog in to be evaluated for class placement.
 - E. Publicity
NVDTC will have a booth at Hall's Winery Harvest Hounds Fund Raiser Event for Napa Humane to be held on Nov. 5, 22. Debbie Hilton, Sandy Bonifield, Linda Luchsinger and Jennifer Vaughn have volunteered to "man" our booth.
 - F. Building-Debbie Hilton
Pest Control Spraying will take place on Oct 21. The building will be closed until 5:30.
 - G. Newsletter/Website-Sue Osborn
 1. Service Award and Year End Awards Forms will be included in next newsletter.
 2. November-December Newsletter Deadline is October 22 for

items to be submitted.

H. Hospitality

1. Tonight's fabulous Halloween themed refreshments were provided by Heather Azevedo and Pauline Seago. Thank you!
2. November hospitality volunteers are Mary Ash and Dena Parrish.

I. Sunshine-Debbie Hilton

The Club will send our sympathies to Bobbie Honsvick and family on the loss of her son-in-law, William.

VI. OLD BUSINESS

2023 Board Nominations were taken from the floor tonight (as there was no one who volunteered to be on the nominating committee).

- A. President: no nominations/nominations closed (MSC).
- B. Vice President: no nominations/ nominations closed (MSC).
- C. Secretary: no nominations/nominations closed (MSC).
- D. Treasurer: Lori Jackson nominated (MSC).
- E. At large directors: *
 1. Mary Ash nominated (MSC)
 2. David LeCount nominated (MSC)
 3. Karen Jackson nominated (MSC)

* (At large directors positions are generally Training Chair, Publicity Manager, Office Manager and Building Manager. 2023 President will determine which positions the directors will be assigned to.)

- F. Past President: remains Sue Osborn

VII. NEW BUSINESS

Linda Wargo has volunteered to take care of ordering Year end and Service Award plaques.

VIII. BRAGS

Several members shared accomplishments tonight.

- A. Linda Wargo with Happy (her cocker spaniel) received:
 - AKC Scent Work Interior Advanced Title
 - AKC Scent Work Exterior Advanced Title
 - AKC Scent Work Containers Advanced Title
 - AKC Scent Work Buried Advanced Title
 - AKC Scent Work Advanced Title
- Linda Wargo with Bill (her golden retriever received:
 - AKC Scent Work Interior Excellent Title
 - AKC Scent Work Containers Excellent Title

- B. Anne Stanley with Fig (her terrier mix) received:
An Animal Actor Certification
 - C. Roxann Gracia with Tanner (her Portugese Podengo Pequeno) received:
AKC Scent Work 2nd leg in Advanced Containers
AKC Scent Work 2nd leg in Advanced Exterior
 - D. Chris Mayer with Pepper (her Chiweenie) received:
AKC Scent Work Containers Excellent Title
AKC Scent Work Exterior Excellent Leg 3rd Place
AKC Scent Work Buried Leg
 - E. Mary Ash with Pi (her Aussie) received:
1st Place Obedience Novice Trial 1
1st Place Obedience Novice Trial 2
Mary Ash with Cort (her Aussie) received:
4th Place Obedience Beginning Novice Trial 1
1st Place Obedience Beginning Novice Trial 2
- Congratulations to all!

IX. MEETING ADJOURNED at 7:08 PM followed by refreshments and the Halloween Costume Contest.

Minutes submitted by,
Debbie Hilton

Attachment:

HALLOWEEN COSTUME CONTEST

1. BEST GROUP COSTUME- Alissa Azevedo as a witch with dog Honey as a frog.
2. WEIRDEST COSTUME- Sara Decreval with 18 year old sleeping dog (throughout the whole meeting and festivities).
3. MOST ORIGINAL- Grey Nelson with exact matching red hair dog.
4. CUTEST COSTUME-Dena Parrish with Mmys in little girl's dress.
5. CRAZIEST COSTUME-Neanna Gracia with Tucker in Hawaiian sweater.
6. FUNNIEST COSTUME-Donna Golemon with Ubi as an air-plane pilot.
7. MOST CREATIVE COSTUME-Pauline Seago with dogs dressed as bugs.
8. SCARIEST COSTUME- Mary Ash with Kitt dressed as a devil.

NVDTC BOARD MEETING MINUTES
October 24 & November 8, 2022

- I. The meeting was called to order at 5PM by Interim President Mary Ash. Other Board Members present were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn. Guest Karen Jackson also attended (on Oct. 24).

- II. ADDITIONS TO AGENDA
 - A. October 24:
 1. Laura Dayton's letter (added to Training Section)
 2. Use of building by PAWS 1/21/23 (added under NEW BUSINESS).
 - B. November 8:

New additions to agenda listed under NEW BUSINESS # H-K

- III. TREASURER'S REPORT- Lori Jackson
 - A. Checking account \$42,346.84
 - B. Savings account \$22,364.10
 - C. Lori relayed info from Umpqua Bank regarding a 13 mo. Special CD offer at 2.75%. The Board approved \$20,000 to be transferred from the Club's checking account to set up the CD. (MSC)
 - D. Debbie inquired about Linda Wargo's class credit status from last month's meeting. It was returned to Donna Golemon for clarification on the amount requested. A credit for \$210 was given to Linda (\$105 x 2 dogs).
 - E. Vange's request for reimbursement was declined because it was not a pre approved expense by the Board. (MSC)

- IV. APPROVAL OF SEPT. 26 BOARD MINUTES

Minutes were approved with a clarification addition under NEW BUSINESS Section A-Vange's Flexibility in Training proposal. The Board was ok with the Out and About Dining, Shopping and Event classes but, did not approve Confidence Building and Strengthening the Basics. (MSC) David will seek more info from Vange and we will reevaluate her proposal.

- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. Membership/Voucher-Lori Jackson

No report
 - B. Office -Mary Ash

Everything up to date.
 - C. Training-David LeCount

1. Next Training Meeting: Oct 27 at 5PM
2. AB 1901 guidance form for instructors was pulled together by Sue and will be presented at the Training Meeting. (MSC)
3. 2023 Session Schedule was reviewed. Mary asked that the Closing Date for Session 1 be corrected to Dec.5, 2022 and Payment/Shot Records Due corrected to Dec. 12, 2022.
4. Debbie presented a revision of Vange's preface paragraph to her Flexibility in Training proposal. Steps from creation to fruition were written in corrected order of sequence. David will speak to Vange and relay the info.
5. Laura Dayton proposal of seeking employment as a contracted Instructor of agility. David will send her a rejection letter, as we are not seeking an agility instructor at this time. Our equipment is outdated and unsafe (per AKC standards) and we do not have room to setup a full agility course.

D. Publicity

Napa Humane fundraiser at Hall Winery on Nov 5: they are not providing a canopy, so we will set up one of our own. (Mary suggested that we take the Coleman.)

E. Building-Debbie Hilton

Pest Control spraying took place on Oct 21. No problems uncovered.

F. Sunshine-Debbie Hilton

1. Sympathy cards were sent to Bobbie Honsvick and family on the passing of her son-in-law, William.
2. A card was sent to Chriss Bradley, as she is going through cancer treatment.

G. Newsletter/Website-Sue Osborn

Items submitted for December General Meeting announcement must be turned in to Sue by Nov 22. Items for Nov 14 agenda due by noon on Nov 11.

VI. OLD BUSINESS

- A. AB5 Legal Assistance: Consensus from Hudson and Luros law firm regarding instructors was that they should be classified as employees. David will do some research on employee costs. * UPDATE on Nov 8: David provided some government forms regarding taxes for employer vs. employee. David will research payroll service businesses.

- B. Napa Humane Training Classes for 2023
 - 1. Topic on hold until reconvened meeting on Nov 8.
 - 2. *Update on Nov 8: Mary touched base with Wendi Piscia. NH lease is up first of the year. Ideally they would like to find a larger facility to house current services, as well as, basic training classes. Their classes would be modeled after Marin Humane's classes. Mary will talk to Wendi again after Thanksgiving before we can move forward with any negotiations (if they are still interested in using our facility).

VII. NEW BUSINESS

- A. Use of building for Holiday Photo Shoot will be Nov 20 from 1-5PM immediately following Vange's booking.
- B. Use of building by Judy Gamet for a workshop on Dec 4 from 3-4:30PM was approved. (MSC)
- C. Use of building for ORT by JMD Sports 1/22/23 all day (times to be confirmed) was approved. (MSC)
- D. Advertising in Eagle Vines Golf Club Course Guide was declined. (MSC)
- E. Increasing Participation in Club Activities.
 - 1. Discussion on hold until meeting is reconvened on Nov 8.
 - 2. * Nov 8 reconvened meeting: Letter submitted by Member with suggestions was reviewed. The Board did not find ideas feasible at this time. (MSC)
- F. 2023 Board Assignments on hold until December.
- G. Use of building by PAWS on 1/21/23 all day (times to be confirmed) was approved. (MSC)

MEETING RECESSED at 7:30PM to be Reconvened on November 8 at 4:30PM.

RECONVENED MEETING November 8 at 4:36PM with additional NEW BUSINESS

topics pertinent to discussions at Training Meeting on Oct 27.

- H. Jennifer Vaughn's approval as a provisional assistant for Session 7, Puppy, Ado and GM1 classes passed via email and is officially noted tonight. (MSC)
- I. Dena Parish is approved as a provisional assistant for 2023 Session 1 Puppy, Ado and GM1 classes.(MSC)
- J. Regarding dogs be spayed or neutered to be eligible for a certain class the Board stands by their previous decision not to publish

this requirement under class description (MSC)
K. Sale of outdated Agility equipment is on hold and will be discussed
after the first of the year.

NEXT BOARD MEETING tentatively scheduled for December 6 at 4:30PM

MEETING ADJOURNED at 6:30PM

Minutes submitted by,
Debbie Hilton

NVDTTC GENERAL MEETING MINUTES
November 14, 2022

- I. The meeting was called to order at 6:30PM by Interim President Mary Ash. Additional Board Members present were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.
- II. No additions or changes to the agenda were noted.
- III. The minutes from October 10, 2022 were approved with the addition that Linda Wargo had volunteered to assume ordering plaques for the year end and service awards. (MSC)
- IV. TREASURER'S REPORT-Lori Jackson
 - A. Business Checking Account: \$26,640.29 as of 11/14/22
 - B. Business Savings Account: \$22,364.47 as of 11/14/22
 - C. CD account opened with \$20,000 at Umpqua Bank 2.75% for 13 mo.
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. President-Mary Ash
 1. Agility Equipment that has been deemed outdated and unsafe by AKC will be disposed of or modified if cost effective. Beginning Class instructors should review and list equipment that they use for enrichment and we will research replacement options.
 2. Membership Fees: Proposal for 2024 has been made that we consider a two tiered membership fee which would be \$35 for a single person and \$45 for a family. More discussion to follow.
 - B. Membership/Vouchers-Lori Jackson
New member joining tonight is Liz Johnston with a 2 yr old long hair chihuahua by the name Rocky Boo. (MSC)
 - C. Office-Mary Ash
 1. Session 1 registration opened today.
 2. Phone note: when both lines are busy an incoming call does not connect with the answering machine.
 - D. Training-David LeCount
 1. 2024 Instructor contracts are due now. Carol Coawette noted she has not received one.
 2. Jennifer Vaughn and Dena Parrish have both been approved to be Provisional Assistants for Puppy, Ado and GM1 classes. Jennifer starting now in Session 7 and Dena in 2023 Session 1.
 - E. Publicity
Hall Winery Harvest Hound fund raiser for Napa Humane took place on Nov 5. Sandy Bonifield, Linda Luchsinger, Jennifer Vaughn and Debbie Hilton participated by manning a booth for NVDTTC. See pictures posted on our facebook page.
 - F. Building-Debbie Hilton

No report

G. Newsletter/Website

1. 2022 Service Award and Year End Awards forms can be found online and at the Clubhouse.
2. December Meeting Announcement deadline for news items is November 22.

H. Hospitality

1. Tonight's Hospitality provided by Mary Ash and Dena Parrish. Thank you!
2. January's Meeting volunteers are Marilane Bergfelt and Debbie Hilton.

I. Sunshine-Debbie Hilton

Our sympathies to Donna Golemon on the loss of her dog Ube at 14 years old.

VI. OLD BUSINESS

No report

VII. NEW BUSINESS

- A. Christmas Photo Shoot is happening at the Club on Sunday, November 20 from 1 to 4PM.
- B. Our Christmas Potluck Dinner and Gift Exchange will be on December 12 at 6:30PM. \$20 limit on gifts. Marilane and Debbie have volunteered to decorate the room on Dec 11.

VIII. BRAGS were shared by Carol, Sue, Mary, David, Linda L. and Linda W. as noted below. Congratulations!

- A. Carol Coawette with her Standard Poodle Pierre, in Santa Rosa won Masters 1st place in Handlers Discrimination, 2nd place in Masters Buried and Masters Exterior and in Lodi 3rd place in Masters Buried.
- B. Sue Osborn with her German Shorthaired Pointer Morgan received Reserve on Saturday Nov 12 and Sunday Nov 13 at Wine Country Kennel Club in Napa.
- C. Mary Ash with her Aussie Kitt won Excellent Buried w/a 4th place, Overall Excellent, Master Interior Q, Master Exterior Q.
- D. On a personal note, Linda Wargo is off the injured list.
- E. And lastly, Linda Luchsinger has a new great grandson!

IX. MEETING ADJOURNED at 7:13PM followed by tasty refreshments.

Minutes submitted by,
Debbie Hilton

NVDTC BOARD MEETING MINUTES

December 5, 2022

- I. The Meeting was called to order at 4:30PM by Interim President Mary Ash. Other Board Members in attendance were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.
- II. Additions to the agenda:
 - A. Paws Building Use under New Business
 - B. Dogkind under New Business
 - C. 2023 Officers under Old Business
- III. TREASURER'S REPORT-Lori Jackson
 - A. Checking Account: \$26,882.98
 - B. Savings Account: \$22,364.09
 - C. CD: \$20,034.28
 - D. Lori advised the Board of a mistaken cancellation of our Board of Directors liability ins. but, all has been straightened out. In the future if there are any problems with our account we just need to speak to our broker, Dennis directly.
 - E. Debbie will get in touch with Linda Luchsinger to see if she has received renewal form for our 2023 Business License.
- IV. The October 24/November 8 Minutes were approved with the following correction: Under Section V. #G-2 scratch that line due to incorrect info. (MSC)
- V. Board, Committee and Chair Reports
 - A. Membership-Lori Jackson
 - Lori will create an updated membership roster after January 1.
 - B. Office-Mary Ash
 1. The Board approved keeping 2023 Session 1 closing date as is scheduled on Dec 5 with no class changes after that. (MSC)
Payment and Shot records due 12/12.
 2. 11AM PUPPY has been cancelled (didn't fill)
12PM ADO is changed to 11Am
SMALL DOG ADO has been cancelled (did't fill)
 - C. Training-David LeCount
 1. Training Committee letters re: Laura Dalton is on hold.
 2. Marilane has sent out an email to assistants to obtain updates on their availability.
 3. David will send out an email to instructors to confirm

Session2 schedule or receive changes.

4. Sue will print out 2 instructor contracts for Carol and Mary. All other contracts have been received.
5. David has followed up with Vange regarding correct sequence of procedure for establishing new classes.

D. Publicity

1. Sue expressed a thank you to Donna Golemon and all the volunteers that participated in the Christmas Photo Shoot.
2. Sue asked for consensus on advertising our Dec 12 Xmas potluck and Gift exchange on Facebook.
3. Hall Winery Harvest Hounds Event Volunteers, Debbie, Sandy, Linda L. and Jennifer were recognized for their participation. Thank you.

E. Building-Debbie Hilton

1. 2023 Pest Control dates were presented for Jan thru Oct and will be done on Fridays of break week between sessions.
2. Jan 7 was proposed for a cleanup/work party day but, the suggestion was to wait until Feb 25..
3. An email was sent to Ross Mini about building the wall above our restroom to help mitigate the fumes (discussed earlier this year). Hoping it could be done during the December break. No response yet. Debbie will follow up.

F. Sunshine-Debbie Hilton

No report

VI. Old Business

- A. Regarding Napa Humane Training Classes Mary will touch base with Wendi P. after the holidays once their budgets have been approved and they know how they how they want to proceed.
- B. David will follow up with Linda L. and Kim Leslie to get an update on GM1 Curriculum status.
- C. 2023 Officers: Donna Golemon has stepped forward and will assume the position of Secretary. (MSC)

VII. New Business

- A. Moving forward with AB5 compliance
 1. David has researched payroll taxes for employees and employers, as well as, payroll company fees.
 2. Letter will go out to instructors to notify them of a Jan 20 meeting they need to attend to review AB5 implementation.
- B. LAPS and PAWS Building Use dates for 2023 have been tentatively noted on the calendar as follows:
 1. LAPS: 2/24, 2/25, 3/4, 3/11, 3/18, 3/25, 4/1, 4/14, 4/15

2. PAWS: 4/22, 9/16
- C. Board's business approvals conducted via email between scheduled meetings are noted here:
 1. Written response re: to encouraging participation in club activities suggestions from member. Board did not find suggestions feasible at this time.
 2. \$125 class donation given to Kiwanis.
 3. Payment rollover from cancelled Session 7 scent work classes to Session 1.
- D. Discussion was held on whether the Building Use Coordinator needs to be a Board Member. No decision yet.
- E. List of NVDTTC 2023 Officers will be sent to AKC in Jan 2023 by Secretary.
- F. A Dec 16 meeting has been set up with NVSS (cleaning service) supervisors to introduce Karen Jackson as the 2023 Building Mgr.
- G. Status of Dog Collar Inventory: Sandy placed an order last Wed, should be arriving soon.
- H. Status of Dog Toy Inventory: Sandy has received 2 boxes and will bring in to the club.
- I. Agility Equipment for proposed disposal was review by Lea, Vange and Marilane. There were a few items they wanted to keep for Entry Classes but, Sue said her husband, Robert could probably make something out of pvc as a replacement.
- J. Revision of Bylaws
Topic on hold.
- K. Club affiliation with Dogkind referral by Lea:
Mary asked the Board Members to review their website individually before discussion at next meeting.

VIII. Next Meeting scheduled for January 24 at 12 noon.

IX. Meeting adjourned at 7:11PM.

Minutes submitted by,
Debbie Hilton

NVDTC GENERAL MEETING MINUTES
December 12, 2022

- I. The Meeting was called to order at 6:40PM by Interim President Mary Ash. Additional Board Members in attendance were Debbie Hilton, Lori Jackson, and David LeCount. Sue Osborn was absent.
- II. No additions or changes to the agenda were noted.
- III. Approval of the November General Meeting Minutes was passed with the correction of Saturday, Nov 20 changed to Sunday, Nov 20 as the Christmas Photo Shoot. (MSC)
- IV. Treasurer's Report-Lori Jackson
 - A. Business Checking Account: \$18,299.59
 - B. Business Savings Account: \$22,364.66
 - C. Certificate of Deposit: \$20,034.28
 - D. Umpqua Bank will now provide copies of NVDTC'S monthly cancelled checks free of charge.
- V. Board, Committee and Chair Reports
 - A. President-Mary Ash
No report
 - B. Membership/Vouchers-Lori Jackson
Michael Patland (who has a border collie) attended a meeting a few months ago, was voted in as a new member tonight. (MSC)
 - C. Office-Mary Ash
Registration for 2023 Session 1 closed last Friday, Dec 5. Not all classes filled. Monies and records are due tonight, Dec 12.
 - D. Training-David LeCount
2023 Session 2 registration opens Jan 23, working on final stages of schedule .
 - E. Publicity
No report
 - F. Building-Debbie Hilton
2023 Pest Control Dates will be scheduled on Friday of the Break Week between sessions.
 - G. Newsletter/Website-Sue Osborn
Deadline for items to be submitted for the January/February newsletter is December 22.
 - H. Hospitality
 1. Annual Christmas Potluck/Gift Exchange tonight. A thank you was

expressed to Marilane and Debbie for decorating the room.

2. The January Hospitality will be hosted by Marilane and Debbie, also.

I. Sunshine-Debbie Hilton

No report

VI. Old Business

- A. Christmas Photo Event- A total of 30 photos taken. Good turnout! Recipients very pleased. Thank you to Donna Golemon for coming up with doing this. Thank you to volunteers Mary, Donna Albini, Marilane, Debbie and Sue. Thank you to Linda Wargo for the backdrop and Donna Golemon and Debbie Hilton for props.
- B. 2022 Service Award nominations due to Sue Osborn by Jan 16.
2022 Year End Awards plaques and appropriate info due to Linda Wargo by Jan 6.

VII. New Business

Cleanup the Club/Work Party Day is currently scheduled for February 25.
More details to follow.

VII. Brags

- A. Donna Golemon's Border Collie, Nickel recently achieved scent work: Excellent Exterior (with high in trial), Excellent Interior and Excellent Overall.
- B. Christy Rose's Boxer, Cosmo finished his Excellent Exterior Title with a first place in Guerneville. Also, got an Advanced Buried Title.
- C. Mary Ash's Aussie, Cort passed all 4, including car search in NACSW Nosework I.
- D. Alissa Azevedo shared that their family adopted Buddy (Regis) a Husky mix after fostering him for 9 months.

Congratulations all around!

IX. Meeting adjourned at 7PM followed by our Annual Potluck and Gift Exchange. Happy Holidays to Everyone!

Minutes submitted by,
Debbie Hilton