

Napa Valley Dog Training Club  
 Board Meeting Minutes – January 24, 2023

**Board Members in Attendance:**  - Mary Ash       - Donna Golemon     - Lori Jackson  
 - Karen Jackson       - David LeCourt (by phone)       - Sue Osborn

**Meeting Called to Order** at 4:35 pm by Mary

<u>Item</u>	<u>Comments/Actions</u>	<u>Status</u>
<b>Additions to Agenda:</b>		
<b>Treasurer's Report:</b>	<p><b>Checking Account: \$17,309.77</b></p> <p><b>Savings Account: \$22,365.85</b></p> <p><b>Certificate: \$20,080.56</b></p> <p>Money Requests:</p> <ul style="list-style-type: none"> <li>- Sue Osborn requests money for 2 rems of paper <b>Approved (6/6)</b></li> <li>- Vange submitted a class refund request for Roxann Gracia for Delightful Distractions. The form was not complete, and it was decided to <b>return the form to Vange (6/6)</b> to complete. Donna will let Roxann know status of refund.</li> <li>- Lea Ronald request for balance of her 2022 stipends to be used on purchase of a class in 2023. Per the G&amp;P funds are for a calendar year, request <b>denied (6/6)</b>, Mary to notify <ul style="list-style-type: none"> <li>- Lea Ronald requests reimbursement for 3 Webinars/classes, <b>Approved (6/6)</b></li> <li>- Marilane Bergfelt submitted a request for reimbursement for copies and training treats for classes, <b>Approved (6/6)</b></li> <li>- Debbie Hilton submitted a request for reimbursement for water purchased in 2022. Reimbursement <b>approved (6/6)</b> money to be taken out of water fund.</li> <li>Request for reimbursement for paint, purchased in January 2023 to paint door. Debbie is no longer the building person, request <b>denied (6/6)</b> Mary is to inform Debbie</li> </ul> </li> </ul>	<p>On-Going</p> <p>Pending</p> <p>Closed</p> <p>Closed</p> <p>Closed</p>

<b>Item</b>	<b>Comments/Actions</b>	<b>Status</b>
<b>Approval of Previous Board Minutes:</b>	No changes, approved (5/5, Donna Abstained)	On-Going
<b>Board, Committee and Chair Reports</b>		
<b>Membership/Voucher:</b>	Membership payments will be accepted at the General meeting. Sue will place notice in Meeting notice. After that payments are delinquent. (6/6) Status of member paid unknown at this time.	On-Going
<b>Office – Mary</b>	Registration opened yesterday, all classes have at least 1 student registered. GM1 Classes are already full.	On-Going
<b>Training - David</b>	<p>Need to schedule meeting to set session 3 and 4. Next meeting date will be February 20<sup>th</sup> at 5 pm. David to let trainers know.</p> <p>Dena Parish currently doing her provisional assistant assignment. All accounts are that she is doing a good job. Due to the need for assistants Dena has been <b>approved</b> (6/6) as an assistant for Puppy, Adolescent and GM1.</p> <p>Received an application for a new assistant, this will be presented to the training committee at the next meeting.</p> <p>Judy's contract needs to be reviewed and given to Judy to sign. Sue emailed the contact to board member to review and comment by email. Need to get the contract signed ASAP. <b>Pending</b></p> <p>Trainers and Assistants list have been updated</p>	<p>On-Going</p> <p>Closed</p> <p>Pending</p> <p>Pending</p> <p>Closed</p>
<b>Publicity:</b>	Facebook seems to be lacking in announcements of Registration openings. Sue to help get things posted.	On-Going
<b>Building – Karen</b>	<p>Cleaning, do we need this done weekly? We will ask for volunteer(s) to sweep the building every other week, trying to cut down on costs.</p> <p>Karen will check with Ross on status of wall, has not been completed yet. Will also check with Ross on leaks in roof. Spraying, change to every 14 weeks, will start on April 14<sup>th</sup>. Approved (6/6)</p>	<p>Pending</p> <p>Pending</p> <p>Approved</p>

<u>Item</u>	<u>Comments/Actions</u>	<u>Status</u>
<b>Newsletter/Website - Sue</b>	Nothing to report	On-Going
<b>Old Business -</b>	<p>Business License, the license is current, should be receiving in mail</p> <p>Laura Dalton, no further contact has been received</p> <p>Agility Equipment will be disposed of by a silent auction. Equipment will be set up for viewing on Sunday March 12 from 2 to 4pm and left up for the General Meeting on March 13<sup>th</sup>. People can place a bid for the equipment on March 12<sup>th</sup>, or on the 13<sup>th</sup> during the meeting. All equipment must be picked up by March 19<sup>th</sup>, on the 19<sup>th</sup>, the building will be open from 1 to 4pm for pick-up. Robert Osborn has offered to make PVC jumps if needed.</p> <p>AB5, special meeting scheduled February 10<sup>th</sup> at 4pm. At which time a process will be developed to implement AB5.</p> <p>Building Coordinator Position, no change currently.</p> <p>Napa Humane Training Classes, no updated, no contact from them, closing currently due to lack of contact</p> <p>Up AKC with a list of officers, Discussion held regarding Mary being interim president, voted her into the President position (5/5, Mary abstained) Donna will update AKC and Mary will inform Linda so the Secretary of State can be updated</p> <p>Review of By-Laws</p> <p>DogKind, discussion held, after looking at several factors, the board denied (6/6) promoting this group</p>	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Pending</p> <p>Closed</p> <p>Closed</p> <p>Pending</p> <p>Pending</p> <p>Closed</p>

<u>Item</u>	<u>Comments/Actions</u>	<u>Status</u>
<b>New Business</b>	Annual Banquet, to be scheduled end of April, first of May so the plaques will be ready. Mary will check with Linda to see if the end of March is possible. Sandy volunteered to work on, need another volunteer	Pending
	2022 Financial Meeting, will wait to schedule after all information is received	Pending
	Amazon aprons, discussion held, since we already offer a bait bag at a reasonable price this is <b>Denied</b> (6/6)	Closed
	Member Recognition, the board was asked about someone receiving honorable mention for the Gerry Glance award, it was discussed and decided it was not a good idea as it could cause hurt feeling by other who have also done things for the club. <b>Denied</b> (6/6)	Closed
<b>Business conducted by email -</b>	The following items were discussed and voted on via email: Board <b>approved</b> LAPS exact times for building use as outlined in 12/5/22 minutes. Board <b>approved</b> Cancellation of General Meeting on 1/9/2023 due to weather conditions. Board <b>approved</b> , announcement to members that Donna joined the Board as Secretary	Closed
<b>Next Board Meeting:</b>	February 28 <sup>th</sup> at 4:30	

**Meeting Adjourned at 7:02 pm**

**Respectfully Submitted by: Donna Golemon**



<b>Item</b>	<b>Comments/Actions</b>	<b>Status</b>
<b>Approval of Previous Board Minutes:</b>	No changes, approved (5/5, Donna Abstained)	On-Going
<b>Board, Committee and Chair Reports</b>		
<b>Membership/Voucher:</b>	Membership payments will be accepted at the General meeting. Sue will place notice in Meeting notice. After that payments are delinquent. (6/6) Status of member paid unknown at this time.	On-Going
<b>Office – Mary</b>	Registration opened yesterday, all classes have at least 1 student registered. GM1 Classes are already full.	On-Going
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<b>Publicity:</b>	Facebook seems to be lacking in announcements of Registration openings. Sue to help get things posted.	On-Going
<b>Building – Karen</b>	<p>Cleaning, do we need this done weekly? We will ask for volunteer(s) to sweep the building every other week, trying to cut down on costs.</p> <p>Karen will check with Ross on status of wall, has not been completed yet. Will also check with Ross on leaks in roof. Spraying, change to every 14 weeks, will start on April 14<sup>th</sup>. Approved (6/6)</p>	<p>Pending</p> <p>Pending</p> <p>Approved</p>

<u>Item</u>	<u>Comments/Actions</u>	<u>Status</u>
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<b>Next Board Meeting:</b>	February 28 <sup>th</sup> at 4:30	

**Meeting Adjourned at 7:02 pm**

**Respectfully Submitted by: Donna Golemon**

approved

Special Board Meeting – February 10<sup>th</sup> at 4:35 pm

Subject: AB5 Roll Out

Present: Mary, Sue, Lori, Karen, David and Donna

After discussion it was decided to start with the bookkeeping service. Each person gave their opinion on the topic, then a vote was taken: Use Linda or an outside agency, voted to use an outside agency for all Bookkeeping services. (6/6)

David is going to contact accounting businesses and make the following inquiries:

- Method of entry for journal entry (what's needed from us)
- Will they set everything up that we need (guide us)
- Timecards, design and submission of
- If they do taxes
- W-4 to trainers to sign
- Fees broken down
- Red flag, going from self-employed to employed, their opinion
- Submit any reporting that needs to be done State and Federal

Some discussion held on vacation time, sick leave, etc... and other items with no decisions made.

Meeting Adjourned at 5:40 pm

**Napa Valley Dog Training Club**  
**General Meeting Minutes February 13, 2023**

- I. **Call to Order** – at 6:32 pm
- II. **Call for additional or changes to agenda** – note given to Mary, and she will add in at the appropriate time
- III. **Approval of December 12, 2022 minutes** (Donna Golemon)– Approved with one change, Michael Kaplan to Michael Patland otherwise minutes APPROVED
- IV. **Treasurer’s Report** (Lori Jackson) – Checking Account \$21,159.62; Savings Account \$22,365.04; Certificate of Deposit \$20,126.95. Inquiry made asking if anyone knows the status of the trainers receiving their 1099, Linda not presents to answer, Mary to call
- V. **Board, Committee and Chair Reports** (Mary Ash)
  - a. **Presidential Position**, Mary reported that she is no longer the interim president, the board voted her in as President
    - i. Volunteers to sweep building – Asked if anyone was interested in sweeping the building after classes, no one volunteered
  - b. **Membership** (Lori Jackson) Reported there are currently 28 membership in the club. New Member was voted in Emily Kiewet with her dog Zepher, Welcome
  - c. **Office** (Mary Ash) reported registration closed today, Trainers should be able to pick up their class information on Friday.
  - d. **Training (David LeCourt)**
    - i. Training Meeting scheduled for Monday February at 5 pm, anything to add to the agenda, please send ASAP
    - ii. Approval of new assistant, Dina Parish approved for puppy, Adolescent and GM 1. Marilane will update Assistant document
  - e. **Publicity** – donations were made to Kiwanis Club and Brown Valley School each received a certificate for a class. Kiwanis event was cancelled, will return certificate and reissue at another time
  - f. **Building** (Karen Jackson)
    - i. If cleaning liquids need to be refilled, please leave a note for Karen, and she will take care of it.
    - ii. Contact was made with Ross, about leak and wall, they are behind in getting things done. New roofing will be done in the spring to all buildings
    - iii. Spring cleaning date not set yet, will be done when weather is warmer
    - iv. Pest control change from every 6 weeks to every 14 weeks. And will be done starting in April and not done in the winter months
  - g. **Newsletter/Website** (Sue Osborn) Deadline for March/April newsletter is February 22<sup>nd</sup>.
  - h. **Hospitality**, thank you to Debbie Hilton and Marilane Bergfelt for tonight’s hospitality. Sandy, volunteered to bring refreshments for the March meeting
  - i. **Sunshine**, (Debbie Hilton) Frances has a new collie, and has a dog wheelchair if anyone is interested to sell, large size dog. A card was also sent to Chris Mayer
- VI. **Old Business**
  - a. Agility Equipment, silent auction to be held at the General Meeting in March, items will be on display on Sunday March 12<sup>th</sup> from 2 to 4 pm. Auction will be done at the end of the meeting. All items to be removed by March 19<sup>th</sup>. Linda Wargo will purchase a set of 4 jumps or cavaletti to replace the jumps. Robert Osborn has also volunteered to make some jumps.

**Napa Valley Dog Training Club**  
**Unapproved General Meeting Minutes February 13, 2023**

Discussion was held on the reason for getting rid of the equipment and it boils down to safety. David to talk with Marilane and Lea at the end of the meeting. A motion was also made to give a jump to Linda Wargo as a thank you for purchasing jumps.

VII. **New Business**

- a. Banquet, Linda Wargo, is working on ordering and receiving the plaques. The banquet should be scheduled between mid-April and mid-May. No one volunteered to organize the banquet
- b. Upcoming LAPS event announcement, classes start in 2 weeks on Saturdays
- c. Napa Humane has not contacted us regarding use of the building this year. Item closed until we hear from them
- d. Speakers at meeting, in April a vet will be the speaker, June is the pizza party, if anyone has suggestions for speakers, please let any board member know.

- XIII. **Brags:**
- Marilane bragged that Debbie has repaired the legs on the baby gates
  - Carol and Pierre, enter a master and detective trail, didn't have much luck with the master runs, but earned their **first Detective leg and first place**
  - Kim and Bliss, earned their Puppy Achievement and a 3-point major in AKC Conformation, so now has 5 points
  - Mary and Cort achieved their second legs in all novice scent work elements, placing is 3 of the elements. Also was second high in trial. Cort earned his ASCA Beginners Novice title, and earned his International Championship
  - Donna and Tarp earned their first legs in all novice scent work elements with a second place in containers
  - David at the International trial, received 1<sup>st</sup> place in Family Group

Congratulations to all!

Meeting Adjourned at 7:14 pm

**Napa Valley Dog Training Club  
Board Meeting Minutes – February 28, 2023**

**Board Members in Attendance:** ☒ - Mary Ash      ☒ - Lori Jackson  
☒ - Karen Jackson    ☒ - David LeCourt    ☒ - Sue Osborn    ☒ - Donna Golemon

**Meeting Called to Order** at 4:30 pm by Mary Ash

<b>Item</b>	<b>Comments/Actions</b>	<b>Status</b>
<b>Additions or changes to agenda</b>	Add Special Board minutes for approval and 2 class credits for approval	Added
<b>Treasurers Report – Lori Jackson</b>	Checking \$24,283.00      Savings: \$22,365.04 CD \$20,126.95  <b>Status of 2022 P&amp;L – Received</b>	Info.
<b>Minutes- Donna Golemon</b>	No changes to the January 2023 Board Minutes, Special AB5 minutes approved	Approved
<b>Board Committee and Chair Reports</b>		
<b>Membership/Vouchers- Lori Jackson</b>	We have a membership of 37 paid, Lori will be sending a letter (written by Sue) to those who have not paid as a final gestor. David will be sending a letter to trainers and assistants who have not paid their dues, The letter will give them until March 19 <sup>th</sup> for their membership to be accepted without being voted back in. Membership rooster will not be completed until after March 19 <sup>th</sup> .	Motion made, Passed 6/6
<b>Office – Mary Ash</b>	Everything is up to date, have people answering phone calls through the week	Info.
<b>Training – David LeCourt</b>	<b>Training meeting on February 20<sup>th</sup></b> , training asked the board to approve a letter be sent to Michael Patland regarding his interest in assisting/training. It was decided that he should come and watch our classes to see if he is in line with what we do <b>Session 3 Status</b> Tuesdays morning add GM2 at 11 am, with GM1 overflow	Motion made, Passed 6/6  Info
<b>Publicity -</b>	<b>Vet presentation</b> for April meeting, Sue will call to find out topic,	Info
<b>Building – Karen Jackson</b>	<b>Ross Mini/Wall Project</b> , they will do when time permits <b>Spraying of Building</b> will be sprayed on the following dates: 4/14, 7/21, 10/27. <b>Clean up Club/Work Party</b> , put on hold indefinitely <b>Napa Valley Support Services Schedule Change</b> , going to bi-weekly cleaning, Karen to contact and find out new price and if we have a contract	Pending  Info  Pending
<b>Class Credits/Refunds – Donna Golemon</b>	Refund for Kandace Markovich, due to pregnant \$85.00 (sw) Class Credit Cindy Sarmineto, husband knee surgery of \$40.00 (sw)	Approved 6/6

<b>Item</b>	<b>Comments/Actions</b>	<b>Status</b>
<b>Newsletter/Website-Sue Osborn</b>	March/April newsletter goes out this Friday, Information for the May announcement due on March 22 <sup>nd</sup>	Info
<b>Old Business</b>		
<b>Receipt of Business License</b>	City license is paid, David will call city to get a copy of the license	Info
<b>March 12<sup>th</sup> Agility Equipment Silent Auction</b>	Meet at the club to set up equipment at 11am. Donna will create the auction form and Sue has created the release form for the equipment	Info
<b>AB5 Process Update</b>	Discussion was held	Pending
<b>AKC NVDTC Officer Update</b>	Donna contact AKC with the updated officer information, completed. Mary to contact Linda about notification to the state	Pending
<b>Revision of Bylaws -</b>	On Hold	Closed
<b>Annual Banquet</b>	After discussion with Linda W, the banquet will be toward the end of May. It was determined the Banquet will be on May 20 <sup>th</sup> . No one volunteered from membership to be on the committee. Karen will contact <a href="#">Zio Fraedo's - 23 Harbor Way, Vallejo, CA</a> to get costs, etc.	Motion Made, Passed 6/6 on-going
<b>Financial Meeting</b>	A meeting will be held on April 8 <sup>th</sup> , at 11 am, club will purchase lunch for board	Motion made, Passed 5/6
<b>Napa Humane Update – Mary Ash</b>	Napa Humane has rented a building to do classes. They plan to start classes in May, puppy, adolescent and GM1 level classes	Info
<b>New Business</b>		
<b>Business conducted by email</b>	<ul style="list-style-type: none"> <li>- Approved of liability waiver (6/6) for use in safe of agility equipment (attached)</li> <li>- Follow up letter created and approved (4/2) and sent to member who asked for recognition of another member</li> <li>- Approval to give Brown's Valley School a donation for a class for their upcoming April school auction (6/6) Donna has given them the certificate</li> </ul>	Motions made Approved 6/6
<b>Next Board Meeting</b>	March 28 <sup>th</sup>	
<b>Meeting Adjourned at</b>	6:24pm	

March 2023 General Minutes

NAPA VALLEY DOG TRAINING CLUB  
GENERAL MEETING Minutes MARCH 13, 2023,  
**APPROVED**

- I. Call to Order at 6:30 pm
- II. Call for additions or changes to agenda.  
Changes: Add under New Business May Madness
- III. Approval of February 13, 2023, minutes  
Approved as submitted, (MSP)
- IV. Treasurer's Report:  
Checking Account \$19,351.54  
Saving Account \$22,365.21  
Certificate of Deposit \$20,168.95
- V. Board, Committee and Chair Reports
  - a. President - Mary, nothing new to report
  - b. Membership/Vouchers, Membership Renewals  
- Lori Jackson, letters sent to membership who have not renewed, given until March 19<sup>th</sup> to pay without having to be voted in again. Membership approx. 39, roughly 50% of last year.
  - c. Office - Mary, registration opened today, started out slow, but classes are filling, no evening puppy or adolescent classes with session. Thank you to Roxanne Gracia and Donna Golemon for helping with the opening of registration.
  - d. Training - David, Training committee met to set Session 3 and 4 schedule. Session 4 schedule to be release after hearing from one trainer.
  - e. Publicity - no report
  - f. Building - Karen, work party has been put on hold for now. The number of times the building is sprayed has been changed from 5 to 3, to help reduce costs. Also Building cleaning, has changed from weekly to bi-weekly again to help reduce costs. Dates given to Debbie for calendar. Ross staff has not had time to work on the wall, light will be repaired tomorrow. We will be getting a new roof once the rain lets up.
  - g. Newsletter/Website - Sue Obsorn Absent, no report

March 2023 General Minutes

- h. Hospitality-
  - a. Thank you, Sandy Bonfield for tonight's hospitality. Volunteer for next month: Dina Parrish
  - b. Sunshine - Debbie Hilton, nothing to report.

VI. Old Business

- a. Agility Equipment Auction to be held tonight after the meeting. Thank you, Linda Wargo for the donation of 4 jumps.
- b. Annual Banquet date, May 20<sup>th</sup>, from 1 to 4 pm, at Zio Fraedo's in Vallejo, more information to follow.
- c. Napa Humane Update - They have found a building to hold their classes. They expect to start classes in May. Class size will be 6, they will be a lot of competition for us.

VII. New Business

- a. LAPS request for building use on June 24<sup>th</sup> and has been approved.
- b. May Madness will be held at the May meeting. Building will be unavailable from Saturday at 5 pm until after the Monday meeting.

VIII. Brags

- a. Linda Wargo reported that Happy finished his AKC Agility Open JWW title with a first place at Countywide DTC trial in January. Congratulations!
- b. Carol Coawette reported that Pierre earned his Master HD title with a first place. Along with his Master Buried title and second place, also his Master Container title with a tie for 3<sup>rd</sup> place. The placement was decided by a toss of the coin! Again, Congratulations!

IX. Meeting Adjourned at 6:56 pm

Respectfully Submitted,

*Donna Golemon - NVDTA Secretary*

Approved

Napa Valley Dog Training Club  
Board Meeting Minutes – March 27, 2023

**Board Members in Attendance:**  - Mary Ash       - Donna Golemon       - Lori Jackson       - Karen Jackson       - David LeCourt-by phone       - Sue Osborn

<b>Item</b>	<b>Comments/Actions</b>	<b>Status</b>
<b>Meeting Called to Order</b>	at 4:30 pm by Mary	None
<b>Call for additions or changes to agenda:</b>	Old Business: AB5; Officers update, Mary/Linda L; Class Refunds; Linda Wargo; New Business: Referrals; Building Rental Documents	
<b>Treasurers Report – Lori</b>	Checking \$20,349.54, for the rest see general Minutes March 2023 Refunds approved: Venus Tygart Session 1 2023 \$60.00 Hillary DePre \$125.00	Approved 6/6
<b>Minutes- Approval of February Board Minutes</b>	Approved with the following changes: Financial meeting April 8 <sup>th</sup> May/June newsletter, should be just May Discussion on posting of Board Minutes before approved, voted 5/6 for posting of minutes to wait until approved. Reminder, Secretary should be signing her name to the minutes and posting Board Minutes	Approved  Approved  Info
<b>Board, Committee and Chair Reports</b>		
<b>Membership/Vouchers Lori Jackson</b>	Membership Vouchers – Current membership is 43, will get 3 copies of membership for the office, and will email to board members and members soon.	On-going
<b>Office – Mary</b>	Office is running smoothly, with minor issues. Trainers changing class times, David to remind instructors that after the Session is posted any changes need to go through David, Mary and Sue prior to being made.	Info
<b>Training – David</b>	A. Session 4 status, Tuesdays, GM1 at 10 am, followed by GM2 at 11 am. David will also check with Lea about doing classes at 6 pm and 7 pm instead of 5 and 6 pm. Later time better for people getting off work. B. David is still trying to get ahold of Michael Patland to talk to him about his request to assist classes.	In process  Info

	<p>C. List of assistants shows inactive assistants. No one knows the purpose behind this, so removing from list and David to contact assistants listed under this label. 6/6</p> <p>D. Inquiry was made to David about two people on the board under the same roof. There is nothing in the by-laws or anywhere else regarding this</p> <p>E. Changes of trainers, cancel of class, David to remind trainers to notify him if changes are made</p>	<p>Approved</p> <p>Info</p> <p>Info</p>
<b>Publicity</b>	Dr. Blevis will do a presentation for the April 10 <sup>th</sup> General Meeting. Sue to make flyers to give to students	Info
<b>Building – Karen Jackson</b>	<p>A. Ross Mini, wall project, it has not been forgotten, just other things more pressing will do when they have time</p> <p>B. Status, New cost of Napa Valley Support Services Schedule \$80,00 per hour, from \$77.00 per hour, now being done every other week. Mary signed contract</p>	<p>Info</p> <p>Info Closed</p>
<b>Newsletter/Website Sue Osborn</b>	Dr. Blevis presentation see above	Info
<b>Old Business</b>		
<b>Agility Equipment Silent Auction</b>	Income was \$245.00. The a-frame was sold. Vote of 6/6 to have Ross will pick up remaining jumps to give to metal recycling (will be done when Ross's crew has the time). Sue is going to compose a letter to trainers asking if they have any items, they would like to place on a wish list. Sue will compile the list and report back.	<p>Approved</p> <p>In Process</p>
<b>Annual Banquet</b>	Date: May 20 <sup>th</sup> at Zio Fraedo, Mixed green salad with house dressing, choice of Ravioli, a chicken dish or a salmon dish. Tea, Coffee and Coke included. Mary will order the cake. Mary and Sue will do decorations. Need vote from membership regarding costs the club will cover.	On-going
<b>Financial Meeting April 8<sup>th</sup> 11 am</b>	Please review the information, Donna to send copies of Oct. and Nov.	Reminder
<b>AB5</b>	Discussion held on next step to be done	On-going

<b>New Business</b>		
<b>Google email/password</b>	A Google email account has been set up for business use, <a href="mailto:NVDTCBoard@gmail.com">NVDTCBoard@gmail.com</a> the password was given out	Infor
<b>Business conducted by email</b>	Approval for JMD Dog Sports to rent the building on June 3 and 4 vote 4/6 2 abstained	Approved
<b>Change of Officers reported</b>	Mary to check with Linda to see if officer changes has been reported to the state	In Progress
<b>Building Rental Documents</b>	Documents were reviewed. Change to be made to the Liability Signature form, leaving a space for the Hosts name to be added	In Progress
<b>Referrals to other trainers/Group</b>	Discussion held regarding this and that a procedure and an approval process need to be written	On-hold
<b>Thank you, Linda Wargo</b>	Linda to receive a \$100.00 Gift Certificate as a thank you for donating the new jumps. Approved 6/6	In Progress
<b>Next Board Meeting</b>	April 25 <sup>th</sup> at 4:30	
<b>Meeting Adjourned</b>	6:30 pm	

Respectfully Submitted,

*Donna Golemon*

APPROVED

**NAPA VALLEY DOG TRAINING CLUB**

**April 10, 2023 at 6:30 PM at NVDTC Clubhouse**

with guest speaker Dr. Mara Blevis DVM, Silverado Veterinary Hospital

- I. **Call to Order** – 6:30 pm
- II. **Call for additions or changes to agenda** – none
- III. **Approval of March 13, 2023, General Minutes** – Approved with no changes
- IV. **Treasurers Report** – Lori Jackson, absent, Sue Osborn gave figures
  - a. Business Checking Account: \$18,302.06
  - b. Business Savings Account: \$22,365.21
  - c. Certificate of Deposit: \$20,215.54
- V. **Board Committee and Chair Reports**
  - a. President – Mary, nothing to report
  - b. Membership/Vouchers – Lori absent, Mary reported there are 43 members.
  - c. Office – Mary reports class payments due today; Unknown if Vange has changes to her classes due to class counts. Next session opens May 1<sup>st</sup>.
  - d. Training – nothing to report
  - e. Publicity – nothing to report
  - f. Building – Karen, absent, Mary reported new roof should be done in near future with the rain stopping.
  - g. Newsletter/Website – Sue reports deadline for May-June Newsletter items is April 22<sup>nd</sup>.
  - h. Hospitality – Thank you to Dena Parrish for tonight’s hospitality. Chris Meyer volunteered for the May 8<sup>th</sup> meeting. Thank you both.
  - i. Sunshine – Debbie Hilton, reports Judy with Dogs can Dance lost Alena
- IV. **Old Business**
  - a. Agility Equipment Auction – Income of \$245.00 from the auction and disposal of the agility equipment.
  - b. Annual Banquet – May 20<sup>th</sup>, 1 to 4 pm, Sue will be drafting up a flyer with all the details. *Motion made for the club to cover the costs of the tax and tip, Approved***
- VI. **New Business**
  - a. May Madness rescheduled to June, Instructors to invite their students, more info to follow, no need for anyone to RSVP
  - b. JMD Dog Sports approved to use the building on June 3<sup>rd</sup> and 4<sup>th</sup>
  - c. Training Equipment Wishlist - wish list by May 20<sup>th</sup> for review by the board
- VII. **Braggs** –
  - a. Dena Parrish and Tozey got their CGC
  - b. Carol Colette and Louie got their CGC
  - c. Linda Wargo, and dogs had “fun” at a recent AKC agility trial, Happy received his NACSW ORT
  - d. Sue Osborn and Morgan received Reserve, Best of Winners, and Best of Breed Owner Handled Group 3 at the Silver Falls KC Dog Show in Salem, Oregon. At the recent Vallejo Dog Show, Morgan received Reserve twice, Winners, and Best of Breed Owner Handled Brooklyn passed the Canine Good Citizen test in Session 2.

- e. Donna Golemon and Tarp earned their second legs in all AKC Novice elements
  
- f. Mary Ash and Cort finished 3 titles, AKC Novice Interior with a 1<sup>st</sup> place, Novice Buried title with a 3<sup>rd</sup> place, also earned his NOVICE EXERIOR title with a first place.

Dr. Blevis – Here to speak on several subjects.

VIII. Meeting adjourned at 8:05 pm

Respectfully Submitted,

*Donna Golemon - NVDTC Secretary*

Napa Valley Dog Training Club  
Board Meeting Minutes – April 25, 2023

approved

**Board Members in Attendance:**

- Mary Ash       - Donna Golemon       - Lori Jackson  
 - Karen Jackson - absent       - David LeCount-by phone       - Sue Osborn

<u>Item</u>	<u>Comments/Actions</u>	<u>Status</u>
	<b>Meeting Called to Order</b> at 4:35 pm by Mary.	None
Call for additions or changes to agenda:	Building scheduling – Building; ordering of toys – New Business	Update
Treasurers Report – Lori	Checking: \$28,561.64 Saving: \$22,365.21 CD: \$20,215.54 Purchased checks saving about \$40.00 Request for class credit Linda Luchsinger, dog in season, denied per club policy Donna Golemon and Mary Ash submitted reimbursement for seminar attended. \$200.00 seminar done by Amy Herot, NACSW, on scent work, both approved 5/5.	Info  Denied  Approved
Minutes-	Change under AB5 – should be step instead of stet Minutes approved with change	Approved
<b>V. Board, Committee and Chair Reports</b>		
Membership/Vouchers Lori Jackson	Membership list almost ready to send out	Info
Office – Mary	Procedure must be enforced regarding late payments, if payment not made by closing date, student will not be allowed in class. <b>No one</b> to be added after close of class. David to remind trainers at next meeting	Info
Training – David	A. Michael Patland, no update currently, still working on connecting with him B. Assistant List Updated – list need to be updated as discussed earlier, and then sent out to trainers and assistant trainers. Email listing for trainers and assistants revised to remove Stefanie Meinhardt, Maria Giacio, Judy Gamet and Debbie Hilton C. Change of Class Schedules and Times – no one is to change the class times without first going through David, Mary, and Sue. Reminder will be given at next training meeting	Closed  Closed  Closed
<u>Item</u>	<u>Comments/Actions</u>	<u>Status</u>
Publicity	Nothing to report	
Building – Karen Jackson absent	A. Donna will be taking over the calendar scheduling. The calendar will then include classes, so at a glance	Info

Report by Mary	people can see if it is being used. Debbie will still deal with outside use. Mary to inform Debbie	
Newsletter/Website Sue Osborn	June Meeting Announcement Deadline Mary 22 <sup>nd</sup> May/June Newsletter Publication Date April 28 <sup>th</sup>	Info
<b>Old Business</b>		
June 12 <sup>th</sup> , Game Night	Nothing new to report	Info
Status of Change of Officers Report to State	Mary forgot about this, will email Linda Luchsinger	Open
Building Rental Form Back-to-Back Release Building Use Policies form	Changes to the form to add space for lessee's name, no change in meaning on page 1 of form. After change to Building Use Policies (shown on page 2) to change item 8 to state "No rope, chain or retractable (i.e., Flexi) leashes while attending a NDVTC class," a large poster will be created of Building Use Policies for display at clubhouse.	Open
Referrals to outside sources – adding outside dog training referrals without approval	On hold until next month	On-hold
Annual Banquet	Flyer has been completed and sent out. Reservations need to be turned in by May 10 <sup>th</sup> .	Info
AB 5 Process Update	David and Donna will speak to Linda about getting us a contact and the amount she would charge for doing the books and doing payroll.	On-going
Student Equipment	Carol Coawette found some lambchop toys for \$4.99 each. Mary told her to get 20 of them. Carol was able to talk the seller into not charging us shipping or tax. Carol is also willing to take over doing the ordering of student equipment, and toys, approved 5/5. Approval to reimburse Carol for \$99.80 the cost of the toys, 5/5. Mary to Thank and inform Sandy	Approved
<b>New Business</b>		
Training Equipment Wishlist Results	Tabled to next month. Board member are to review requested items and come up with their own prioritize list.	On-going
Gift Certificates	Terminology to be changed on the certificate making it more user friendly	Closed
Next Board Meeting	May 23, 2023, at 4:30 pm	
Meeting Adjourned	Adjourned at 6:45 pm	

Respectfully Submitted,

*Donna Golemon*

Napa Valley Dog Training Club  
General Meeting May 8, 2023

APPROVED

- I. Called to order at 6:30 p.m.
- II. Addition or changes to Agenda – none
- III. Approval of April 10<sup>th</sup>, 2023, minutes – spelling of Judy’s dog name, should be Alena,
- IV. Treasurer’s report – Lori Jackson
  - a. Business Checking Account \$20,826.01
  - b. Business Saving Account \$22,365.58
  - c. Certificate of Deposit \$20,260.73
- V. Board, Committee and Chair Reports
  - a. **President** – Mary Ash, effective immediate Carol be doing the ordering of student equipment (leashes, collars, bait bags and toys). Thank you, Sandi, for doing this job.
  - b. **Membership/Vouchers** – Lori Jackson, Membership Rosters have been mailed out. Patti Mattera was accidently left off the list, she has since been added onto the list of members.  
**New Member** – Sharon Leos has been voted into membership. Sharon is currently in one of the scent work classes and in the past has also attended the Rally classes. We welcome Sharon and her two dogs to our club.
  - c. **Office** – Mary Ash reported that some of the classes are filling slowly. Registration is open until May 22. And if anyone is interested in working the office, be sure to get in touch with Mary.
  - d. **Training** – David - The next training committee meeting is May 17<sup>th</sup>, at 5 pm.
  - e. **Publicity** – no report
  - f. **Building** – The company that cleans the building, were on the wrong schedule. That is now corrected.
  - g. **Newsletter/website** – Deadlines for new items: June Meeting Announcement is May 22<sup>nd</sup>. July-August Newsletter is June 22<sup>nd</sup>.
  - h. **Hospitality** – Thank you Chris Mayer for the goodies tonight. We don’t need anyone for the June meeting as Karen and Lori cover it as part of June Jubilee.
  - i. **Sunshine** – Jennifer Vaughn broke her arm and had to have surgery to repair it. Here’s wishing Jennifer a speedy recovery.
- VI. Old Business
  - a. **Annual Banquet** – May 20<sup>th</sup> 1 pm to 4 pm, at Zio Fraedos in Vallejo. Reservations are due by May 10<sup>th</sup>. So far, we have 13 people.
  - b. **June Jubilee** – Bring your dog to the meeting night. All dogs must be on leash unless doing an activity that requires being off leash. Please no reactive or aggressive dogs.

VII. New Business

- a. **On -line calendar** - Donna Golemon will now be maintaining the on-line calendar. Thank you, Debbie for your past performance of this job. Debbie will still deal with outside rental of the building.
- b. **Napa Humane Walk for Animals** – mark your calendars for August 8<sup>th</sup>. Marilane has volunteered to head the committee. More information to follow.
- c. **Unapproved minutes** – Debbie asked why the unapproved minutes were not being displayed, it was explained to her that due to them not being approved and people reading they and assuming things it was decided to only post approved minutes.

VIII. **Brag** – Alissa Zefedo (a junior) and Honey attended their first AKC Rally Trial. Honey decided she didn't want to sit on the wet grass. Alissa, we've all been there, welcome to the word of Dogs!!.

Roxanne Gracia and Tanner attended an AKC scent work trial and earned 6 out of 8 qualifying scores. *Great job!!*

Mary Ash has a new 6-month-old puppy, a mini dachshund named Zip. Also reported the birth of two Australian shepherd puppies. *Puppy, puppy, puppy!*

Sue Osborn and Morgan, At the April Salty Dog Cluster in Vallejo, Morgan won Best of Winners & Best of Breed Owner Handled on Day 1. Day 2: Winners, Day 3: Reserve and Day 4: Winners. Earning them 3 more points towards their championship. *Keep it up!!*

Meeting Adjourned at 7:12 pm

Respectfully Submitted,

*Donna Golemon*

Approved

Napa Valley Dog Training Club  
Board Meeting Minutes – May 23, 2023

**Board Members in Attendance:**  - Mary Ash  - Sue Osborn  - Lori Jackson  
 - Karen Jackson  - David LeCount-by phone  - Donna Golemon

<u>Item</u>	<u>Comments/Actions</u>	<u>Status</u>
	<b>Meeting Called to Order</b> at 4:35 pm by Mary Ash	None
<b>Call for additions or changes to agenda:</b>	Nothing added at this time	Closed
<b>Treasurers Report – Lori</b>	Checking: \$22,202.11, Savings: \$22,365.58 CD: \$20,250.73 January, February, and March Financials to be added to the June General Meeting Minutes. 5y/1n/0o	
<b>Minutes-</b>	<p>1. Under minutes, change “Approved with changes to be made” to say: “April 25, 2023, minutes approved with the following changes:”</p> <p>a. Under office, change “In forced” to “enforced.”</p> <p>b. Under training, delete sentence “List not to go out to Judy Gamet and Debbie Hilton. Revise last sentence to state “Email listing for trainers and assistants revise to remove Stefanie Meinhardt, Judy Gamet, and Debbie Hilton.</p> <p>c. Under Building Rental Form, Revise “Changes to the form making it back-to-back, no change in meanings on form” to say “Changes to the form to add space for lessee’s name, no change in meanings on page 1 of form. After change to Building Use Policies (shown on page 2) to change item 8 to state “No rope, chain or retractable (i.e. Flexi) leashes while attending a NVDTC class,” a large poster to be created of Building Use Polices for display at clubhouse.”</p> <p>e. Under AB 5 Process Update, change “getting us” to “giving her.”</p> <p>f. Under Student Equipment, add “Carol to take over ordering of toys, leashes, collars, and bait bags.</p>	On-going

<p><b>V. Board, Committee and Chair Reports</b></p>		
<p><b>Membership/Vouchers Lori Jackson</b></p>	<p><b>Membership rosters</b> have been mailed out to members.  <b>Membership Packets</b> – Officer information, Voucher information, Vouchers earned by office workers and training assistants is out of date. Discounts are also out of date. Critter Comforts no longer exists. Lori will update this information</p>	<p>Closed  In-progress</p>
<p><b>Office – Mary</b></p>	<p>-We need <b>more communication</b>, with Training Schedule and actual schedule. Spend a lot of time trying to figure out payments for classes. Information different on Schedule then what is being paid. These errors cannot happen in the future.          -Training Applications: next time they are printer, need to change discount to Membership discount.</p>	<p>Info  Info</p>
<p><b>Training – David</b></p>	<p>-<b>Liability release</b> forms for advanced classes are not being signed, have not been done since BizPro. New students for Rally and Scent Work complete a Training Application, and there is no expiration date on the form. More discussion held. Vote done, needed vs not needed result, to not make changes at this time.          6y/0n/0o          -<b>Cleaning building</b>, since changing the cleaning contract there have been some complaints. Discussion as to whether a vacuum should be purchased. Mixed feelings with this purchase, reasons making it mandatory for last instructor of the day to vacuum, or to just use their judgement as to the need. Several feel this will cause additional problems. Vote taken to purchase a vacuum with a vote of 3y/3n/0o, not approved. We will watch the cleanness of the building and access as needed.</p>	<p>Closed  Go-going</p>
<p><b>Publicity</b></p>	<p><b>Napa Human Walk for Animals</b> will be in Yountville this year. Marilane volunteered to be chairperson. Discussion held regarding spending for this event. Vote 6y/0n/0o no money to be sent on this event. Donna to send an email to Marilane stating the walk will have no spending money and “If you feel you need to purchase something, it will have to be preapproved. Any request after the fact for money will be denied.</p>	<p>On-going</p>
<p><b>Building – Karen Jackson</b></p>	<p>Karen, no report. Mary Ash brought up that Carol Coawette volunteered to do <b>Building for Outside Users</b> use of the building. Approved by vote 4y/2n/0o. Sue</p>	<p>Approved and closed</p>

	<p>will inform Debbie, also thanking her for doing the job. Discussion on issuing keys to people who rent the building, etc....</p> <p><b>-Building Use Policies, Rules &amp; Guidelines</b>, for a sign to be made and placed on wall. Approved the purchase of a 24" by 36" Corrugated Plastic Sign for \$53.99, Motion passes 6y/0n/0 o</p>	Closed
<b>Newsletter/Website Sue Osborn</b>	<p>-Meeting announcement for June 12<sup>th</sup> Meeting to be emailed by June 2<sup>nd</sup> (to include June Jubilee Information).</p> <p>-Deadline for News Items for July-August Newsletter: June 22<sup>nd</sup>.</p> <p>-Updating online Class Description on Website, Sue will work on this and get descriptions from trainers as needed</p>	<p>Info</p> <p>Info</p> <p>Info</p>
<b>Old Business</b>		
	Status of Change of Officers Reported to state had been completed by Linda Luchsinger	Completed
	Building Use Policy Signature Update,	Approved
	Gift Certificates have been updated and restocked; any board member can now sign	Completed
	<b>Outside Training Referrals</b> need to develop procedure for adding to the current list, (tabled from 3/22 to 4/25 Board Meeting,	Tabled
	<b>Training Equipment Wishlist</b> (tabled from 4/25/23 Board meeting) Review of the all the suggested items to purchase was done. We are going to start with platform boards. 10 of them, made by Robert Osborn. Mary/Donna to work with Robert regarding the sizes of the boards. After they are done, we will revisit to see how much money is left.	On-going
	AB5 process update, scheduled for May 30th, at 4 pm	Info
<b>New Business</b>		
	<b>Via email, Refund of \$125.00</b> to Brandi Chapman for session 1 class, approved 6/6 check was mailed on Saturday 6/6	Completed
	<b>Class Credit</b> request for Julie Morris, sick family member, approved 6/6	Completed
	<b>Annual Banquet Recap</b> , tabled till next meeting when we have all the information.	On-going
	Announcement, Lori Jackson's name had been added to the Comcast Account	Info

	Building Rental by Laps – Laps would like to use the building on the following dates: Saturdays 9am to 1pm on September 23, 30, October 14, 21 and 28 <sup>th</sup> , and on November 4 <sup>th</sup> , all day use. Approved 5y/1n/0o	Approved
	Review of Bookkeeping Services, scheduled for May 30 <sup>th</sup> , at 4pm	Info
<b>Current Board Meeting</b>	Recessed until May 30 <sup>th</sup> at 4 pm.	Info
<b>Board Meeting Reconvened</b>	Called to order at 4:15 pm.	Info
	<p><b>Letter of Engagement</b> (contact) with Linda Luchsinger for bookkeeping services - Review of the Letter of Engagement received from Linda, removal of the following lines -based on \$100.00 per hour, -this fee is at a 50% discount, and -not included in bookkeeping costs. All bullet points are good. Second paragraph "Payroll to be emailed to..... to be rewritten. Mary and Sue to work together making the appropriate changes, will then bring back to the board. At which time we will have an attorney look it over. After the Lawyer looks it over and if no changes need to be made it will then go to General Membership for a vote, then sent to Linda for her approval.</p> <p><b>Time Sheets</b> - Limited discussion regarding the creating of uniform timesheets. Discussion on this to be continued.</p>	<p>On-going</p> <p>On-going</p>

Confirm June Board Meeting, Tuesday, June 27<sup>th</sup>, at 4:40 pm.

Meeting Adjourned at 6:40 pm

Respectfully Submitted,  
*Donna Golemon*

NAPA VALLEY DOG TRAINING CLUB, June 12, 2023  
General Meeting Minutes

approved



- I. Called to Order at 6:30 pm
- II. No additions or changes to agenda
- III. Approval of May 8, 2023, Minutes – updated date to May 8<sup>th</sup>, not the 7<sup>th</sup>
- IV. Treasurer’s Report
  - a. Business Checking Acct \$17,959.78
  - b. Business Savings Acct: \$22,365.77
  - c. Certificate of Deposit \$20,307.54
- V. Board, Committee and Chair Reports
  - a. **President, Mary Ash**
    - i. Training Equipment Purchase Report – Trainer’s wish list reviewed, one item stood out on several lists, platforms will be constructed by Robert Osborn, with guidance by Mary and Donna. Ten of them will be made of various sizes. After the completed, we will see how much money of the \$245.00 is left and then the list will be re-visited.
    - ii. New Building Group Use Coordinator – Carol Coawette will be assuming the job. Thank you, Debbie for you past services in this position.
    - iii. Building use Policies, Rules & Guidelines sign, a 24” by 36” sign will be hung, giving anyone in classes and Outsiders users access to the club’s rules, etc.
    - iv. Inclusion of Financial P&Ls with General Meeting Minutes – will be printed in the newsletter in the future.
  - b. **Membership/Vouchers**, Lori Jackson – updated membership packets have been created for new members.
  - c. **Office** – Mary Ash – nothing to report.
  - d. **Training** - David LeCount –
    - i. Session 6 soon to be posted.
  - e. **Publicity** – Napa Humane Walk for Animals, August 6<sup>th</sup> – Debbie Hilton reporting for Marilane Bergfelt. New theme for this year’s will be K9 Carnival. Various items from the club will be used at the event. Thoughts are to purchase a circus backdrop for photos. Last year \$100.00 was given as a budget, more was spent on items then budget. After the event, reimbursement was submitted for more than the budget amount. The amount was approved by the general membership to be reimburse. Donna Golemon stated a notice had already been sent to Marilane letting her know no money was being budget for this year. If the committee wants this reviewed a detailed list of expenses needs to be submitted to the board. Only two people used the certificates that were included in the packets for people who entered the event.
  - f. **Building** – Karen Jackson, new laundry container has been purchased, as well as water and more hand cleaner. During the next break, the building will be closed for two days while the air quality is being tested. If you find anything needed, please let me know.
  - g. **Newsletter/Website** – Sue Osborn, deadline for July/August newsletter is June 22<sup>nd</sup>.
  - h. **Hospitality**
    - i. Thank you, Karen, and Lori Jackson for tonight’s hospitality along with the June Jubilee, you went over and above.
    - ii. July 10<sup>th</sup> Meeting Hospitality will be provided by Mary Ash and Donna Golemon. Sandy Bonifield brought up the annual pizza party, it was explained that it is normally

in June, but because the Jubilee was held this month it was not held. And next month we have business that needs to be discussed.

- i. **Sunshine** – Debbie Hilton, reported Sara DeCreval's dog, Bootsie, passed away.
- j. **Brag**s – There were brags given.
- VI. Old Business – deferred to next month.
- VII. New Business – deferred to next month.
- VIII. Gerry Glanz award was issued to Lea Ronald. Debbie Hilton was given a gift from Mary Ash, for her service on last year's board.
- IX. Meeting Adjourned at 6:55 pm.

Respectfully Submitted by,

*Donna Golemon*

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES**  
**4:30 PM - Tuesday, June 27, 2023**



- I. Call to Order at 4:30 pm on June 27<sup>th</sup>
- II. Call for additions or changes to agenda.
  - a. New Business – Building use by Donna Golemon for her SW classes
  - b. New Business – Appointments to Board
  - c. New Business – Building Lease
  - d. Training – Dogs Can Dance vouchers/discounts
  - e. Training – Trainer fee increase
- III. Treasurer’s Report – Lori Jackson
  - a. Bank Balances - Checking: \$17,204.61 Saving: \$20,307.59 CD: \$22,588.77
  - b. April/May P&L’s – The P&L’s will be attached to the General Minutes and posted in the newsletter.
  - c. Recording of refund – A refund check was written to the wrong person, it has since been shredded, and a new check issued. But in the recording of the check, both were debited to the account, for a total of \$250.00, need to make a change to delete a \$125.00 debit. We have \$125.00 more income than what is reflected.
  - d. Donna Golemon had emailed Linda Luchsinger to get answers to a couple of questions regarding the P&L.
    - i. Question, Vange shows her trainer fees being connected to two different accounts, 423 and 434, does Vange have two accounts? Waiting for Linda’s response on this question.
    - ii. Question, the awards dinner income where is it put in as income? Answer, the income is offset against the expense in account 61301.
    - iii. Question, vouchers for Judy’s classes, it shows \$40.00 for the current year. I (Donna) know it’s more than that just for the vouchers I turn in. Answer Linda, “I went back to January and the \$40.00 is delightful distractions. I’ll make an entry in June to fix it. Good Catch”.
- IV. Minutes – Donna Golemon
  - a. The previous minutes need to be updated with the changes that were made not the statement several changes made.
  - b. Change the fashion in which the board voting is recorded. Will be recorded as 0y(yes)/0n(no)/0a(abstained).
- V. Board, Committee and Chair Reports
  - a. Membership/Vouchers – Lori Jackson, Don Niemann thought he had paid his dues, would like to be reinstated. He has submitted the necessary paperwork and will be voted back into the club in the July meeting. Per policy since Don is a past member he does not need to attend.
  - b. Office – Mary Ash
    - i. Sign-ups are slow. As of today, only 4 puppies have registered for any of the puppy classes.
    - ii. Discussion about Vange signing up for one of the classes she is teaching. This gave her 4 people in the class so that class could go on, and Vange would get paid for the class. We are not saying that was her intention. **Motion – no instructor shall be allowed to be a student in a class that they are the instructor for 6y/0n/0a.** David to inform Vange of the discussion and decision.

- iii. 3-week classes, after a lot of discussion, it was voted on to limit the number of 3-week classes, to start in January 2024, **6y/0n/0a, approved**. It is yet to be determined the number of 3-week classes that will be allowed.
  - c. Training – David LeCount
    - i. Session 6 Changes David is still waiting to hear from Linda Luchsinger about training during that session. David will email, and if no reply will call her. The answer is needed so the Session can be posted.
    - ii. Increase for trainer fee for Carol Coawette. Procedures state 12 sessions, which is about 2 years. It was brought up that it was perhaps done in the past before the stated number of sessions. Donna will contact and/or investigate past pay rates practices. If this is found to be true it was voted on to give Carol, the next step raise **6y/0n/0a approved**.
    - iii. Dogs Can Dance, Judy Gamet, recording of vouchers and discounts. This information is not being captured by Linda Luchsinger on the financials. Instead of Linda having to do this, Lori, is going to keep an accounting as the information is received.
  - d. Publicity – Nothing to report.
  - e. Building – Karen Jackson
    - i. The key needs to be gotten from Debbie Hilton, Mary will ask for it.
    - ii. Fire extinguishers will be checked soon and there is nothing we need to do, per Ross.
  - f. Newsletter/Website – Sue Osborn
    - i. July-August newsletter to be published June 30<sup>th</sup>.
    - ii. Increase of \$5.00 a month by Website Hosting Company (Dream Host) unless somethings are updated by us. We if complete the updates no additional change, Sue will work on them, but, if necessary, we will pay the \$5.00 monthly fee.

#### VI. Old Business

- a. Annual Banquet Recap – Lori Jackson  
Zio Fraedo's Total Cost \$919.20, paid by club members \$601.15, Tax and Tip \$218.05, cake paid by club \$15.99, Zio Fraedo's set up and room change \$100.00 clubs portion of dinner \$334.04. Plaques and tags for member earning awards \$722.50. Overall cost to club \$1,056.54.
- b. Training Equipment Platform Boards – still in the works, will have report next month.
- c. Outside Training Referrals – tabled
- d. Financial contract with Linda (Doud Bookkeeping Service) – Final review of contract everyone is in agreement with it. It will be hand delivered to Linda by Mary. After Linda reviews and signs or sends back for our review of any changes she wanted, it will go to General for approval.

#### VII. New Business

- a. New Building Lease – Our lease runs June 1 till May 31st. Mary reviewed the new lease with the old lease, and these are the changes:
  - i. Year 1 2023/2024 - \$3,058.00 rent and common area \$1,652.00 increase of \$240.00.
  - ii. Year 2 2024/2025 - \$3,210.00 rent and common area \$1,652.00, increase of \$152.00.
  - iii. Year 3 2025/2026 - \$3,270.00 rent and common area \$1,652.00, increase of \$160.00.
 Mary will sign off on the contract and return it to Ross.
- b. Board approvals by email:
  - i. Approval of the Minatare Schnauzer Club use of building on July 22, **5y/1n/0a approved**.
  - ii. Approval of Judy to use NVDTC building on September 9<sup>th</sup>, **5y/1n/0a approved**.

- iii. Financial Services Contract Version 2, **6y/0n/0a approved.**
- iv. Change of Thursday 10am Puppy to Puppy overflow in Session 5, **5y/1n/0a approved.**
- c. Donna requests use of the club on July 24<sup>th</sup>, for NACSW challenge, class members only **6y/0n/0a approved.**
- d. Use of building by JMD Dog Sports on September 2<sup>nd</sup> and 3<sup>rd</sup>, and November 18<sup>th</sup> and 19<sup>th</sup>. **6y/0n/0a approved.**
- e. Use by building by Paws on September 16<sup>th</sup>, hours 8 am till noon. **6y/0n/0a approved.**
- f. Changes to Guidelines and procedures/bylaws – tabled till next month.
- g. Debbie Crain: Donation of wooden ring gates, enough to gate a full ring. They would be nice to have but we have no place to store. Sue to inform.
- h. Walk for Animal Committee Update – received request from the committee for expenses of \$82.77. This price includes carnival photo backdrop, carnival sign, colorful pendent banner, and a shipping cost, along with stuffed toys. After a lot of discussion, a motion was made to approve requested \$82.77, **3y/3n/0a**, motion did not pass. The amount of \$50.00 was approved for the printing of 250 flyers for the event.
- i. Request for reimbursement for webinars that Carol watched with Suzanne Clothier for \$49.95. **5y/0n/0a approved.** (Sue had left meeting)
- j. Class refund, Laurie Peterson was in an auto accident and unable to attend class, **5y/0n/0a approved** (Sue had left meeting)
- k. Carol Coawette had offered to become a board member. Our offer to her is that she would be Vice-President and have the following duties: Outside building use coordinator, get speakers for meetings, new membership would fall under her, Lori would continue to do vouchers. Her dog would also have to be created outside of the office and she can join the meeting 15 minutes late so that she can attend her class with Judy. Vote taken **6y/0n/0a, approved.** Mary to contact her with the offer.

Confirm July board meeting on Tuesday, July 25, 2023, 4:30 pm

Meeting adjourned at 7:00 pm

Respectfully Submitted,

*Donna Golemon*

## Napa Valley Dog Training Club – July 10<sup>th</sup>, 2023, General Meeting Minutes



- I. Call to Order at 6:31 pm
- II. Call for additions or changes to agenda.
  - a. New Business – Board Appointment
  - b. New Business – Building use on October 29<sup>th</sup>
- III. Approval of June 12, 2023, General Minutes
  - a. Under Publicity spelling errors budgeted should be budget x3
  - b. No other changes – **Minutes approved.**
- IV. Treasurer's Report – Lori Jackson
  - a. Business Checking Account \$15,630.98
  - b. Business Savings Account \$22,365.96
  - c. Certificate of Deposit \$20,852.94
  - d. Current Profit and Loss Statement: for the month of May \$4,146.03 loss, year to date \$106.75 profit.
- V. Board, Committee and Chair Reports
  - a. Mary Ash -President,
    - i. Building Use Policies, Rules & Guidelines Sign now in place.
    - ii. Miniature Schnauzer Club's use of building for July 23<sup>rd</sup>, Approved.
    - iii. Judy Gamet's use of building for September 9<sup>th</sup>, Approved.
    - iv. JMD Dog Sports use of building for Sept. 2-3 and Nov. 18-19, 2023, Approved.
    - v. Donna Golemon's use of building for her scent work classes on July 24, Approved.
    - vi. Paws use of the building for September 16<sup>th</sup>, 8 am till noon, Approved.
    - vii. Building Lease, old lease expired on May 31st, new lease has been signed and returned to Ross. Once the company accepts it, we will receive a copy of it.  
Changes-
      1. Year 1 2023/2024 - \$3,058.00 rent and common area \$1,652.00 increase of \$230.00
      2. Year 2 2024/2025 - \$3,210.00 rent and common area \$1,652.00 increase of \$152.00
      3. Year 3 2025/2026 - \$3,270.00 rent and common area \$1,652.00 increase of \$160.00
    - viii. Board appointment, Carol Coawette will be Vice-President, her jobs will be speakers for meetings, keeping the member information and introducing new members,
  - b. Membership/Vouchers, Lori Jackson reinstatement of member Don Niemann, vote held, voted in as a member.
  - c. Office, Mary Ash, registration closes today, Roxann returned the week-end calls filling two classes. Vange's classes sadly, did not fill. Thursday puppy and adolescent classes did not fill. Class payments are due by July 24<sup>th</sup>.
  - d. Training, David LeCount is absent tonight.
    - i. Change to Thursday 10am puppy to puppy overflow in session 5.
  - e. Publicity, Napa Humane Walk for Animals August 6<sup>th</sup>, the discount coupon is needed by July 31 for the goodie bags. It was voted and approved that the coupon would be worth \$10.00, can be used it any class, and expires on July 31, 2024.
  - f. Building, Karen Jackson, some of the floor taping is pulling up, Karen will be working on adding tape to those areas. Next week building closed on Tuesday and

Wednesday for air quality control tests. Someone asked if the fans could be placed out on the floor, and Karen said she would do it this evening.

- g. Newsletter/Website, Sue Osborn
  - i. August Meeting Announcement Deadline: July 22<sup>nd</sup>
  - ii. September/October Newsletter Deadline: August 22<sup>nd</sup>, June 30<sup>th</sup> the last newsletter was sent out.
- h. Hospitality
  - i. Thank you to Mary Ash and Donna Golemon for the strawberry shortcake tonight.
  - ii. August 14<sup>th</sup> General Meeting hospitality will be provided by the Jackson's.
- i. Sunshine, Debbie Hilton absent no report

- VI. Old Business,
- VII. New Business,
  - a. JMD wants to use the building all day on October 29<sup>th</sup>, **approved for use.**
- VIII. Brags, no brags were reported.
- IX. Meeting Adjourned at 7:07 pm

Respectfully Submitted,

*Donna Golemon*, Secretary

Napa Valley Dog Training Club – Board Minutes July 25, 2023

Mary Ash  Carol Coawette  Donna Golemon  Lori Jackson   
Karen Jackson - Absent David LeCount  Sue Osborn

approved

- I. Call to Order at: 4:32 p.m.
- II. Call for additional or changes to agenda – none.
- III. Treasurer's report – Lori Jackson
  - a. Checking \$21,649.82 Saving \$22,852.96 CD \$20,852.94
  - b. P&L's – no P&L's have been received for June.
- IV. Minutes – Donna Golemon
  - a. Approval of June 27<sup>th</sup>, 2023, board minutes, approved with the following change:  
Change of wording to VII, h New Business to:  
A motion was made to approve requested \$82.77, 3y/3n/0a, motion did not pass. The amount of \$50.00 was approved for the printing of 250 flyers for the event.
- V. Board, Committee & Chair Reports
  - a. Membership/Vouchers – Lori Jackson  
Will be transferring the membership list to Carol, effective immediately.
  - b. Office – Mary Ash, nothing to report.
  - c. Training – David LeCount
    - i. Class Cancellations for Session 5? Vange's classes were discussed because of the number of people signed up for the classes. David sent Vange an email during the meeting to find out what was happening with the classes but did not get a response by the end of the meeting. David will follow up on this.
    - ii. Scheduling of Training Meeting to set Session 7 and Session 1, 2024 – Session 7 will be set by email with a training meeting on October 25<sup>th</sup>, to set Sessions 1 and 2 for 2024. A motion was made to take off the week July 4<sup>th</sup>, 2024, 5y/1n/0a, motioned passed, no classes the week of July 4<sup>th</sup>.
    - iii. Since it has been 2 years since Kim Leslie has taught a session, per club policy, she is removed from the list of trainers. David will inform Kim and we need to get her key returned.
  - d. Publicity – Sue Osborn reported, flyer for the Humane Walk goodie bag completed.
  - e. Building – Lori Jackson, reporting for Karen, the necessary taping was done with the tape we had. More tape to be purchased. The building was sprayed by the pest control people on Friday.
  - f. Newsletter/Website – Sue Osborn, the website has been updated with the help of Sue's daughter so we will not be receiving an additional \$5.00 monthly charge. Next general meeting announcement date will be August 4<sup>th</sup>.

VI. Old Business

- a. Financial Services Contract – as of today we had not had a reply from Linda Luchsinger regarding the contract. A motion was made and past **6y/0n/0a** to send Linda an email asking her to respond by Friday July 28<sup>th</sup>, or we will take her non-response as not interested in doing the bookkeeping in 2024.
- b. Cindy Sarmiento had previously been given a class credit; Cindy is asking this to be changed to a class refund. Motion to change to a class refund \$40.00 **6y/0n/0a**, passed, refund to be given.
- c. Tabled Items:
  - i. Outside Training Referrals – After discussion, a motion was made **6y/0n/0a** to remove all referral information, no longer have listing of referrals. If a trainer wants to make a referral, they need to let the person know this is their opinion not the clubs.
  - ii. Changes to Guidelines and Procedures/By Laws – On hold

VII. New Business

- a. Student Database – Adrienne Amdahl has volunteered to assist Sue with updated and keeping up to date the database.
- b. Building Lease for Online Filing in “Documents”: after discussion it was decided that this was not necessary.
- c. Dogs Can Dance 2024 Contract, current contract is a 60/40 split for classes. With our rent going up we feel it is necessary to increase Judy’s rental fee. Our rent went up 7.5%. Discussion was held as to ways this could be done. By changing the split, or by setting a flat fee. No decision made, each of us is to think about this and will resume discussion at the next meeting.
- d. September General Meeting - Barbeque vs Pizza Party, after discussion a motion was made to have a Pizza Party **6y/0n/0a** we will ask for volunteers to bring salads or deserts.
- e. The club’s liability insurance has been paid, \$400.00. The coverage for directors is due soon.

VIII. Confirm August Board Meeting: Tuesday, August 29, 2023, 4:30 pm

IX. Meeting Adjourned at 7 pm

Respectfully Submitted,

*Donna Golemon*

Napa Valley Dog Training Club  
General Meeting August 14, 2023

*approved*



- I. Call to Order at: 6:31 pm
- II. Call for additional or changes to agenda, none.
- III. Approval of July 10, 2023, minutes - **Approved**
- IV. Treasurer's Report
  - a. Business Checking Account \$15,037.61
  - b. Business Savings Account \$ 22,356.15
  - c. Certificate of Deposit \$20,399.96
  - d. May & June Profit & Loss Statements: May Loss of **-\$4,146.05**, ytd **-\$106.75**, June loss of **-\$3,413.48**, ytd **-\$3,306.73**
- V. Board, Committee & Chair Reports
  - a. President – Mary Ash
    - i. September Meeting Pizza Party- there will be a notice to RSVP if you are coming to the pizza party, so we know how much to purchase, Debbie Hilton volunteered to provide the salad.
    - ii. Hospitality by Board Members – board members have been supplying the refreshments of late, asked membership to please volunteer.
  - b. Vice President/Membership – Carol Coawette  
New member Bonnie Richardson and her cattle dog, Finn voted into membership, Welcome.
  - c. Vouchers – Lori Jackson, nothing to report.
  - d. Office – Mary Ash, registration opened on Monday and closes on August 28<sup>th</sup>. Several classes are already full. Desperate for help on the weekend with answering/returning calls. Could be done on either Saturday or Sunday, or a mix. A \$10.00 voucher is earned every time you work. The current workers are doing a great job.
  - e. Training – David LeCount
    - i. Status on Setting Session 7, the schedule has been sent out to trainers, with a deadline of Wednesday to respond, should be ready for posting shortly after
    - ii. Outside Training Referrals, the list that was used in the past has been removed. Trainers can now refer individuals to anyone they are comfortable with but will be letting people know this is their opinion, not the clubs.
    - iii. Next Training meeting – October 25, 2023, at 5 pm, Set Sessions 1 & 2 2024
  - f. Publicity
    - i. Napa Humane Walk for Animals Report Marilane Bergfelt, the committee members had a fun time at the event. About 47 teams went through the course that was set up. Not as many people as in the past with their dogs, several people came without dogs. Parking was an issue.
  - g. Building – Karen Jackson, there are a couple of fans reported not working. They will be looked at to see if they can be put back into working order. Thank you, Sandy Bonifield for the donation of water. The Air Quality test is scheduled to be re-done due to equipment not functioning on Friday the 18<sup>th</sup>. The building is not available that day for use. After the purchase of more tape the repair on taping will continue.
  - h. Newsletter/Website – Sue Osborn, due date for the next newsletter is August 22<sup>nd</sup>.
  - i. Hospitality, thank you Karen and Lori Jackson for providing tonight's refreshments.

- j. Sunshine – Debbie Hilton, Good to see Bobbie Honsvick as she was recently under the weather.
- VI. Old Business, no old business
- VII. New Business
  - a. Air Quality testing results, discussed under building.
  - b. Planned events for October, November, December General Meetings
    - i. October – Halloween party, Debbie Hilton volunteered to organize. Sara Decrevel, Paula Seago, and Sue Osborn offered to assist.
    - ii. November – Nothing planned at this time.
    - iii. December – Christmas party
  - c. AB5 Status i.e., Employee vs. Independent Contractor, moving towards trainers becoming employees at the first of the year.
  - d. Nominating Committee for 2024 board, Debbie Hilton and Donna Albini voiced interest in being on the committee. September the committee gives their selection, October nominations from the floor, and November the election occurs.
- VIII. Brags
  - Sue Osborn with her dogs Brooklyn, and Morgan, passed the entry level for eligibility for the Dogs Can Dance challenge to compete for titles, the first team at NVDTTC to do so. Brooklyn has already learned a dance routine for the challenge and Morgan is currently working on one.
  - NACSW 2022/2023 Challenge -
    - Carol Coawette’s Pierre earned The NSAM Master title, with Louie earning the NSAM 3 title.
    - Mary Ash’s Kitt and Cort both earned the NSAM Maser title.
    - Donna Golemon’s Nickel and Tarp both earned the NSAM Master title.
    - Several other members and non-member completed the requirements earning titles.
    - David LeCount has a rescue Vizsla that had puppies.
- IX. Meeting Adjourned at: 7:20 pm

Respectively Submitted by  
Donna Golemon, Secretary

Attachments:

May 2023 Profit and Loss Statement  
June 2023 Profit and Loss Statement

**STATEMENT OF PROFIT AND LOSS**

From 05/01/23 to 05/31/23      Year to Date As of 05/31/23

<b>Sales or Income</b>				
CLASS FEES	\$ 9,351.00	99.6%	\$ 40,596.00	89.8%
DUES	35.00	0.4%	1,422.00	3.1%
MISC INCOME	0.00	0.0%	885.00	2.0%
BUILDING/EQUIPMENT RENTAL	0.00	0.0%	2,102.00	4.6%
INTEREST INCOME	0.00	0.0%	216.09	0.5%
<b>Total Sales or Income</b>	<b>9,386.00</b>	<b>100.0%</b>	<b>45,221.09</b>	<b>100.0%</b>
<b>Cost of Sales</b>				
VOUCHERS & DISCOUNTS	1,095.00	11.7%	3,925.00	8.7%
VOUCHERS & DISCOUNTS	145.00	1.5%	175.00	0.4%
CONFIDENCE BLDG				
CONFIDENCE BUILDING/ VOUCHER & DISCOUNTS	0.00	0.0%	30.00	0.1%
<b>Total Cost of Sales</b>	<b>1,240.00</b>	<b>13.2%</b>	<b>4,130.00</b>	<b>9.1%</b>
<b>GROSS PROFIT</b>	<b>8,146.00</b>	<b>86.8%</b>	<b>41,091.09</b>	<b>90.9%</b>
<b>Operating Expense</b>				
TRAINER FEES	4,668.00	49.7%	10,952.00	24.2%
STUDENT EQUIPMENT	237.00	2.5%	-192.00	-0.4%
GRADUATION TOYS	654.94	7.0%	754.74	1.7%
TREATS	0.00	0.0%	55.98	0.1%
EDUCATION	0.00	0.0%	478.90	1.1%
SUPPLIES & MINOR EQUIP.	21.29	0.2%	108.81	0.2%
BOB & DUFF PEST CONTROL	0.00	0.0%	280.00	0.6%
LEGAL/ACCOUNTING/FEES	200.00	2.1%	200.00	0.4%
OFFICE EXPENSE	77.75	0.8%	150.86	0.3%
PRINTING & COPYING	309.20	3.3%	539.54	1.2%
CLUB AWARDS	984.39	10.5%	1,084.39	2.4%
HOSPITALITY	0.00	0.0%	117.31	0.3%
DUES/CONTRIBUTIONS	0.00	0.0%	-140.00	-0.3%
BUILDING	5,027.48	53.6%	26,033.81	57.6%
INSURANCE & LANDLORD TAX	112.00	1.2%	560.00	1.2%
<b>Total Operating Expense</b>	<b>12,292.05</b>	<b>131.0%</b>	<b>40,984.34</b>	<b>90.6%</b>
<b>NET INCOME OR &lt;LOSS&gt;</b>	<b>\$ -4,146.05</b>	<b>-44.2%</b>	<b>\$ 106.75</b>	<b>0.2%</b>

**STATEMENT OF PROFIT AND LOSS**

From 06/01/23 to 06/30/23

Year to Date As of 06/30/23

**Sales or Income**

CLASS FEES	\$ 1,530.00	70.1%	\$ 42,126.00	88.9%
DUES	375.00	17.2%	1,797.00	3.8%
MISC INCOME	140.00	6.4%	1,025.00	2.2%
BUILDING/EQUIPMENT RENTAL	0.00	0.0%	2,102.00	4.4%
INTEREST INCOME	137.96	6.3%	354.05	0.7%
Total Sales or Income	<u>2,182.96</u>	100.0%	<u>47,404.05</u>	100.0%

**Cost of Sales**

VOUCHERS & DISCOUNTS	0.00	0.0%	3,925.00	8.3%
VOUCHERS & DISCOUNTS	70.00	3.2%	245.00	0.5%
CONFIDENCE BLDG				
CONFIDENCE BUILDING/ VOUCHER & DISCOUNTS	0.00	0.0%	30.00	0.1%
Total Cost of Sales	<u>70.00</u>	3.2%	<u>4,200.00</u>	8.9%

<b>GROSS PROFIT</b>	<b>2,112.96</b>	<b>96.8%</b>	<b>43,204.05</b>	<b>91.1%</b>
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**Operating Expense**

TRAINER FEES	432.00	19.8%	11,384.00	24.0%
STUDENT EQUIPMENT	0.00	0.0%	-192.00	-0.4%
GRADUATION TOYS	0.00	0.0%	754.74	1.6%
TREATS	0.00	0.0%	55.98	0.1%
EDUCATION	49.95	2.3%	528.85	1.1%
SUPPLIES & MINOR EQUIP.	0.00	0.0%	108.81	0.2%
BOB & DUFF PEST CONTROL	0.00	0.0%	280.00	0.6%
LEGAL/ACCOUNTING/FEES	0.00	0.0%	200.00	0.4%
OFFICE EXPENSE	81.85	3.7%	232.71	0.5%
PRINTING & COPYING	0.00	0.0%	539.54	1.1%
CLUB AWARDS	0.00	0.0%	1,084.39	2.3%
HOSPITALITY	0.00	0.0%	117.31	0.2%
DUES/CONTRIBUTIONS	0.00	0.0%	-140.00	-0.3%
BUILDING	4,850.64	222.2%	30,884.45	65.2%
INSURANCE & LANDLORD TAX	112.00	5.1%	672.00	1.4%
Total Operating Expense	<u>5,526.44</u>	253.2%	<u>46,510.78</u>	98.1%

<b>NET INCOME OR &lt;LOSS&gt;</b>	<b>\$ -3,413.48</b>	<b>-156.4%</b>	<b>\$ -3,306.73</b>	<b>-7.0%</b>
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## Napa Valley Dog Training Club – August 29, 2023 Board Minutes

Mary Ash ☒ Carol Coawette ☒ Donna Golemon ☒ Lori Jackson ☒  
Karen Jackson ☒ David LeCount ☒ (David arrived late) Sue Osborn ☒



approved

- I. Call to Order at: 4:33 pm
- II. Call for additional or changes to agenda.
  - a. Roofing the building
  - b. Adding Insurance policy to documents
- III. Treasurer's report – Lori Jackson
  - a. Checking \$17,854.61
  - b. Saving \$22,366.16
  - c. CD \$20,399.96
  - d. July P&L's – profit of \$2,501.12, for July and YTD loss of \$805.61
- IV. Minutes – Donna Golemon
  - a. Approval of July board minutes – no changes Approved 6/y/0n/0a.
  - b. Approval of Past special board meeting minutes – Dated February 10<sup>th</sup>, approved 6y/0n/0a
- V. Board, Committee & Chair Reports
  - a. Membership/Vouchers – Carol Coawette/Lori Jackson
    - i. Membership packets upkeep – tabled until next meeting.
  - b. Office – Mary Ash – Classes full, except for Vange's. Previous session Vange let person in on the third week of class, she has been told in the past that this can't be done. Only the Strengthening Basics, Wed, 1:30 pm, class has enough people registered to be held. The following classes are cancelled: Delightful Distractions, Wed. 2:30 pm, Confidence Building and Confidence Building Overflow on Fridays, is cancelled. On Sundays Mighty Might's and Mighty Might's Overflow are cancelled. Since David is not in attendance, Donna will send an email to Vange informing her of the above. Motion for the above made and approved 6y/0n/0a
  - c. Training – David LeCount
    - i. Class Descriptions for Website – on hold
    - ii. Session 7 Finalized – is ready for posting
    - iii. 2024 Instructor Contracts? – on hold, till decision about AB5
    - iv. Merging of classes – Unlike classes will not be combined into one class. This does not affect combining classes like GM1 and GM2 together, motion made and approved 5y/0n/1a.
  - d. Publicity – Press Release for Napa Valley Register, Sue will be sending a Press Release to the paper for publication.
  - e. Building – Karen Jackson
    - i. Building flooding report – S&K Fabrications had a hose brake causing water to spill over into our portion of the building. Mary was notified by Ross of this incident which happened on Tuesday August 22<sup>nd</sup>. All the Tuesday classes were cancelled, as were the Wednesday morning classes. Emergency vouchers were issued to the students effected. Judy is doing a makeup class on September 5<sup>th</sup>. S&K pulled up both layers of mats for them to dry and then laid them down and re-taped. S&K provided the tape, and we were given the

excess tape which should last a long time. The wall was also checked for any damage and there was none.

- ii. September pizza party – Sue will be sending out an email for people to reply to, so we have an idea of the number of pizzas to purchase.
- iii. Roofing – The building is to be roofed the week of September 11<sup>th</sup> through September 14<sup>th</sup>. Parking will be an issue. Mary is going to talk with Ross and will come up with a plan as to how to deal with the parting on those days. Evening classes should not be affected by this.
- f. Newsletter/Website – Sue Osborn
  - i. Sept-Oct Newsletter to be published 9/1/23.
  - ii. Deadline for Oct. Meeting Announcement 9/22/23

## VI. Old Business

- a. 2024 Year-Round Session Schedule – will present later.
- b. Changes to Guidelines and Procedures/Bylaws – Sue is working on the items that need to be changed. And will be presented to the board as progress is made. The changes will then have to go to the general membership for approval.
- c. Dogs Can Dance 2024 Contract – it was voted to increase Judy's percentage to us for classes, etc. to 50%, and privates to 40%, the vote was 5y/1n/1a. After more discussion, the item was tabled to the next meeting. Lori is to provide to the board information on how much money has been received from Judy to date.
- d. Financial Services Contract AB5 Implementation Status – More discussion regarding Linda's contract. Result, Mary is going to sign and take the contract to Linda. Mary will get this done my Tuesday, September 5<sup>th</sup>. A cover letter will also be done stating that Linda has 5 business days to respond. Mary will have Linda sign the cover letter.

## VII. New Business

- a. Via email:
  - i. Carol approved for priority teaching of Wednesday morning classes 6y/0n/0a.
  - ii. Class Certificate donated to Dogs for Dogs event raffle at Downtown Joes 6y/0n/0a.
- b. Reinstatement of Class Drop-ins – It was voted to resume drop-in classes and to also allow the \$25.00 payment to be paid using vouchers. Motion made and passed 7y/0n/0a.
- c. 2024 Membership Applications – after discussion, motion made to raise membership dues from \$35.00 to \$40.00, and that there is only one type of membership at this time, 7y/0n/0a. Need to go to membership for approval.
- d. Class Fees – discussion on training the class fees for all classes to \$150.00. This would be effective January 2024, and with no change to the voucher amounts. 4y/0n/3a. To be voted on by General Membership.
- e. Insurance policy placement in policies – it was decided instead to copy the policy and have it at the dog club. Motion made and passed 7y/0n\0a.

VIII. Confirm next Board Meeting: October 3<sup>rd</sup>, at 4:30 pm

IX. Meeting Adjourned at 6:45 pm

Respectfully Submitted,

*Donna Golemon*

approved

## NAPA VALLEY DOG TRAINING CLUB

September 11, 2023, at 6:30 PM at NVDTC Clubhouse



**I. CALL TO ORDER** at: 6:30 pm

**II. Call for additions or changes to agenda** - Debbie Hilton has questions regarding the Board Meeting Agenda from August 2023, Mary will discuss under President Report.

**III. APPROVAL of August 14, 2023, MINUTES** - Under New Business a.) change to, Donna Albini volunteered to be on the committee, to Donna Albini voiced interest in being on the committee. Minutes approved with this change.

**IV. TREASURER'S REPORT**—Lori Jackson - Business Checking Account: \$19,873.68; Business Savings Account: \$22,356.34; Certificate of Deposit: \$20,399.96; Current Profit and Loss Statements: July Profit of \$2,501.12, YTD loss of \$805.61

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

**A. PRESIDENT**—Mary Ash; Debbie's questions, Class Descriptions for website – on hold, 2042 Instructor contracts – on hold, Press release for Napa Valley Register- in progress for publicity, building flood report – all repairs needed have been done, Changes to Guidelines and Procedures/Bylaws – being worked on, Financial Services Contract – will be discussed later this evening, Class fees to be discussed later this evening.

**B. Vice President** – Carol Coawette; Membership - New Member: Previous Heather Azevedo voted back into club and a new membership list has just been sent out.

**C. VOUCHERS**—Lori Jackson – nothing new to report

**D. OFFICE**—Mary Ash - **Session 7 Registration** opens September 25th. Closes October 16<sup>th</sup>. Will be a 5-week session. **Status on Drop-ins** Upper-Level Classes – Drop-ins have been reinstated. And they can be paid using vouchers. Cost is \$25.00 for a class drop in. Drop-ins are for upper level classes at trainer's discretion. No drop-ins to puppy, adolescent or GM1. Drop-ins to Vange's classes board will need to discuss.

**E. TRAINING**—David LeCount - Next Training Meeting Reminder – October 25<sup>th</sup>, at 5 pm. Set Sessions 1 and 2, 2024.

**F. PUBLICITY** – Class certificate for Downtown Joe's, Donna will issue certificate.

**G. BUILDING**—Karen Jackson - Roofing Work – the roof is being worked on this week, may cause some disruptions for classes. Trainers were reminded to dismiss classes on time to help with the parking for the next class.

**H. NEWSLETTER/WEBSITE**—Sue Osborn

a. October Meeting Announcement Deadline Sept. 22<sup>nd</sup>

b. Adrienne Amdahl is working on the database of people who take classes. Thank you.

**I. HOSPITALITY** – Pizza party tonight, next month Halloween Party is planned.

**J. SUNSHINE**—Debbie Hilton brought a plant to the meeting for both Bobbie and Jennifer, neither were at the meeting. Debbie will deliver to them.

**VI. OLD BUSINESS** - Mark your calendar, Halloween Party, October 9th

**VII. NEW BUSINESS**

- A. Nominating Committee Report, Debbie Hilton – with Donna Albini help an email was gone to all member and only 12 responses. 6 were from current board members. Lori Jackson was the only one stating that she is willing to stay on the board, all other undecided. A thank you to the committee as their job is now done, next month nominations from the floor.
- B. Class Fees - Raise of cost of classes from \$125.00 to \$150.00 effective January 2024
  - a. Mary informed the group of prices other charge: Napa Humane \$200.00/5 wks, \$40.00 per wk; Marin Humane \$200.00/6 wks, \$33.33 per wk; Mt Diablo \$182.00/7wks, \$26.00 per wk; Vallejo \$150.00 4wks, \$37.40 per wk; County Wide \$160.00/8wks, \$20.00 per wk. We are currently charging \$125.00 for six weeks, with \$20.83 per week. After discussion, everyone voted in favor except one person abstained. **Motion passed.**
- C. Membership Dues – Raise dues from \$35.00 per year to \$40.00 per year to start in 2024.
  - a. Motion made to raise dues \$5.00. From \$35.00 to \$40.00 per year in 2024, everyone voted in favor. **Motion passed.**
- D. Approval for cost of Financial Services – Linda Luchsinger to be paid \$200.00 per month for her financial and payroll services effective January 2024
  - a. After giving background on this item and discussion a motion was made to accept the contract with Doud Booking, everyone voted in favor. **Motion passed.**

**VIII. BRAGS** – Dena Parrish Tzoey and earned their Novice Rally title, David LeCount and Lila eared 2, five-point majors at the show in Reno, Mary Ash and Cort achieved their NACSW NW2 title, Glen Dusky’s lab on a hunting trip retrieved 300 doves.

**IX. MEETING ADJOURNED** at 8:07 pm

Respectfully Submitted,

*Donna Golemon* –

**STATEMENT OF PROFIT AND LOSS**

From 07/01/23 to 07/31/23

Year to Date As of 07/31/23

<b>Sales or Income</b>					
CLASS FEES	\$ 10,705.00	93.4%	\$ 52,831.00	89.7%	
DUES	35.00	0.3%	1,832.00	3.1%	
MISC INCOME	15.00	0.1%	1,040.00	1.8%	
BUILDING/EQUIPMENT RENTAL	708.00	6.2%	2,810.00	4.8%	
INTEREST INCOME	0.00	0.0%	354.05	0.6%	
Total Sales or Income	<u>11,463.00</u>	100.0%	<u>58,867.05</u>	100.0%	
<b>Cost of Sales</b>					
VOUCHERS & DISCOUNTS	630.00	5.5%	4,555.00	7.7%	
VOUCHERS & DISCOUNTS	50.00	0.4%	295.00	0.5%	
CONFIDENCE BLDG					
CONFIDENCE BUILDING/ VOUCHER & DISCOUNTS	50.00	0.4%	80.00	0.1%	
Total Cost of Sales	<u>730.00</u>	6.4%	<u>4,930.00</u>	8.4%	
<b>GROSS PROFIT</b>	<b>10,733.00</b>	<b>93.6%</b>	<b>53,937.05</b>	<b>91.6%</b>	
<b>Operating Expense</b>					
TRAINER FEES	2,820.00	24.6%	14,204.00	24.1%	
STUDENT EQUIPMENT	-227.50	-2.0%	-419.50	-0.7%	
GRADUATION TOYS	0.00	0.0%	754.74	1.3%	
TREATS	0.00	0.0%	55.98	0.1%	
EDUCATION	0.00	0.0%	528.85	0.9%	
SUPPLIES & MINOR EQUIP.	30.15	0.3%	138.96	0.2%	
BOB & DUFF PEST CONTROL	0.00	0.0%	280.00	0.5%	
LEGAL/ACCOUNTING/FEES	0.00	0.0%	200.00	0.3%	
NAPA COUNTY BUSINESS PROPERTY TAX	61.33	0.5%	61.33	0.1%	
OFFICE EXPENSE	0.00	0.0%	232.71	0.4%	
PRINTING & COPYING	42.02	0.4%	581.56	1.0%	
CLUB AWARDS	0.00	0.0%	1,084.39	1.8%	
HOSPITALITY	0.00	0.0%	117.31	0.2%	
DUES/CONTRIBUTIONS	0.00	0.0%	-140.00	-0.2%	
BUILDING	4,993.88	43.6%	35,878.33	60.9%	
INSURANCE & LANDLORD TAX	512.00	4.5%	1,184.00	2.0%	
Total Operating Expense	<u>8,231.88</u>	71.8%	<u>54,742.66</u>	93.0%	
<b>NET INCOME OR &lt;LOSS&gt;</b>	<b>\$ 2,501.12</b>	<b>21.8%</b>	<b>\$ -805.61</b>	<b>-1.4%</b>	

Napa Valley Dog Training Club – October 3, 2023, Board Minutes

Mary Ash ☒ Carol Coawette ☒ Donna Golemon ☒ Lori Jackson ☒  
Karen Jackson-Absent David LeCount ☒ Sue Osborn ☒



approved

- I. Call to Order at: 4:30 pm
- II. Call for additional or changes to agenda.
  - a. Insurance Policy
  - b. Safety Issues
- III. Treasurer's report – Lori Jackson
  - a. Checking \$17,951.93
  - b. Saving \$22,356.52
  - c. CD \$20,492.80
  - d. August P&L's – profit of \$1,911.14, and YTD profit of \$1,105.53
  - e. Webinars reimbursement for Carol Coawette in the amount of \$75.85 **Vote 6y/0n/0a**
  - f. Class credit for Mary Ash for Wednesday Adolescent Class, **Vote 6y/0n/0a**
  - g. Request for Susan Thent, Adolescent Wednesday at 10 am, dog had to have surgery, approved for a refund of \$125.00. **Vote 6y/0n/0a**
- IV. Minutes – Donna Golemon
  - a. New Business 5D, should be no not on
  - b. Add general membership to vote on raising of class fees.
- V. Board, Committee & Chair Reports
  - a. Presidents Report – Puppy/Adolescent safety issues. A student fell in Sandy's Wednesday Puppy class at 11 am., not seriously hurt. Slipped on a plastic crate plate, breaking it in half. Completed incident report. To be discussed at Training Committee meeting. Ladder broken, Donna to look at pricing to replace,
  - b. Membership/Vouchers – Carol Coawette/Lori Jackson
    - i. Carol – Have had an application for a new member to join for 4 months. If she does not come to the October meeting, check to be returned. **Vote 6y/0n/0a**
    - ii. Lori – was asked if new membership packets available, yes, they are.
  - c. Office – Mary Ash – Registration slow at first, but picking up and classes are filling. No one has signed up for the 5:30 pm puppy class, vote to change to am interest list and if enough people sign up class be held, **Vote 6y/0n/0a** David to notify.
  - d. Vange's classes have low registration Strengthening the Basics – 2 dogs; Delightful Distractions (Wednesday) – 0; Mighty Might's – 2 dogs; Delightful Distractions – 4 dogs, decision to be made on Monday, October 9<sup>th</sup>, by Mary and David as to holding these classes or not.
  - e. Training – David LeCount
    - i. Class Descriptions for Website – Vange's class descriptions approved for website use. **Vote 6y/0n/0a**
    - ii. Dogs Can Dance 2024 Contract approved last month, David to send contract to Judy for her review. Only change, Judy's percentage to us for classes, etc. to 50%, and privates to 40%.
  - f. Publicity – nothing reported.
  - g. Building – Lori Jackson reporting for Karen,
    - i. First aid kits for both people and dogs have been updated.

- ii. Parking in the back of the building is allowed per Mary's conversation with Ross.
- h. Newsletter/Website – Sue Osborn
  - i. Deadline for the Nov-Dec. Newsletter is October 22, 2023

VI. Old Business

- a. Financial Services Letter of Engagement has been signed by Linda.
- b. Changes to Guidelines and Procedures/Bylaws – Sue distributed a sheet for board members to review the changes for discussion next meeting.
- c. Vange sent out an email asking about the club's restructuring. The club is not restructuring.

VII. New Business

- a. Drop-in Details: Vouchers not for use in lower-level classes. Drops in can be done in upper classes with instructors' approval. Approved in August.
- b. Via Email: Board approved \$50,00 for Debbie Hilton for Halloween party.
- c. Next steps for AB5 implementation, a lot of discussion held on this topic, with nothing decided or voted on. To be continued.
- d. Motion to have on next month's agenda Educational Stipend. **Vote 6y/0n/0a**
- e. Insurance policy – Lori is working on getting a PDF copy to give to Sue for placing on-line.

VIII. Confirm next Board Meeting: October 24, at 4:30 pm

IX. Meeting Adjourned at 6:34 pm

Respectfully Submitted,

*Donna Golemon*

Napa Valley Dog Training Club  
General Meeting October 9, 2023

*approved*



- I. Call to Order at: 6:30 pm
- II. Call for additional or changes to agenda – no additions or changes.
- III. Approved of September 11, 2023, minutes – approved with no changes.
- IV. Treasurer's Report
  - a. Business Checking Account \$17,694.28
  - b. Business Savings Account \$22,366.52
  - c. Certificate of Deposit \$20,492.80
  - d. Profit & Loss Statements: August profit of \$1,911.14, YTD profit of \$1,105.53
- V. Board, Committee & Chair Reports
  - a. President – Mary Ash
    - i. Resurface of the blacktop was done this past weekend, there are surveillance cameras on the campus, be sure to potty your dog by the fig tree on the grass only. This area is covered by a camera.
    - ii. If you park in a handicap parking spot be sure you have a sticker, etc., on your car it is being monitored.
    - iii. If you would like copies of the Policy and Procedures, see Mary she has hard copies.
  - b. Vice President – Carol Coawette – Membership, new member here tonight, Katie LeCount, membership approved, Welcome to our club.
  - c. Vouchers – Lori Jackson, nothing to report.
  - d. Office – Mary Ash – almost all classes are full, except 5:30 puppy class. Registration is open for one more week. The money is coming in. If you are interested in working the office, please see Mary. Also, a big thank you to Roxanne, Lori, and Carol for stepping up to help with the office when I could not make it in.
  - e. Training – David LeCount - Next meeting October 25, at 5 pm
  - f. Publicity – nothing to report.
  - g. Building – Karen Jackson – the building is scheduled to be sprayed on October 26<sup>th</sup>, so the building will be closed that day until 4 pm. More taping is gradually being done, 2 fans were repaired, and the First aid kits have been updated.
  - h. Newsletter/Website – Sue Osborn, due date for the next newsletter is: Oct. 22nd

- i. Hospitality – Thank you to Debbie, Pauline and Sarah for tonight’s refreshments and festivities.
  - j. Sunshine – Debbie Hilton – nothing to report.
- VI. Old Business – no old business
- VII. New Business
- a. Building Use Approval for Paws for Healing on February 3<sup>rd</sup>, 2024, and September 28<sup>th</sup>, 2024, for the hours of 8 am until noon. Approved
  - b. 2024 Board Nominations from the floor
    - i. President – Linda Wargo
    - ii. Vice-President
    - iii. Secretary
    - iv. Board Member – Karen Jackson
    - v. Board Member – Donna Golemon
    - vi. Board Member
    - vii. Board Member

Nominations closed.

- VIII. Brags –
- Linda Wargo** – Happy finished his excellent containers title at the Sacramento Beagle Club
- Roxann Gracia** – Tanner earned the following titles - NACSW ORT, AKC Advanced Buried Title, Advanced Overall Title, Novice Exterior Elite with a 1<sup>st</sup> place, two 3<sup>rd</sup> places and three 4<sup>th</sup> places,
- Sue Osborn** – Morgan, at Lake Drake show in Vallejo on Friday took winners, on Sunday was Best of Winners, Best of Breed (over 6 specials) and Best of Breed Owner Handler, for her second major,
- Donna Golemon** – Tarp earned his NACSW NW1 title,
- Dena Parish** – Tzoey completed their Novice Rally title,

**CONGRALATIONS TO ALL!**

- IX. Meeting Adjourned at: 7:02 pm

Respectfully Submitted,

*Donna Golemon*

Attachment – August Profit/Loss Statement

**STATEMENT OF PROFIT AND LOSS**

From 08/01/23 to 08/31/23

Year to Date As of 08/31/23

**Sales or Income**

CLASS FEES	\$ 10,250.00	92.8%	\$ 63,081.00	90.2%
DUES	0.00	0.0%	1,832.00	2.6%
MISC INCOME	0.00	0.0%	1,040.00	1.5%
BUILDING/EQUIPMENT RENTAL	797.00	7.2%	3,607.00	5.2%
INTEREST INCOME	0.00	0.0%	354.05	0.5%

Total Sales or Income	<u>11,047.00</u>	100.0%	<u>69,914.05</u>	100.0%
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**Cost of Sales**

VOUCHERS & DISCOUNTS	1,190.00	10.8%	5,745.00	8.2%
VOUCHERS & DISCOUNTS	0.00	0.0%	295.00	0.4%
CONFIDENCE BLDG				
CONFIDENCE BUILDING/ VOUCHER & DISCOUNTS	0.00	0.0%	80.00	0.1%
DISCOUNTS & VOUCHERS/COMMUNITY WALKS	30.00	0.3%	30.00	0.0%
VOUCHERS & DISCOUNTS / STRENGTHING BASICS	70.00	0.6%	70.00	0.1%

Total Cost of Sales	<u>1,290.00</u>	11.7%	<u>6,220.00</u>	8.9%
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<b>GROSS PROFIT</b>	<b>9,757.00</b>	<b>88.3%</b>	<b>63,694.05</b>	<b>91.1%</b>
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**Operating Expense**

TRAINER FEES	1,224.00	11.1%	15,428.00	22.1%
STUDENT EQUIPMENT	-117.00	-1.1%	-536.50	-0.8%
GRADUATION TOYS	0.00	0.0%	754.74	1.1%
TREATS	0.00	0.0%	55.98	0.1%
EDUCATION	0.00	0.0%	528.85	0.8%
SUPPLIES & MINOR EQUIP.	0.00	0.0%	138.96	0.2%
BOB & DUFF PEST CONTROL	155.00	1.4%	435.00	0.6%
LEGAL/ACCOUNTING/FEES	0.00	0.0%	200.00	0.3%
NAPA COUNTY BUSINESS PROPERTY TAX	0.00	0.0%	61.33	0.1%
OFFICE EXPENSE	0.00	0.0%	232.71	0.3%
PRINTING & COPYING	91.15	0.8%	672.71	1.0%
CLUB AWARDS	0.00	0.0%	1,084.39	1.6%
HOSPITALITY	0.00	0.0%	117.31	0.2%
DUES/CONTRIBUTIONS	0.00	0.0%	-140.00	-0.2%
BUILDING	5,286.71	47.9%	40,849.37	58.4%
INSURANCE & LANDLORD TAX	1,206.00	10.9%	2,705.67	3.9%

Total Operating Expense	<u>7,845.86</u>	71.0%	<u>62,588.52</u>	89.5%
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<b>NET INCOME OR &lt;LOSS&gt;</b>	<b>\$ 1,911.14</b>	<b>17.3%</b>	<b>\$ 1,105.53</b>	<b>1.6%</b>
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Napa Valley Dog Training Club – October 24, 2023, Board Minutes



Mary Ash  Carol Coawette  Donna Golemon  Lori Jackson   
Karen Jackson  David LeCount  (David by phone) Sue Osborn

I. CALL TO ORDER at: 4:30 pm

II. Call for additions or changes to agenda – AKC Info, New Business

III. TREASURER'S REPORT—Lori Jackson

- A. Checking: \$17,473.41
- B. Savings: \$22,366.62
- C. CD: \$20,492.80
- D. September P&L – has not been received.

IV. MINUTES—Donna Golemon

Approval of October 3, 2023, Board Meeting Minutes - no changes, **approved 7y/0n/0a**

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS—Carol Coawette/Lori Jackson

2024 Membership Applications – Form is completed and will out with the next newsletter.

Bobbie Honsvick it was brought up to make Bobbie a lifetime member. This is done by a case by case. Approved, as of January 2024, Bobbie will be a lifetime member. 7Y/0n/0a. Donna to work on write up for presentation at general meeting. Sue will review.

Lori **approved, 7y/0n/0a** to print 100 pages of yellow vouchers.

B. OFFICE—Mary Ash – This session has been a zoo. Payments are still coming in. Carol and Roxanne have both been putting in extra hours to help with all the phone call, etc. Request for an additional \$40.00 in vouchers to both for the extra time they have put in. **Approved 7y/0n/0a.**

C. TRAINING—David LeCount

1. Reminder: Training Meeting changed to Oct. 26<sup>th</sup> at 5:15 pm - Set Sessions 1 & 2, 2024

2. Cancelled Session 7 Classes – Delightful Distractions Wednesday's at 2:30 cancelled only 2 people signed up.

3. Judy Gamet Contract

- I agree to the 50/50 split on general classes, and 40/60 split on private lessons.

Please keep my times of 3:00 - 9:00 locked in on Tuesdays.

The pricing of classes will need to be changed in the contract:

\$150 for 6 week courses

\$130 for 5 week courses

Drop ins are \$30 each

\$10 member discount continues on 5 or 6 week sessions. Does not apply to drop ins. \$30 vouchers accepted for 5- or 6-week sessions only.

This is my best strategy to help DCD cover the additional 10% that the club is asking, while also increasing the club income with less vouchers. At this time, the voucher discount is split 50/50 with DCD. That will continue.

Motion to **approve Judy's contract with above changes, 7y/0n/0a.** Sue will update contract and send to David.

D. PUBLICITY – Nothing reported.

E. BUILDING—Karen Jackson – This Friday building is being sprayed. Cleaning, next year we will continue to do every other week cleaning starting on January 5<sup>th</sup>.

F. NEWSLETTER/WEBSITE—Sue Osborn

1. November/December newsletter to be published 11/3/23

#### VI. OLD BUSINESS

1. Pricing for replacement floor level ladder—Donna Golemon

Discussion about cost of ladders and sizes of ladders. Based on research we will be getting 2 ladders, one for small dogs, and one for medium/large dogs. Scott Albini has volunteered to make. Mary will give him the specs for the ladders, and a cost of \$170.00 for both ladders (cost of one if were to purchase). Motion approved for the above with an addition note if cost is between \$170 and \$200, Mary can authorize. **Approved 7y/0n/0a**

2. AB5 Implementation Details – There is still work to be done. Effective 1/24 trainers to be given a W9 complete. Sue will print them for trainers to sign. Time sheets can be an individual item, they need to be turned into Lori, the treasurer by the Wednesday after the last day of the session. If late, that check will not be processed until the next month. Lori will let Linda Luchsinger know the amount of payment before withholdings. Linda has 3 days to process. When ready Sue will pick up, sign, and mail to the trainers. If Sue unavailable, someone who can sign on the checking account will pick up, etc.

3. Changes to Guidelines & Procedures/Bylaws – review of the document Sue drafted. Changes to be made. Once changes have been made, this sheet will go into the front of the Guidelines & Procedures which will update them. **Approved 7y/0n/0a**

#### VII. NEW BUSINESS

1. Educational Stipend – Lea submitted paper for reimbursement of \$89.00 for a class on adolescent dogs. **Approved 7y/0n/0a**. Discussion held regarding stipends, will continue.

2. Revise Class Fees & Drop-in document – document needs to be updated due to raise in class costs. Some of the changes 5-week class cost of \$125.00, 4-week class cost of \$100.00, etc. Discussion held, changes to be made by Sue, **Approved 7y/0n/0a**.

3. Class Credit Vouchers – Approval 6y/0n/1a, Mary to receive class credits for \$150.00, two scent work classes that she was unable to attend due to her injury.

VIII. CONFIRM NOVEMBER BOARD MEETING: Tuesday, November 28, 2023, 4:30 PM

IX. MEETING ADJOURNED at 6:35 pm

Respectfully Submitted,

*Donna Golemon*

**NAPA VALLEY DOG TRAINING**  
**CLUB November 13, 2023 at 6:30 PM**



I. CALL TO ORDER at: 6:30 pm

II. Call for additions or changes to agenda – no changes

III. APPROVAL of October 9, 2023, MINUTES—Donna Golemon – correct spelling of Roxana Gracia to Roxann Gracia. Spelling of Congratulations to Congratulations. Remove festivities.

IV. TREASURER'S REPORT—Lori Jackson

A. Business Checking Account: \$18,897.74

B. Business Savings Account: \$22,540.14

C. Certificate of Deposit: \$20,540.14

D. September & October Profit & Loss Statements: Month of September loss of \$424.05, YTD Profit of \$681.48. Have not received the October Finances

V. BOARD, COMMITTEE, & CHAIR REPORTS

A. PRESIDENT—Mary Ash nothing to report.

B. VICE PRESIDENT—Carol Coawette, membership forms for 2024 are ready. New member Damon Bard/Cindy Wong, welcome to the NVDTCC.

C. MEMBERSHIP/VOUCHERS—Carol Coawette/Lori Jackson, nothing to report.

D. OFFICE—Mary Ash, registration for the last session has opened, registration, very slow

E TRAINING—David LeCount, training committee met on October 26<sup>th</sup>.

F. PUBLICITY, nothing to report

G. BUILDING—Karen Jackson, Lori reporting for Karen, building was sprayed and the first aid kits for people and dogs have been updated.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. December Meeting Announcement Deadline: Nov. 22nd

2. 2024 Session Schedule & updated document for Fees, Discounts, Vouchers, and Allowances on website.

I. HOSPITALITY

1. Tonight: Donna Golemon and Mary Ash – Happy Birthday Bobbie!

2. December 11, 2023: Christmas Potluck and Gift Exchange, Debbie Hilton volunteered to host. \$20,00 gift exchange, dinner will be first then a very quick meeting, followed by the gift exchange.

J. SUNSHINE—Debbie Hilton, nothing to report.

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Gerry Glantz Memorial Club Service Award — Lea Ronald passed out nomination forms with a due date of January 15<sup>th</sup>, 2024.
2. Year End Awards — Linda Wargo, Forms went out in the newsletter, due date is January 8<sup>th</sup>, 2024. Need to attend 3 meetings, newsletter stated 1 meeting Sue will be sending out a correction.
3. Lifetime Membership — Donna Golemon, Bobbie Honsvick, is being presented with a lifetime membership. Bobbie has supported the club in many ways over the years. Thank you, Bobbie!

4. Via Email: Building use approval: Paws— 8 to Noon, April 13, 2024

5. Labor Attorney Services regarding AB5: There are questions regarding AB5 and we have found an attorney who specializes in this. The cost is \$450.00 per hour. A motion was made and approved for two hours \$900.00 to get answers to a list of questions. Life blood of the club is teaching classes for the community, very few exemptions. Spend the money, to do it right. How to pay assistants, will be decided down the road but they will have to be paid. One step at a time.

6. Election of 2024 Board of Directors – White ballot, board stands as below:

President: Linda Wargo

Treasurer: Lori Jackson

Members at Large:

1, Donna Golemon

Immediate Past President: Mary Ash

VIII. BRAGS – (it was requested for the brag form to be filled out to get the brag into the minutes:

**Sue Osborn** and Morgan – Morgan is now an AKC Champion earning it at the Santa Rosa Show on October 22<sup>nd</sup>. And Brooklyn earned her first leg in Novice Barn Hunt!

**Lori Jackson** and Cole - earned their AKC Novice Trick Dog Title on November 8<sup>th</sup>.

**Dena Parrish** and Tzoey earned their Rally Intermediate Title

IX. MEETING ADJOURNED at 7:20 pm

Respectfully Submitted,

*Donna Golemon*

Attachment: October Profit/Loss Statement

**STATEMENT OF PROFIT AND LOSS**

From 09/01/23 to 09/30/23

Year to Date As of 09/30/23

**Sales or Income**

CLASS FEES	\$ 6,765.00	91.3%	\$ 69,846.00	90.3%
DUES	105.00	1.4%	1,937.00	2.5%
MISC INCOME	7.00	0.1%	1,047.00	1.4%
BUILDING/EQUIPMENT RENTAL	395.00	5.3%	4,002.00	5.2%
INTEREST INCOME	0.00	0.0%	354.05	0.5%
INTEREST INCOME	140.43	1.9%	140.43	0.2%

Total Sales or Income	7,412.43	100.0%	77,326.48	100.0%
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**Cost of Sales**

VOUCHERS & DISCOUNTS	587.00	7.9%	6,332.00	8.2%
VOUCHERS & DISCOUNTS	0.00	0.0%	295.00	0.4%
CONFIDENCE BLDG				
CONFIDENCE BUILDING/ VOUCHER & DISCOUNTS	20.00	0.3%	100.00	0.1%
DISCOUNTS & VOUCHERS/COMMUNITY WALKS	0.00	0.0%	30.00	0.0%
VOUCHERS & DISCOUNTS / STRENGTHING BASICS	0.00	0.0%	70.00	0.1%

Total Cost of Sales	607.00	8.2%	6,827.00	8.8%
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<b>GROSS PROFIT</b>	<b>6,805.43</b>	<b>91.8%</b>	<b>70,499.48</b>	<b>91.2%</b>
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**Operating Expense**

TRAINER FEES	1,584.00	21.4%	17,012.00	22.0%
STUDENT EQUIPMENT	-15.00	-0.2%	-551.50	-0.7%
GRADUATION TOYS	265.61	3.6%	1,020.35	1.3%
TREATS	0.00	0.0%	55.98	0.1%
EDUCATION	0.00	0.0%	528.85	0.7%
SUPPLIES & MINOR EQUIP.	0.00	0.0%	138.96	0.2%
BOB & DUFF PEST CONTROL	0.00	0.0%	435.00	0.6%
LEGAL/ACCOUNTING/FEES	0.00	0.0%	200.00	0.3%
NAPA COUNTY BUSINESS PROPERTY TAX	0.00	0.0%	61.33	0.1%
OFFICE EXPENSE	24.80	0.3%	257.51	0.3%
PRINTING & COPYING	13.76	0.2%	686.47	0.9%
CLUB AWARDS	0.00	0.0%	1,084.39	1.4%
HOSPITALITY	207.46	2.8%	324.77	0.4%
DUES/CONTRIBUTIONS	0.00	0.0%	-140.00	-0.2%
BUILDING	4,617.85	62.3%	45,467.22	58.8%
INSURANCE & LANDLORD TAX	531.00	7.2%	3,236.67	4.2%

Total Operating Expense	7,229.48	97.5%	69,818.00	90.3%
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<b>NET INCOME OR &lt;LOSS&gt;</b>	<b>\$ -424.05</b>	<b>-5.7%</b>	<b>\$ 681.48</b>	<b>0.9%</b>
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NAPA VALLEY DTC BOARD MEETING  
TUESDAY, NOVEMBER 28, 2023, AT 4:30 PM

approved



Mary Ash ☒ Carol Coawette ☒ Donna Golemon ☒ Lori Jackson ☒  
Karen Jackson ☒ David LeCount ☒ Sue Osborn ☒

Guesses: Linda Wargo and Roxann Gracia

- I. Call to Order at: 4:30 pm
- II. Call for additional or changes to agenda: nothing.
- III. Treasurer Report – Lori Jackson – A. **Checking \$17,694.28** B. **Savings: \$22,366.52** C. CD - **\$20,492.80**
- IV. Minutes – Donna Golemon
  - a. Approval of October 24, 2023, Board Minutes – Correction of last name Scott Pommier. minutes approved **7y/0n/0a**
  - b. Approval of November 10, 2023, Special Board Meeting Minutes – minutes have not been received to approve, Lorie to forward minutes for email approval.
- V. Board, Committee & Chair Reports
  - a. Membership/Vouchers – Carol Coawette/Lori Jackson; nothing to report.
  - b. Office – Mary Ash; total of 6 puppies for 6 classes signed up to date. Going to keep these classes open until 2 weeks before classes start. Will email at that time if decision need to be made regarding the classes.
  - c. Training – David LeCount
    - i. Approval of Jennifer Vaughn as Instructor; recommended by Training committee to become a trainer for puppy, adolescent and GM1. Approved **4y/0n/3a** Comment made apprenticeship should not be done under Sandy, that leaves Carol and Mary. Carol is not willing to mentor her, so only option is to work with Mary in Session 1 on Tuesdays at 10 am in a GM1 class. David will update instructor list.
    - ii. Session 1, Instructor Status; Marilane has stated that she is not available to train in session 1, Carol has stepped up to do the Wednesday evening classes.
    - iii. Complaint RE: Instructor Letter received last week regarding an incident that occurred on April 26, 2023. Letter was delayed getting to us by the post office. At the same time several notices were received from Comcast. Letter was reviewed and discussed. Mary and David to meet with instructor and will receive a verbal reprimand.
  - d. Publicity – no report
  - e. Building – Karen Jackson; letter received by another company that does cleaning, Karen will contact and meet with them to see what they would charge us.
  - f. Newsletter/Website – Sue Osborn
    - i. Deadline for January/February Newsletter is December 22, 2023
- VI. Old Business
  - a. Floor Level Ladder Purchase – update; Scott Pommier made two ladders and donated them to us. They are already being used in class. Thank you note to be sent by Donna. Also thank you notes to Don Neiman for the donations of two chairs for purchase and the money donated to the club. And Judy and Bruce Phillips for the donation of a very nice crate.
  - b. Guidelines & Procedures Changes – See attached for latest version. Item on hold.
  - c. Educational Stipend; item on hold.

Attachment 1 – Laps request for building usage

- d. AB5 – David, Sue, Lori attended the whole phone call, Carol participated in a portion of the call. Previously a meeting was held by board members to discuss the lawyer’s comments. At the meeting nothing was voted on just an information sharing meeting. For an instructor to train with us they need to sign the following forms: I9, W4 and a DE4. If an instructor is unwilling to sign the forms by January 1, 2024, they will no longer be trainers and their name will be removed from the instructor list. Vange sent a letter asking for a meeting on December 9<sup>th</sup>, but too many board members already had plans for that time, also building was already in use. An alternate date was sent to Vange of December 14<sup>th</sup> at 5:30 pm. This meeting will be to answer previous questions that were asked and to go over decisions the board has voted on. Mary to email Vange with date.

VII. New Business

- a. Via email
  - i. Approval of Paws for Healing for use of the building on 4/13/24, 8 to 12:00 (**7y/0n/0a**)
  - ii. Approval of contract termination letter (**5y/0N/2a**)
- b. Kiwanis Club Request for Class Gift Certificate; approved **7y/0n/0a**, Mary will prepare and give to Lea.
- c. Judy Gamet Classes; Judy is offering a class in Virtual Rally for AKC. There is some feeling that it is a conflict with our Rally classes. Judy’s contract states that classes must be approved by the board. Class cannot happen then next session. David and Donna to meet with her.
- d. Criteria for receiving 2023 year-end awards. For 2023, anyone who has earned a title, must have attended 3 meeting this year. No other criteria. Vote **7y/0n/0a**.
- e. Laps request for building use- see attached for dates. Laps approved for the dates in February, March, April, and July. The other dates cannot be approved until classes during those dates are set.
- f. Meeting of the Mind: 2023 Board and 2024 Board
- g. JMD Dog Sports, use of building on March 24, 2024, all day; no time for discussion.
- h. Karen Jackson willing to be on the Board in 2024 as a board position. Vote: **5y/0n/2a**. Carol Coawette is also willing to be on the board in 2024 as Vice-President. Vote **6y/0n/1a**.
- i. Vouchers, according to the attorney, we can no longer issue vouchers and should not allow them to be used. Discussion held on this issue. Those vouchers were issued in good faith, motion made for the vouchers to be good for uses until December 31, 2024, vote **4y/3n/0a**. This does not include vouchers given for attending meetings. These will continue to be good and in the future \$10.00 coupons will be given out for general meeting attended, vote **7y/0n/0a**. Sue will design new coupon.

VIII. Confirm January Board Meeting: Tuesday January 23, 2024, 4:30 pm

Respectfully Submitted,

*Donna Golemon*

Attachments:

- 1) LAPS/Caring Canines 2024 Building Rental Request

Attachment 1 – Laps request for building usage

Napa Valley Dog Training Club  
Mary Ash, President  
Donna Goleman, Secretary  
Carol Coawette, Building Coordinator  
Linda Wargo, Incoming President

I am writing on behalf of Loving Animals Providing Smiles (LAPS) to request non-profit use of the building for our Spring and Fall Training Classes in 2024 and our public education event Caring Canines on the following dates:

Spring 2024 - Saturdays  
Feb 17 - 1/2 day morning  
Feb 24 - 1/2 day morning  
Mar 2 - 1/2 day morning  
Mar 9 - 1/2 day morning  
Mar 16 - 1/2 day afternoon  
Mar 23 - 1/2 day morning  
Apr 6 - Full day  
Apr 13 - 1/2 day afternoon

July 20 - Full Day - Saturday - "Caring Canines"

Fall 2024 - Saturdays  
Sep 7 - 1/2 day morning  
Sep 14 - 1/2 day morning  
Sep 21 - 1/2 day morning  
Oct 5 - 1/2 day morning  
Oct 12 - 1/2 day afternoon  
Oct 19 - 1/2 day morning  
Oct 26 - Full day  
Nov 2 - 1/2 day morning

We appreciate your prompt attention to this request so that we can publish the Spring Class dates, as well as plan for the July 20 event and our Fall Class.

Please advise when we may expect a decision on our requested dates so we can move forward with our 2024 planning.

If there is any question, please feel free to email me or call me at 707-738-7593.

For Loving Animals Providing Smiles,  
Gwenn McKenzie, Secretary & Treasurer

## Napa Valley Dog Training Club – December 11, 2023, General Meeting Minutes



- I. Call to Order at 7:15 pm
- II. Call for additions or changes to agenda. – no additions or changes
- III. Approval of November 13, 2023, General Minutes – minutes approved as is.
- IV. Treasurer's Report – Lori Jackson
  - a. Business Checking Account \$15,082.45
  - b. Business Savings Account \$20,596.79
  - c. Certificate of Deposit \$22,336.89, has expired, Lori to set up again, for a duration that is getting the highest rate.
  - d. Current Profit and Loss Statement: for the month not received yet, Information just given to Linda.
- V. Board, Committee and Chair Reports
  - a. Mary Ash -President,
    - i. New Board Members – Linda Wargo, President, Karen Jackson, and Carol Coawette were nominated to the board at the last board meeting. New board member Roxann Gracia was nominated and accepted a position on the board, so she will be a member at large.
    - ii. Year End Awards Requirements – you needed to attend 3 general meetings to receive a plaque.
    - iii. Thank you to Scott Pommier, Don Niemann, Judy & Bruce Phillips for donations to club.
  - b. Vice-President Carol Coawette – nothing to report at this time.
  - c. Membership/Vouchers, Lori Jackson – 2024 Membership Renewal Reminder, membership renewal is by February
  - d. Office, Mary Ash – Registration is now closed, except for puppy. The puppy classes will remain open until 2 weeks before classes start. If necessary, at that time it will be decided if the classes will be held, if low in numbers.
  - e. Training, David LeCount – we have a new provisional instructor Jennifer Vaughn has been approved to teach puppy, adolescent and GM1 after her provisional is complete.
  - f. Publicity –
    - i. Approval of Kiwanis Club Class Gift Certificate
    - ii. Submittal of Napa Valley Register Press Release – suggestion made to also submit to the Press Democrat.
  - g. Building – no repairs needed at this time, taping of the mats is on-going.
  - h. Newsletter/Website, Sue Osborn
    - i. January/February Newsletter Deadline: December 22<sup>nd</sup>
  - i. Hospitality
    - i. Tonight, Christmas Party Potluck/Gift Exchange – Hosted by Debbie Hilton and Dena Parrish
    - ii. January 8, 2024, hospitality will be done by Roxann, Chris, and Linda
  - j. Sunshine – Nothing to report.
- VI. Old Business
  - a. Gerry Glantz Memorial Club Service Award – Lea Ronald, not present, but it was stated that the nominations are due by January 15.
  - b. Year End Awards – Linda Wargo, award information is due by January 8<sup>th</sup>.

- VII. New Business,
  - a. LAPS approved use of building for 2/17, 2/24, 3/2, 3/9, 3/16, 3/23, 4/6, 4/13 and 7/20 in 2024
  - b. Via email: JMD Dog Sports approved use of building for March 24, 2024
- VIII. Brags,
  - a. Title, Sue, and Brooklyn Novice Barn, with a first and second place
  - b. Title, Sue and Morgan earned their CGC
  - c. Title, Linda, and Happy scent work NSCSW NW1
  - d. Title, Donna, and Trap AKC Scent Work Advanced Interiors
  - e. Title, Mary, and Cort AKC Scent Work Advanced Interior, Exterior and Containers
  - f. Title, Anne, and Fig AKC Scent Work Three Advanced titles and a HIGH IN TRIAL
  - g. Title, Anne, and Gershwin AKC Rally Novice
  - h. Title, David and four of his dogs earned their CGC, was also at an AKC Conformation show and he was awarded a Sporting Group 3
  - i. Title, Carol, and Louie AKC Scent Work Novice interior, exterior, containers and buried giving him, his Novice Overall Title, also received High in Trial, Combined (This included Handler Discrimination)

Meeting Adjourned at 7:45 pm

Respectfully Submitted,

*Donna Golemon*, Secretary