

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED
JANUARY 2, 2024

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ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson. Board Members at Large: Donna Goleman (By Phone), Roxann Gracia, Karen Jackson. Past President: Mary Ash Club Members(Non-voting): Debbie Hilton and Dena Parrish

I. CALL TO ORDER: 5:23 PM

II. ADDITIONS OR CHANGES TO AGENDA: "ByLaws" added to Old Business (1a), Training Additions: Request for Seminar Reimbursement under Training, Retail Equipment Expenditures, Certificates and other.

III. TREASURER'S REPORT - Lori Jackson

A. Checking: \$23,164.77

B. Savings: \$22,367.08

C. \$20,659.77

D. P&L INFO: Profit YTD SEPTEMBER: \$681.48 Profit YTD OCTOBER: \$2,459.78

NOVEMBER: Not available. (Linda Wargo to F/U with Bookkeeper)

There were Two bounced checks received for total loss of: \$155. (Linda Wargo to F/U with individual .)

IV. MINUTES - Donna Golemon

A. Minutes from November Board meeting were not available to all Board Members and corrections were voiced. Linda W. will send notes to Donna. Review and approval of November minutes will be at the next Board meeting. Corrections will be noted then as well.

B. An Informational meeting was held with instructors in December for purposes of further explaining AB5.

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS - Carol

It was reported that 19 people have renewed or paid membership at this time. A review of Board decisions from last month was held, including.....

-Coupons will be given for attending General Meetings (\$10) and Board Members (\$150)

-Vouchers are going away. Current Vouchers expire December 31, 2024. (Note: Can be used for Session 1 classes in 2025 provided they are paid/used by December 31st.)

-Discussion was held regarding exchanging or honoring old vouchers for meeting attendance or Board participation. Vouchers will continue to be honored for Board participation or meeting attendance.

-Linda W. will ask Sue to place a reminder in the Newsletter regarding, Membership Dues are past due.

B. OFFICE - Mary

Two classes were cancelled as they did not have the required minimum signups. Remaining participants were consolidated into one class. Remainder of office duties are up to date.

C. TRAINING - Donna

- Scent work Classes will be delayed a week.
- Additional Training meeting is desired between Session 1 and Session 2.
- Seminar Reimbursement for \$50 to Carol was approved. (6Y,0N,1A)
- Retail expenditures, (leashes, collars, bait bags), and graduation certificates to be ordered as needed. Toy inventory to be kept to a 3 month inventory until financial analysis complete. (These are for Puppy and ADO only as previously approved.) Carol to order. Approved. (7Y,0N,0A)

D. PUBLICITY

- Marilane Bergfelt has been posting on Facebook. She has requested that members send pictures to her this month on training awards.
- Napa West Pet Hospital Manager requested brochures for both sites. Roxann delivered. Mary to locate additional brochures in the office.

E. BUILDING - Karen

- Building is leaking again and Ross is looking to where this is happening and will place a third layer in the roof area.
- Karen finished taping the floors. Looks great! Thank you Karen!

F. NEWSLETTER/WEBSITE

- Deadline for submitting items is February 22nd for the March-April Newsletter

VI. OLD BUSINESS

A. GUIDELINES & PROCEDURES/BYLAWS - Tabled from Last Board Meeting

1. 2023 Changes and Additions to NVDTC Guidelines and Procedures Version 12 was given to members from Sue Osborn. It was indicated that these were all previously approved. Linda to review the updates with other policies and send to Sue. If Linda cannot do this, then Donna will help.

2. UPDATE FINANCIALS DUE TO NEW PRICING FOR CLASSES - 2024 Board to review as a priority project.

3. EDUCATIONAL STIPEND - to be reviewed.

4. OTHER - None

B. UPDATE TO AB5 IMPLEMENTATION - Mary

1. INSTRUCTOR STATUS - Five instructors have signed up to teach. Paperwork was given to everyone in person on December 14th and was due in by December 31st. In addition, one Assistant has signed forms, and one Assistant wants to be a volunteer only. To Date the Instructors of the NVDTTC are: Donna Golemon, Mary Ash, Carol Coawette, Sandy Bonifield, Vange Leonis. The assistants are: Dena Parrish, Donna Albin (Volunteer) Cheryl Meyer.

2. OTHER POTENTIAL ACTIONS TO BE ADDRESSED

- a. Vouchers to Coupons - See (V. A.) Above
- b. Employment Contracts/handbook - Sue is working on this. Lea had some ideas. A Handbook is not required per legal.
- c. Required Education and Signage - Harassment/Cal OSHA/ Payroll Employment Notices. - Roxann to research costs and choices.
- d. Assistants of The NVDTTC Assistants are: Dena Parrish (on payroll), Donna Albin (Volunteer), and Cheryl Meyer (on payroll).
- e. Other - David's figures regarding Workman's Comp costs were submitted to some members prior to the meeting. These are to be reviewed as part of the financial analysis. Second set of Questions submitted to be reviewed. E.I.N. number was obtained by David LeCount.

VII. NEW BUSINESS (It was suggested that items tabled from New Business be placed first on next month's list, although no motion was made, or vote held.)

A. OBEDIENCE/FUN MATCH - Debbie Hilton volunteered to chair a March "Luck of the Irish" relay race. She would need to have the building all day on March 11th. Approved (7Y,0N,0A)

B. UPDATE CRITERIA YEAR END AWARDS - Roxann to draft

C. YEARLY FINANCIAL AUDIT - Mary to chair and obtain additional support. Linda to request participation at the next General Meeting. This is not limited to Board Members.

D. MAY MADNESS - Karen to chair the event and close the Building on May 11,12,13. Approved (7Y,0N,0A)

E. MEMBERSHIP PACKET UPDATES - tabled

F. FINANCIAL ANALYSIS OF CLASS COSTS VS REVENUES - to be assigned

G. REVIEW OF RULES FOR ABSTENTION - tabled

H. BOARD MEETING DATES - Next meeting Jan. 23rd at 4:30.

I. KEY CONTROL - Tabled

J. ISSUES WITH NO SECRETARY (Roxann took minutes tonight, but Linda may need an Ai program purchased if no one steps up to do the minutes.) She may also rotate the responsibility amongst Board members.

K. AKC DELEGATE - AKC Delegate is registered with AKC as contact person and reports to Local Board/General of quarterly National AKC meetings. Donna to continue until Secretary selected.

L. CALIFORNIA STATE OF INTEREST FORM - Donna to continue for now.

M. REVIEW OF BOARD MEMBERS' RESPONSIBILITIES/ASSIGNMENTS - tabled

N. SCHEDULING OF BUILDING RENTAL USE - Sue will do this scheduling.
Approved (7Y,0N,0A)

BOARD WENT TO CLOSED SESSION TO REVIEW CONFIDENTIAL ISSUES.
General Members were excused.

BOARD RECONVENED:

Established Goals /Projects for 2024

-Review Gerry Glantz Award - Continued Use and criteria

-AB5

-Yearly Financial Audit - Mary to chair. Earliest it can be done is February
pending financials.

-Financial Analysis of Class Costs vs Revenues - Feb. Start. Linda W. and
Roxann

-Update Year End Awards Criteria - Roxann to Draft (High Priority to get info to
Membership)

-Obedience/Rally Fun Matches - Karen and Debbie for Club in March and May.

Can we Piggyback with Mt. Diablo others? - Not assigned

-Yearly Cleanup - Schedule in warm weather

-Membership Packet update

-Update By-Laws

-Review Educational Stipend

-Employee Handbook (Part of AB5)

TOP THREE IN PRIORITY TO START:

AB5 ISSUES

UPDATE YEAR END AWARD CRITERIA

REVIEW EDUCATION STIPEND

MEETING ADJOURNED: 8:16 PM

ATTACHMENTS:

2023 Changes and Additions to NVDTTC GUIDELINES AND PROCEDURES VERSION
12

Minutes Submitted by:

Roxann Gracia

**2023 Changes and Additions to
NVDTTC Guidelines and Procedures Version 12**

- 1) **Section VI-A Revised Text:** Cost of a six-week session is \$150.00.
- 2) **Section VI-C Revised Text:** Drop-ins are only allowed in advanced classes, with the instructor's discretion and for a fee of \$30.00 per class. Vouchers are accepted for drop-in classes."
- 3) **Section VI-D1 Revised Text:** \$125 for five-week session.
- 4) **Section VI-D2 Revised Text:** \$100 for four-week session.
- 5) **Section VI-D3 Revised Text:** \$75 for three-week session.
- 6) **Section X Revised Text:**

X. TRAINING REFERRALS

A listing of outside training referrals is not maintained or endorsed by Napa Valley Dog Training Club. If an instructor makes a referral to a student or an outside party, he/she is to inform them the referral is their own opinion and not the club's.

- 7) **Section X-D Revised Text:** "Drop-ins' are at the instructor's discretion for a fee of \$30.00 per class. Vouchers are accepted for drop-in classes.
- 8) **Section XXIII-B2e Revised Text:** "Ensures Membership Packages are updated, maintained and that each new member receives one. Membership packet to include links to current NVDTTC's Guidelines & Procedures and NVDTTC's Bylaws."
- 9) **Section XXIII-D2a2 Revised Text:** "Provide or facilitate providing an unapproved copy in person, by mail or email to all board members. At the next board meeting, printed or emailed minutes to be presented to board for approval at which time corrections can be made. Minutes as approved to be posted online."
- 10) **Section XIV-C: Revised Text:**
 1. NVDTTC Classes at \$150 / Session
 - a. 1 week: \$125
 - b. 2 week: \$100
 - c. 3 week: \$75
 - d. 4 week: \$50
 - e. 5 week: No Refund

The following verbiage deleted from XIV-C:

 2. Specialty Classes at \$135 / Session
 - a. 1 week: \$115
 - b. 2 week: \$90
 - c. 3 week: \$70
 - d. 4 week: \$50
 - e. 5 week: No Refund

- 11) **Section XXVIII-P Added Text:** "Instructors cannot combine unlike classes. Like classes such as GM1 & GM2 can be combined."
- 12) **Section XXVIII-Q Added Text:** "Club instructors are not allowed to be a student in a NVDTTC class they are instructing."
- 13) **Section XXVIII-R Added Text:** "An instructor is to be removed from active status when he/she has not taught any NVDTTC sessions for two years." An assistant is to be removed from active status when he/she has not assisted any NVDTTC sessions for two years."
- 14) **Section XXX -F Added Text:** "Pay raises other than what is shown above are subject to review and approval by the Board."
- 15) **Section XXIII - D7 Added Text:** "Include names of all attendees at both general and board meetings either as part of minutes or as an attached list."

NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES
January 8 2024 at 6:30 PM at NVDTC Clubhouse

I. CALL TO ORDER at 6:29 pm

- A. Before continuing Ms. Wargo notified attendees that because of a lack of a secretary, she was using Zoom to record the session, and asked that individuals identify themselves before speaking.

II. Call for additions or changes to agenda - none

III. APPROVAL of December 11, 2023 MINUTES—Linda Wargo

- A. Debbie Hilton provided grammatical corrections
B. Minutes approved with corrections noted.

IV. TREASURER'S REPORT—Lori Jackson

- A. Business Checking Account: \$17,945.36
B. Business Savings Account: \$23,367.08
C. Certificate of Deposit: \$20,659.77
D. September & October Profit & Loss Statements:
Month of September \$424.05 - YTD September \$681.48
Month of October \$1778.3 -; YTD October \$2,459.78
E. Ms. Jackson also reported she renewed the CD

V. BOARD, COMMITTEE, & CHAIR REPORTS

A. PRESIDENT—Linda Wargo

- Mission and Code of Conduct Review conducted by Ms. Wargo
- AB5 Status
 - Five instructors signed the new IRS paperwork,
 - One assistant has signed on, one is ready to sign the paperwork and one assistant (Donna Albini) wants to volunteer their time
 - Received quote for workman's compensation Insurance
 - Linda Luchsinger cannot apply for our EDD# until we get closer to first payroll in February.
 - Sue Osborn has created a first draft employment Agreement using Lea Ronald's input.
 - Vouchers and coupons will be covered in Membership/Vouchers
 - Ms. Wargo reported that there is lots more to do: Working on Employee handbook, (Roxann Gracia to head up) Required training, required signage etc. Hoping to get general membership involved on subcommittees to help out with some of these things.
- Board Goals for 2024
 - Ms. Wargo reported the board brainstormed potential goals and projects for 2024. Some which folks just took responsibility for are noted in new business.

- The board agreed our top three based on immediacy were AB5, Update year end awards criteria and review educational stipend for potential changes
- Roxann Gracia is heading up updating year ends awards criteria.
- Updates to Guidelines and Procedures available
 - It was pointed out that the 2023 board had tabled approval of the guidelines and procedures thought to be approved. This was referred as an agenda item for the next board meeting.
 - Ms. Wargo noted that to save money, additional changes will be provided in addendums until we have drawn down the inventory of printed guidelines and procedures.

B. VICE PRESIDENT—Carol Coawette

- Ms. Coawette reported that to date 20 people had renewed or signed up as member for 2024. It was mentioned that there were four more memberships waiting posting.

C. MEMBERSHIP/VOUCHERS—Carol Coawette/Lori Jackson

- Per Ms. Lori Jackson, all vouchers expire at the end of 2024 **except** general meeting attendance vouchers and board membership vouchers..
- Ms. Jackson also noted that, starting tonight, coupons will be given for monthly general meeting attendance and board membership.

D. OFFICE—Mary Ash

- Ms Ash reported that classes start tomorrow.
- She also reported that, due to lack of signups, the two morning puppy classes were combined into the 6:00 pm Puppy class.

E TRAINING—Donna Golemon

- Ms. Wargo reported for Ms. Golemon that there will be a trainers' meeting between sessions 1 & 2, and that Ms. Golemon encouraged anyone who had ideas for special classes to contact her.

F. PUBLICITY

- Ms Wargo thanked Ms. Bergfelt for making Facebook posts
- Ms, Wargo thanked Ms. Gracia for refilling placards at some local vet offices.

G. BUILDING—Karen Jackson

- Ms. Jackson Reported water leak over storage center is being taking care of by complex management and that she finished taping the mats on the training floor.

H. NEWSLETTER/WEBSITE—Sue Osborn

- Ms. Osborn reported that the deadline for items for the February meeting announcement is January 22nd. And that the deadline for the March-April Newsletter is February 22nd.

I. HOSPITALITY

- Tonight: Linda Wargo, Roxann Gracia and Chris Mayer
- February 12, 2024: Marilane Bergfelt and Sandy Bonifeld

J. SUNSHINE—Debbie Hilton

- Ms. Hilton had nothing to report.

VI. OLD BUSINESS

1. Gerry Glantz Memorial Club Service Award — Lea Ronald
 - Ms. Ronald reported that award submissions are due January 15th and that people were allowed to submit more than one person for consideration.
2. Year End Awards — Linda Wargo
 - Ms Wargo reported the year end award submission are due today, and that if you owe her a picture of your dog to please email it to her as soon as possible.

VII. NEW BUSINESS

1. **Year End Banquet** – Sue Osborn has volunteered to chair.
2. **May Madness – May 13 2024**
 - Ms. Karen Jackson has volunteered to chair this event
 - Club to be closed May 11-13 for preparations.
3. **Luck of the Irish – March 11, 2024 – Debbie Hilton**
 - Ms. Hilton has volunteered to chair this event.
4. **Yearly Financial Audit – Linda**
 - Ms. Ash described how the audit is conducted, and Ms. Wargo noted that Kim Leslie had volunteered. And that Ms. Leonis was interested as well. Debbie Hilton also volunteered. Ms. Ash and Ms. Osborn to select someone.
5. **Other New Business**
 - Ms. Coawette reported that Ms. Osborn will be taking over requests by outside organizations to schedule use of the club.

VIII. BRAGS

- Ms. Coawette reported that her poodle, Louie, completed his overall AKC Scent Work Novice title and also earned a second place in an advanced buried search.
- Ms. Bonifield reported that she had a healthy litter of miniature schnauzer puppies
- Ms. Ash reported that another healthy litter of puppies bred by her friend, Richard.
- Ms. Gracia reported her portuguese podengo, Tanner, finished his first two AKC Excellent scent work titles

CONGRATULATIONS EVERYONE!

IX. MEETING ADJOURNED at 7:21 pm

Respectfully Submitted.

Linda Wargo, President

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING – APPROVED
JANUARY 23, 2024
Page 1 of 3

ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson. Board Members at Large: Donna Goleman, Roxann Gracia, Karen Jackson. Past President: Mary Ash

I. CALL TO ORDER at 4:34 PM

II. Call for additions or changes to agenda - Mover old minutes November 7th and November 28th to under MINUTES. Add Member Packet Updates as #4 and 2024 Audit as #5 under OLD BUSINESS.

III. TREASURER'S REPORT - Lori Jackson

- A. Checking = \$17,404.78
- B. Savings = \$23,367.08
- C. CD = 20,659.77
- D. November Month Loss = (\$1,544.69)
YTD November Profit = \$915.09
- E. It was noted that December financials were emailed at 3:49 PM on Jan. 23rd.
- F. Receipts and hard copy packets are still needed in the NVDTTC Office.
- G. December Profit = \$139.37
YTD December Profit = \$1054.46
Note: Remainder of financials were not reviewed.

IV. MINUTES

- A. NOVEMBER 7, 2023 - Special Board Meeting was held. Lori and Mary to submit minutes. Item tabled pending minutes.
- B. NOVEMBER 28, 2023 - Changes made to minutes under item V. c. TRAINING will read...
 - i. Approval of Jennifer Vaughn as instructor; recommended by Training Committee to become a trainer for puppy, adolescent and GM1. Provisional instruction will be under Mary Ash in Session 1 on Tuesdays at 10 am in a GM1 class. David will update instructor list.
Minutes approved with above change. (5Y, 0N, 2A)
- C. JANUARY 2, 2024
Changes: IV. Part B to read: An Informational meeting was held with instructors in December for purposes of further explaining AB5.
Omit under A. Membership/Vouchers....."These can be exchanged for coupons if not used by December 31, 2024"
Minutes approved with above changes: (7Y, 0N, 0A)

V. BOARD, COMMITTEE AND CHAIR REPORTS

- A. MEMBERSHIP/VOUCHERS - Karen/Carol
There are approximately 30 member renewals received. AKC requires membership list. Carol to send to AKC. Membership packets have been updated per Lori. Need to send Officer Names to AKC. Donna stated AKC needs tax info and has requirements requested. Linda Wargo to request from bookkeeper. Financials and tax records need to be filed in the NVDTTC office. It was decided that 7 years retention was sufficient.
- B. OFFICE - Mary
Sign ups for next session classes are sparse. It was decided to cancel 9am Puppy and 12 Noon ADO with the option to add a class if future signups warranted. The Training Chair to facilitate.
- C. TRAINING - Donna

There is a Training Committee Meeting February 21st at 12:30pm. Information will be sent out before the meeting. One item to be reviewed is changes in curriculum.

Donna is willing to do training for Fit Dog at \$50/class. She will pay for the classes if Board will support future Fit Dog activities. Motion to support potential Fit Dog activities approved. (7Y, 0N, 0A)

A former instructor has indicated interest in becoming an instructor again. The process was agreed that an application is required and sent to the BOD for review. The stipulation was agreed that the employee would have 1 month to sign the agreement after the Employee Agreement is available.

A former instructor is waiting for the Employee Agreement.

Employee Agreement - Donna to chair subcommittee. Roxann, Mary, Carol volunteered as well.

D. PUBLICITY - Roxann reported we are out of brochures. Mary will review and order from MinuteMan.

E. BUILDING - Karen
Linda Wargo requested a copy of the contract for cleaning. Karen to make available.

F. NEWSLETTER/WEBSITE
Deadline for submitting items is February 22nd for March-April Newsletter.

VI. OLD BUSINESS

A. GUIDELINES & PROCEDURES CHANGES

1. Guideline and Procedures Revision 12 were changed and accepted. (See attachment) (7A, 0N,0A)
2. Update Financials due to new pricing for classes - working on
3. Educational Stipend - Work on as part of Employee Agreement

B. UPDATE ON AB5 IMPLEMENTATION

1. Instructor Status - Same as Jan. 2, 2024.
2. Vouchers to Coupons - See previous minutes
3. Employment contracts/handbook - Donna to chair subcommittee with Carol, Mary and Roxann.
4. Required education and Signage...Roxann to send link to Karen to purchase poster. (7Y, 0N, 0A)
5. Assistants - Same Employee Agreement will be used for Instructors and Assistants, only with different \$\$.
6. Workers Comp Payment - Never paid. When the General approved AB5 it was assumed all associated costs were approved. Need to pay \$889.73. (7A, 0N, 0A)

C. BOARD GOALS AND PROJECTS FOR 2024

1. Gerry Glantz Service Award
Needs review. Roxann to write a proposal.
2. Update Year End Award Criteria
Discussion was held and changes made and approved. (See attached) (7Y,0N,0A)
One member of the Club did not meet old criteria. It was agreed they could pay for 4 tags as a one time exception. (6Y 1N, 0A)
3. Educational Stipend - Being reviewed under Employee Agreement.
4. Member Packet updates - Karen has completed.
5. Financial Audit 2024 - There were more than enough volunteers obtained. The committee will be: Mary Ash, Sue Osborn and Debbie Hilton.) Linda will thank others.

D. NEW BUSINESS

1. City of Napa Business License - Lori to renew the license
2. Key Control - Key policy was developed, discussed, approved. ((See attached)
A one time letter will be mailed to current key holders with acknowledgment of new policy and corresponding responsibilities when given the privilege of possessing a key. Return of the signed document will be within one month. Karen to supervise.
(7Y,0N,0A)
3. Annual Banquet - Committee Chair requested \$150 for incidentals at the banquet.
Motion approved. (7Y, 0N, 0A)
4. Rules for Abstention - tabled
5. State of California Interest Form - Lori reviewed needed information.
6. Review of Board Members responsibilities/assignments - tabled

E. NEXT BOARD MEETING: FOURTH TUESDAY (FEBRUARY 27TH)

F. MEETING ADJOURNED: 7:15 PM

Minutes submitted by
Roxann Gracia

Attachments:

- 1) Guidelines and Procedures Revision 12
- 2) Year End Award Criteria
- 3) Key Control - Key policy

CHANGES AND ADDITIONS
NVDTC GUIDELINES AND PROCEDURES VERSION 12

- 1.) Section VI-A Revised Text: Cost of a six week session is \$150.00
- 2.) Section VI-C Revised Text: Drop-ins are only allowed in advanced classes, with the instructor's discretion and for a fee of \$30 per class. Vouchers are accepted for drop-in classes.
- 3.) Section VI-D1 Revised Text: \$125 for five week session
- 4.) Section VI-D2 Revised Text \$100 for four week session
- 5.) Section VI-D3 Revised Text \$75 for three week session

- 6.) Section X: DELETE ENTIRE SECTION X AND REPLACE WITH:
X. TRAINING REFERRALS
A listing of outside training referrals is not maintained or endorsed by the NVDTC. If an instructor makes a referral to a student or an outside party, they are to inform them that the referral is their own opinion and not the club's.

- 7.) Section X-D Revised text: "Drop-ins" are at the instructor's discretion for a fee of \$30 per class. Vouchers are accepted for drop in classes.

- 8.) Section XXIII-B2e Revised Text "Ensures Membership Packages are updated, maintained and that each new member receives one. Membership packet will include links to current NVDTC Guidelines, Procedures and By-Laws.

- 9.) Section XXIII-D2a2 Revised Text: "Provide or facilitate providing an unapproved copy in person, by mail or email to all board members. At the next board meeting, printed or emailed minutes will be presented to the board for approval at which time corrections can be made. Minutes as approved will be posted online."

- 10.) Section XIV-C Revised text
 1. NVDTC Classes at \$150/session
 - a. 1 week = \$125
 - b. 2 week = \$100
 - c. 3 week = \$75
 - d. 4 week = \$50
 - e. 5 week = No Refund

 2. Delete all item 2 (a thru e) Specialty Classes

- 11.) Section XXVIII-P Added Text: "Instructors cannot combine unlike classes. Like classes such as GM1 and GM2 can be combined."

- 12.) Section XXVIII-Q Added Text: "Club instructors are not allowed to be a student in a NVDTC class they are instructing."

- 13.) Section XXVIII-R Added Text: "An instructor is to be removed from active status when they have not taught any NVDTC sessions for two years. An assistant is to be removed from active status when they have not assisted any NVDTC sessions for two years.

- 14.) Section XXX - F Added Text: "Pay raises other than what is shown above are subject to review and approval by the Board."

- 15.) Section XXIII - D7 Added Text: "Include names of all attendees at both general and board meetings either as part of the minutes, attached file, or filed separately in the office."

POLICY SECTION:

XXI.

A. COMPETITION AWARDS

The NVDTTC encourages and supports members in participating in AKC sponsored events, as well as other recognized canine organizations. Individual teams are recognized at the end of each calendar year.

REQUIREMENTS CONSIST OF:

1. Current membership in Good Standing in the NVDTTC
2. Current Good Standing with the AKC or other Recognized Canine Organization requesting recognition or Award.

3. Attendance of at least 4 General Meetings per Calendar Year.

4. Volunteer in a Club sponsored activity.

Some of the following meet the Requirement for Sponsored activity:

- a.) Serve on BOD
- b.) Volunteer as an approved Assistant for 1 six week session
- c.) Chair an activity or serve on a committee pre-approved by

the BOD such as:

- Annual Banquet
- Annual Awards Coordinator
- Annual BBQ or Pizza Party or other Festivities
- May Madness Dog Event
- March Luck of the Irish Dog Event
- Christmas PotLuck
- Booth at Walk for Animals
- Working on Club Clean up Day

- d.) Provide Refreshments and Drinks for a General Meeting for 2 meetings. (This requires preparation and \$\$ donation.) (Maximum two people credited per meeting.)

- e.) Serve as Newsletter/Webmaster
- f.) Volunteer in the Office for 1 six week session
- g.) Participate in the Annual Fiscal Audit (Usually 3 people)
- h.) Any other activity pre-approved by the BOD

5. Submission of the Award Form, desired picture and data, no later than the first General Meeting in January, The form will require the dates and events identifying the Club qualifying sponsored activity as well as the attendance dates of the General meeting. Members requesting the Award are responsible for supplying the required information.

KEY POLICY

1. Keys to the NVDTTC will be issued by NVDTTC Building Manager upon approval of the Board of Directors majority vote in attendance.
2. The NVDTTC Building Manager will do a yearly audit of the keys in the month of December each year for use in the new year as approved by the Board of Directors to the following:
 - Board Members
 - Instructors agreeing to teach the minimum classes per year, as determined by the Board of Directors.
 - Office Staff Support
 - Others necessary as approved by the BOD
3. Upon accepting the key, the individual recognizes their responsibilities for proper key utilization and that a \$25 replacement fee will be charged for lost key replacement.
4. When contacted by the Board of Directors upon termination of Instructor status, Office Staff Support or other related termination, the key will be turned into the Keeper of the Keys, no more than 7 days after contact. Failure to turn in the key can result in disciplinary action, up to and/or including suspension of membership, suspension of voting rights, issuance of a \$25 delinquent fee as determined by the Board of Directors. This fee can be added to the following year's membership bill for collection prior to full membership status approval.
5. Keys shall not be loaned out to any other individual than for whom it was issued.
6. Keys will not be duplicated.
7. The Keeper of the Keys will be determined by the Board of Directors per majority vote in attendance.

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

1 of 3

February 12, 2024 at 6:30 PM at NVDTC Clubhouse

I. CALL TO ORDER: ___ 6:30pm _____

II. Call for additions or changes to agenda - none

III. APPROVAL of January 8, 2024 MINUTES—Linda Wargo - approved

IV. TREASURER’S REPORT—Lori Jackson

- A. Business Checking Account: \$12,955.37
- B. Business Savings Account: \$22,367.27
- C. Certificate of Deposit: \$20,741.36
- D. November & December Profit & Loss Statements: 12/31 \$139.37 profit YTD
\$1,054.46 profit

V. BOARD, COMMITTEE, & CHAIR REPORTS

A. PRESIDENT—Linda Wargo

- AB5 Status
 - Instructors – 5, Assistants -3
 - Ms. Golemon is heading up a subcommittee to complete the employment agreement. Board decided potential instructors would have 1 month to review and sign the agreement once it is available.
 - Board discussed whether a separate employee handbook is needed or if the guidelines and procedures would suffice
 - Workers comp insurance payment of \$889.73 approved. Note: Board discussed that when General approved AB5 it was assumed all associated costs were approved.
- Board Goals for 2024
 - Gerry Glantz Service Award review. On Hold awaiting information/suggestions from the 2023 selection committee
 - Other items on board goals addressed elsewhere in the minutes

B. VICE PRESIDENT—Carol Coawette

- 45 Total members as of 2/1/24
- New member voted in tonight: Linda Lydon
- Renewal late voted in tonight: Sharon Leos

C. MEMBERSHIP/VOUCHERS—Carol Coawette/Lori Jackson

- Membership Roster as of February 2024 emailed by Ms. Coawette
- Membership packets updated by Ms. Lori Jackson
- Reminder that all vouchers must be used prior to 12/31/24. The exception is any vouchers given for general meetings and/or Board duties

D. OFFICE—Mary Ash

- Call for volunteers to help in the office especially answering and returning calls and signing people up for classes

E TRAINING—Donna Golemon

Ms. Golemon requested approval to offer AKC FIT Dog classes. She will pay for the required training. Board approved.

- Training Committee to be held February 21, 2023 at 12:30 pm.
- Any classes you would like to see, contact Donna Golemon

F. PUBLICITY

- Rack brochures were updated. 1000 copies made. Thanks to Mary Ash. Request for help in distribution.
- Suggestion made to also distribute Session 3 schedule to various places

G. BUILDING—Karen Jackson

- Karen checking again with complex management about light that is out.
- Insect spraying is \$175 each time. Karen will place following dates for spraying on calendar in office: 3/22 – 1-4pm; 7/26 – 1-4pm; 10/18 – 1-4pm
- Discussion about scheduling deep cleaning of Club when weather warms (May or June)
- Marilane Bergfelt, Linda Wargo & Mary Ash will look for hammers and measuring tape and a bucket for “poop” disposal to donate to the Club.

H. NEWSLETTER/WEBSITE—Sue Osborn

- Deadline for submitting items for the March-April Newsletter is February 22nd.

I. HOSPITALITY

1. Tonight: Marilane Bergfelt and Sandy Bonifield
2. March 11, 2024: Dena Parrish & Anne Stanley

J. SUNSHINE—Debbie Hilton

- Request to send card to Frank, Grandson of Mary Joy Davis who passed away. Long time very active contributor to the Club.

VI. OLD BUSINESS

1. Year End Awards — Linda Wargo

- Everything sent to vendor should be returned by early March

2. Year End Banquet – Sue Osborn

- Sue had a 50% response to survey about the year end banquet.
- Overwhelming response was for a luncheon
- There will be games.
- She will choose the restaurant and is looking possibly at April 6th and an alternate date of April 13
- There are 8-10 volunteers to assist!

3. May Madness – May 13 2024 – Karen Jackson

- Contact Karen with ideas you liked.
- Ok to invite students to come and join the fun (without their dogs)

-
- 4. Luck of the Irish – March 11, 2024 – Debbie Hilton
 - Ok to invite students to come and join the fun (without their dogs)
- 5. Yearly Financial Audit –Mary Ash
 - Audit complete. Thank you, Mary Ash, Sue Osborn and Debbie Hilton.
 - Report will be made to Board & General
- 6. Updates to Guidelines and Procedures (attached) – Linda Wargo
 - #14 regarding instructor pay raises. Marilane Bergfelt objected to the item. After discussion, a committee of Mary Ash Roxanne Gracia and Marilane Bergfelt will convene to re-vamp Section XXX-F

VII. NEW BUSINESS

1. Competition Awards Policy (attached)– Roxann Gracia
 - Roxann reviewed the revamped awards criteria
 - New requirements include:
 - Attending four meetings per year
 - Contributing to the club (a list of ways to accomplish that were presented in the document)
 - Individuals will be required to note their contributions on a revised awards form.
2. Key Policy – Roxann Gracia
 - Roxann Gracia reviewed the revised key policy
 - Change trainer to “instructor” suggested by Marilane Bergfelt
 - Marlane Bergfelt objected to method of communication in presented policy. After discussion, agreement to change to email and phone notice.

VIII. BRAGS

1. Sue Osborn has been fostering 2 very young pups. One just went to forever home.
2. Anne Stanley announced the success of several of Donna Golemon’s scent work students in obtaining “Master” level in the 2023 NACSW Challenge. Thank you, Donna!
3. Anne Stanley announced the Wild Blue Dogs summer camp in Lake Tahoe is open for registration. She has attended and found it to be a fun experience with many different dog related activities.
4. Mary Ash’s Cort received his Novice Trick Dog Title.

IX. MEETING ADJOURNED at 8:02 pm

POLICY SECTION:

XXI.

A. COMPETITION AWARDS

The NVDTC encourages and supports members in participating in AKC sponsored events, as well as other recognized canine organizations. Individual teams are recognized at the end of each calendar year.

REQUIREMENTS CONSIST OF:

1. Current membership in Good Standing in the NVDTC
2. Current Good Standing with the AKC or other Recognized Canine Organization requesting recognition or Award.
3. Attendance of at least 4 General Meetings per Calendar Year.
4. Volunteer in a Club sponsored activity.

Some of the following meet the Requirement for Sponsored activity:

- a.) Serve on BOD
- b.) Volunteer as an approved Assistant for 1 six week session
- c.) Chair an activity or serve on a committee pre-approved by the BOD such as:
 - Annual Banquet
 - Annual Awards Coordinator
 - Annual BBQ or Pizza Party or other Festivities
 - May Madness Dog Event
 - March Luck of the Irish Dog Event
 - Christmas PotLuck
 - Booth at Walk for Animals
 - Working on Club Clean up Day
- d.) Provide Refreshments and Drinks for a General Meeting for 2 meetings. (This requires preparation and \$\$ donation.) (Maximum two people credited per meeting.)
- e.) Serve as Newsletter/Webmaster
- f.) Volunteer in the Office for 1 six week session
- g.) Participate in the Annual Fiscal Audit (Usually 3 people)
- h.) Any other activity pre-approved by the BOD

5. Submission of the Award Form, desired picture and data, no later than the first General Meeting in January, The form will require the dates and events identifying the Club qualifying sponsored activity as well as the attendance dates of the General meeting. Members requesting the Award are responsible for supplying the required information.

CHANGES AND ADDITIONS
NVDTTC GUIDELINES AND PROCEDURES VERSION 12

- 1.) Section VI-A Revised Text: Cost of a six week session is \$150.00
- 2.) Section VI-C Revised Text: Drop-ins are only allowed in advanced classes, with the instructor's discretion and for a fee of \$30 per class. Vouchers are accepted for drop-in classes.
- 3.) Section VI-D1 Revised Text: \$125 for five week session
- 4.) Section VI-D2 Revised Text \$100 for four week session
- 5.) Section VI-D3 Revised Text \$75 for three week session

- 6.) Section X: DELETE ENTIRE SECTION X AND REPLACE WITH:
X. TRAINING REFERRALS
A listing of outside training referrals is not maintained or endorsed by the NVDTTC. If an instructor makes a referral to a student or an outside party, they are to inform them that the referral is their own opinion and not the club's.

- 7.) Section X-D Revised text: "Drop-ins" are at the instructor's discretion for a fee of \$30 per class. Vouchers are accepted for drop in classes.

- 8.) Section XXIII-B2e Revised Text "Ensures Membership Packages are updated, maintained and that each new member receives one. Membership packet will include links to current NVDTTC Guidelines, Procedures and By-Laws.

- 9.) Section XXIII-D2a2 Revised Text: "Provide or facilitate providing an unapproved copy in person, by mail or email to all board members. At the next board meeting, printed or emailed minutes will be presented to the board for approval at which time corrections can be made. Minutes as approved will be posted online."

- 10.) Section XIV-C Revised text
 1. NVDTTC Classes at \$150/session
 - a. 1 week = \$125
 - b. 2 week = \$100
 - c. 3 week = \$75
 - d. 4 week = \$50
 - e. 5 week = No Refund

 2. Delete all item 2 (a thru e) Specialty Classes

- 11.) Section XXVIII-P Added Text: "Instructors cannot combine unlike classes. Like classes such as GM1 and GM2 can be combined."

- 12.) Section XXVIII-Q Added Text: "Club instructors are not allowed to be a student in

a NVDTTC class they are instructing.”

13.) Section XXVIII-R Added Text: “An instructor is to be removed from active status when they have not taught any NVDTTC sessions for two years. An assistant is to be removed from active status when they have not assisted any NCDTC sessions for two years.

14.) Section XXX - F Added Text: “Pay raises other than what is shown above are subject to review and approval by the Board.”

15.) Section XXIII - D7 Added Text: “Include names of all attendees at both general and board meetings either as part of the minutes, attached file, or filed separately in the office.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED
FEBRUARY 25, 2024

ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson. Board Members at Large: Donna Golemon, Roxann Gracia, Karen Jackson. Past President Mary Ash.

- I. CALL TO ORDER at 6:30PM
- II. ADDITIONS OR CHANGES TO AGENDA
 - Voucher Policy Review under Old Business
 - Key Policy Wording change from suggestion at General Meeting to Old Business
 - Change "Sept., Oct, Nov. under Treasurer's Report to: December and January
 - Add Approval of Board Minutes from November 7, 2023 (Mary and Karen)
 - Copies to Training
- III. TREASURER'S REPORT - Lori Jackson
 - A. Checking = \$22,159.09
 - B. Savings = \$23,367.08 (Same as last month)
 - C. CD = \$20,659.77 (Same as last month)
 - D. December Profit = \$139.37 YTD Profit = \$1054.46
January Loss and YTD = (-\$4625.17)
- IV. MINUTES
 - A. January 23, 2024 Minutes Approved without changes. (7Y, 0N,0A)
 - B. November 7, 2023 Karen and Mary to supply next month.
- V. BOARD AND COMMITTEE & CHAIR REPORTS
 - A. MEMBERSHIP/VOUCHERS - Carol and Lori
 - Membership was reported as 43 currently.
 - Secretary of State Filing was bounced back pending ID of a Secretary. Donna Golemon will be Secretary of Record. Lori to resubmit.
 - B. OFFICE - Mary
 - Debbie Hilton is in training.
 - Accuracy is imperative for student contact information.
 - For Scent work inquiries, office staff to email Donna at: NVDTCdonna@gmail.com (Mary to put in office.)
 - For Rally inquiries, office staff to call Mary and give information.
 - C. TRAINING - Donna Golemon
 1. June 23rd, 2023 Board Meeting Minutes regarding limiting 3 week sets of classes was discussed. It was decided Sessions that are 3 weeks in length, will be 3 weeks in a row. No skipping weeks. Some Students had shown up on off days. (7Y, 0N,0A)
 2. -Copies and Updating of Forms for Class Rosters will be done by Mary and Sue.
-Copies of Class Handouts will be updated as needed and placed on-line by Sue and Donna.
-Karen to search and inventory what copies are in boxes in the office.
 3. Training Committee Report:
(Minutes Submitted and Supplied by Donna)

4. Board Approved New curriculum to begin in Session #4. (There will not be two separate pathways in GM 1 classes. This will not occur during the first two sessions, but will be reserved for future use.) Donna to set up training sessions for the trainers and assistants. (4Y, 0N, 3A)
5. Session #3 and #4 are set.
6. The Class Schedule Sheet needs to be redesigned. Wording: Dogs Can Dance are Offered on Tuesdays....Call Judy Gamat for Information can be placed on the form. Sue to design. Schedule to be removed. (7Y, 0N,0A)
7. Class Size will be increased to 10 dogs for a trial period of two sessions, after which the Training Chair will review and report back to the Board. This will be for Puppy, ADO, GM 1 only. (4Y, 0N, 3A)
8. Person who requested to Assist Classes needs to be a Member of the Club first.
9. Employee Agreements - Subcommittee supplied by Donna. Approved with the addition of the signature and date of the Club President in addition to the Training Chair. Donna to Supply Copies. (Attachments)
10. Time Sheets - Donna and Linda Luchsinger to finalize.

D. PUBLICITY

Linda to research and develop a list of places to put brochures. Roxann placed in two vets offices and Chris to place in another. Suggestions include, vets, groomers, pet stores etc.) Debbie Hilton may be a resource.

E. BUILDING

-Building manager needs to close the Club for 2 days for air quality testing. Suggestions were April 19, 20, or 21) Mary to confirm.

-Karen volunteered to Clean Fans and Crates with respect to annual cleaning practice.

F. NEWSLETTER/WEBSITE

No Report

VI. OLD BUSINESS

A. GUIDELINES & PROCEDURES CHANGES

1. Update from committee to propose changes to promotion requirements. The committee consisting of Mary, Roxann and Marilane met. Minutes will be provided by Mary. Not ready at this time.
2. Voucher Policy Changed to Coupons - Policy was reviewed and approved as submitted. (7Y, 0N,0A) (See Attached)
3. Key Policy Review with regard to suggestion at General meeting. Board decided to change method of notification to "contact person". (Attached) (6Y, 1N, 0A)
4. Member usage of Building and Outside groups using the building was discussed. For now, the Outside group usage is covered. Sue, Donna, and Linda to form a subcommittee going forward for building usage procedures.

B. AB5 UPDATE

1. Instructor status - no change
2. Coupons - already addressed. See above.
3. Employment Agreements - Donna provided. (See Attached) With the addition of a line for the President of the Club to sign and date, the Agreements were approved. This includes one for instructors and one for Assistants. (4Y, 0N, 3A)
4. Required Education & Signage - Tabled (Linda and Roxann to develop)
5. Assistants - no change.
6. Workmans Comp Insurance payment. David is still awaiting 2023 Board to answer a set of questions. Linda to contact David.
7. Instructor and Assistant Time Sheets - Time card policy noted in employee agreement with sick leave rate and maximum carryover need to be addressed.

C. FINANCIAL AUDIT

Mary Ash presented the report. (See attached.) Recommendations included:

- Start a new check register for each new year.
- Start a new page for each month
- Watch legibility
- Folders are needed

D. BOARD GOALS AND PROJECTS FOR 2024

1. Gerry Glantz Award - Roxann has developed a Draft. Linda is awaiting input from the current committee.
2. Educational Stipend - Tabled

E. NEW BUSINESS

1. Class Credit/Voucher requests were reviewed and approved. One for \$100. (7Y,0N,0A) and two Class Credit Vouchers for \$100 each. (6Y,0N,1A)
2. Letter reviewed regarding Friday, April 5th Building Use. It was decided to allow the organization to rent the building for 4 hours for setup for \$40. (5Y, 1N, 1A) Linda or Sue to notify the organization.
3. Schedule conflict on Building usage between PAWS and LAPS to be resolved by Linda, Sue and Mary.
4. Accounting for Coupons - tabled
5. Quarterly "Bring your dog" idea. Donna suggested Santa Pictures for November Meeting.
6. Carol requested next step pay increase as she has fulfilled requirements. Approved. (4Y,0N,3A)

7. Next Board Meeting March 26th at 4:30.
8. Motion to Adjourn: 8:55 pm
(7Y,0N,0A)

Minutes Submitted by:

Roxann Gracia

ATTACHMENTS:

- Training Committee Minutes
- Employee Agreement Instructors
- Employee Agreement Assistants
- Voucher Policy
- Key Policy
- Fiscal Audit
- Gerry Glantz Award First Draft



Napa Valley Dog Training Club, Training Meeting Minutes
Wednesday, February 21, 2024 at 12:30 pm

1. Season 1 and 2 – Mary Report, *Mary explained why we had to make changes to classes in Session 1 and 2. The changes were made due to lack of interest. Puppy classes were cancelled and were placed by adding more GM1 classes. We will continue to watch the trend of our classes.*
2. New Formatting of Puppy, Adolescent and GM 1 classes – *After reviewing and discussion of the proposed changes, it was decided by unanimous vote to change the class format (what is taught in each class) so that the classes are not duplicates of each other) We will be starting in Session 4 after board approval and lesson plans are drawn up. There will still be time for the enrichment part of the class to be taught.*
3. Session 3 and 4 set up *Sessions 3 and 4 have been set-up and will be finalized for posting on the website ASAP (Attachment 1 and 2)*
4. Class Size – Mary, *brought up the size of our puppy, adolescent and GM1 classes. It was discussed to increase the class size to 10. After discussion the vote was to increase the size to 10, with a review of the size in two sessions after implemented. Will address with the board.*
5. Possible new assistant- *Donna brought up the possibility of a new assistant, someone outside of the club. The first step would be for the person to become a club member. This was for information only will report as more info is received.*
6. Review of Employee Contract for Instructors and Assistance (attachment 3 and 4)– *only change that was suggested was to adjust the first sentence on the assistant agreement. Done and both will be sent to the board for approval.*
7. Review of Guidelines and Policy's that affect instructors and assistants. *Attachment 5*
8. Time sheets, *the timesheet I received from Linda was passed out to all. Ideas were given. I, Donna will work on the ideas for changes to the form and forward after they have been made. Should be intime for the next time, timesheets are due.*
9. Platform training – *Platform training will be scheduled at two different times so that everyone can attend. Times will be emailed in the near future.*

Attachment 1

Session: 3

Weeks: April 15 - May 25, 2024

Monday	Class	Instructor	Comments
9:00 am	Scent Work	Donna (continued class)	
10:00 am	Scent Work	Donna (continued class)	
11:00 am	Scent Work	Donna (continued class)	
12:00 pm	Scent Work	Donna (continued class)	
1:00 pm	Scent Work	Donna (continued class)	
4:00 pm	Scent Work	Donna (continued class)	
5:00 pm	Scent Work	Donna (continued class)	
Tuesday			
10 am	Good Manners 1	Mary	
11 am	Good Manners 2	Mary	
3:30 pm	Private Coaching - DCD	Judy	
4:30 pm		Judy	
5:30 pm		Judy	
6:30 pm		Judy	
7:30 pm			
Wednesday			
9 am	Overflow	Carol	
10 am	Adolescent	Carol	
11 pm	Puppy	Sandi	
12pm	Adolescent	Sandi	
4 pm			
5 pm	Puppy	Carol	
6 pm	Adolescent	Carol	
7 pm	GM1	Carol	
Thursday			
10:30 am	Rally - All Levels	Mary (continued class)	
11:30 am	Rally -	Mary (continued class)	
4:00 pm			
5:00 pm	Rally - Novice	Mary (continued class)	
6:00 pm	Rally - Novice	Mary (continued class)	
7:00 pm			
Friday			
Saturday			
Sunday			

Registration Opens: March 11

Registration Closes: April 1

Attachment 2

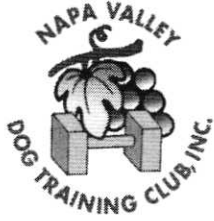
Session: 4

Weeks: June 3, no classes week of the 4th, July 13, 2024

Monday	Class	Instructor	Comments
9:00 am	Scent Work	Donna (continued class)	
10:00 am	Scent Work	Donna (continued class)	
11:00 am	Scent Work	Donna (continued class)	
12:00 pm	Scent Work	Donna (continued class)	
1:00 pm	Scent Work	Donna (continued class)	
4:00 pm	Scent Work	Donna (continued class)	
5:00 pm	Scent Work	Donna (continued class)	
Tuesday			
10 am	Good Manners 1	Mary	
11 am	Good Manners 2	Mary	
3:30 pm	Private Coaching - DCD	Judy	
4:30 pm		Judy	
5:30 pm			
6:30 pm		Judy	
7:30 pm		Judy	
Wednesday			
9 am	Overflow	Carol	
10 am	Adolescent	Carol	
11 pm	Puppy	Sandi	
12pm	Adolescent	Sandi	
4 pm			
5 pm	Puppy	Carol	
6 pm	Adolescent	Carol	
7 pm	GM 1	Carol	
Thursday			
10:30 am	Rally - All Levels	Mary (continued class)	
11:30 am	Rally -	Mary (continued class)	
4:00 pm			
5:00 pm	Rally - Novice	Mary (continued class)	
6:00 pm	Rally - Novice	Mary (continued class)	
7:00 pm			
Friday			
Saturday			
Sunday			

Registration Opens: May 15

Registration Closes: May 26



NAPA VALLEY DOG TRAINING CLUB

68 Coombs Street #7, Napa CA 94559 • (707) 253-8666 • www.nvdtc.org

Employment Agreement Assistants

**DRAFT 2
2/13/24**

Page 1 of 2

XXXXXX 0, 2024

Dear XXXXXXX,

Napa Valley Dog Training Club (NVDTC) is pleased to welcome you as an employee in an instructional-assistant to assist classes the NVDTC Board has approved for you to assist.

As an employee of NVDTC, you will be responsible for the following:

1. Fill out NVDTC's time sheet per time keeping policy.
2. Use current methods/best practices for dog training.
3. Maintain good standing with NVDTC and AKC and be knowledgeable of and in compliance with NVDTC Guidelines and Procedures, <http://nvdtc.org/pdfs/NVDTCGuidelinesAndProceduresVer12.pdf>.
4. Make recommendations for equipment, ensure proper fit and instruct/guide students of correct use.
5. Partner with instructors to complete responsibilities successfully.
6. Help, maintain attendance roster and follow up with students as needed.
7. Monitor to assure building and training equipment is in good working order. Ensure safe use of equipment; return equipment to its designated location after use, notify training committee chair or building manager when equipment is broken or damaged.
8. Ensure that crating and training areas are left clean for the next class; take out trash as needed and on designated collection days.
9. Arrange for substitute assistant if needed from the approved assistant list. Inform instructor of change in coverage.
10. If unable to complete a session as scheduled, notify instructor and the instructor will notify the training committee chair immediately.
11. Attend and complete required training classes.

Here are the employment details:

1. Wages: \$00.00 per each hour of student instruction.
2. Classification: Non-exempt Employee
3. You will report directly to the NVDTC instructor of the class and the instructor to the training chair.

NVDTC Employment Agreement

DRAFT
1/7/24

Page 2 of 2

Your employment at NVDTC is “at will” employment, which is, either you or the company may terminate the employment relationship at any time, with or without cause. Employment with the company is at the mutual consent of the employee and the company.

This offer of employment is contingent upon your ability to provide verification of your eligibility for employment in the U.S., which meets the requirements of the Immigration Reform and Control Act of 1986.

We look forward to working with you. Your signature below indicates acceptance of this employment agreement. Please return a signed copy of this agreement to me within three (3) business days.

Sincerely, Original copy

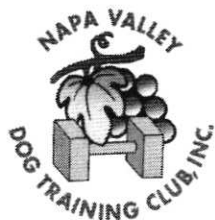
Name of chair
Napa Valley Dog Training Chair

I have read and accept NVDTC’s Employment Agreement as presented.

Signature: _____

Print Name: _____

Date of Acceptance: _____



NAPA VALLEY DOG TRAINING CLUB

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Employment Agreement Instructors

DRAFT 2
2/13/24

Page 1 of 2

XXXXXX 0, 2024

Dear XXXXXXX,

Napa Valley Dog Training Club (NVDTC) is pleased to welcome you as an employee in an instructional position to teach all classes the NVDTC Board has approved for you to instruct.

Instructors meet with the Training Committee Chair to decide the scheduling of each session's classes.

As an employee of NVDTC, you will be responsible for the following:

1. Fill out NVDTC's time sheet per time keeping policy.
2. Use current methods/best practices for dog training.
3. Maintain good standing with NVDTC and AKC and be knowledgeable of and in compliance with NVDTC Guidelines and Procedures, <http://nvdtc.org/pdfs/NVDTCGuidelinesAndProceduresVer12.pdf>.
4. Make recommendations for equipment, ensure proper fit and instruct/guide students of correct use.
5. Partner with assistants to complete responsibilities successfully.
6. Ensure that class paperwork is complete and accurate including training class application, payment, proof of vaccination and signed liability waiver.
7. Maintain attendance roster and follow up with students as needed.
8. Monitor to assure building and training equipment is in good working order. Ensure safe use of equipment; return equipment to its designated location after use, notify training committee chair or building manager when equipment is broken or damaged.
9. Ensure that crating and training areas are left clean for the next class; take out trash as needed and on designated collection days.
10. Arrange for substitute instructor if needed from the approved instructor list. Inform training committee chair of change in coverage.
11. If unable to complete a session as scheduled, notify the training committee chair immediately.
12. Attend and complete required training classes.

Here are the employment details:

1. Wages: \$00.00 per each hour of student instruction.
2. Classification: Non-exempt Employee
3. You will report directly to the NVDTC training chair.

NVDTC Employment Agreement

DRAFT
1/7/24

Page 2 of 2

Your employment at NVDTC is “at will” employment, which is, either you or the company may terminate the employment relationship at any time, with or without cause. Employment with the company

is at the mutual consent of the employee and the company.

This offer of employment is contingent upon your ability to provide verification of your eligibility for employment in the U.S., which meets the requirements of the Immigration Reform and Control Act of 1986.

We look forward to working with you. Your signature below indicates acceptance of this employment agreement. Please return a signed copy of this agreement to me within three (3) business days.

Sincerely, Original copy

Name of chair

Napa Valley Dog Training Chair

I have read and accept NVDTC’s Employment Agreement as presented.

Signature: _____

Print Name: _____

Date of Acceptance: _____

COUPON POLICY

Delete Entire Section: XVIII VOUCHERS

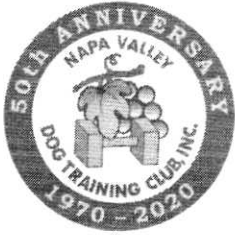
NEW POLICY

XVIII. COUPONS/VOUCHERS

- A. Club members can earn coupons to use toward classes and building use.
- B. For each paid family membership, only one adult member in a membership household can receive a coupon for attending a meeting.
- C. Coupons have no expiration date and can be transferred to NVDTC members only.
- D. "Vouchers" will expire December 31, 2024. However, "vouchers" given for Board of Director service or for NVDTC General Meeting Attendance, do not expire and will be treated same as "COUPONS".
- E. Coupons will be given to each:
 - 1.) NVDTC Board Member for one year of service, in the amount of \$150. This amount can be prorated for partial year service.
 - 2.) NVDTC Member in Good Standing in the amount of \$10 for each General Meeting attended.

KEY POLICY

1. Keys to the NVDTTC will be issued by NVDTTC Building Manager upon approval of the Board of Directors majority vote in attendance.
2. The NVDTTC Building Manager will do a yearly audit of the keys in the month of December each year for use in the new year as approved by the Board of Directors to the following:
 - Board Members
 - Instructors agreeing to teach the minimum classes per year, as determined by the Board of Directors.
 - Office Staff Support
 - Others necessary as approved by the BOD
3. Upon accepting the key, the individual recognizes their responsibilities for proper key utilization and that a \$25 replacement fee will be charged for lost key replacement.
4. When contacted by the Board of Directors upon termination of Instructor status, Office Staff Support or other related termination, the key will be turned into the Keeper of the Keys, no more than 7 days after contact. Failure to turn in the key can result in disciplinary action, up to and/or including suspension of membership, suspension of voting rights, issuance of a \$25 delinquent fee as determined by the Board of Directors. This fee can be added to the following year's membership bill for collection prior to full membership status approval.
5. Keys shall not be loaned out to any other individual than for whom it was issued.
6. Keys will not be duplicated.
7. The Keeper of the Keys will be determined by the Board of Directors per majority vote in attendance.



NAPA VALLEY DOG TRAINING CLUB

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Napa Valley Dog Training Club Audit Report for Fiscal Year 2023

February 2024

Mary Ash, Debbie Hilton, and Sue Osborn completed audit of the books for 2023 on Sunday, February 11, 2024.

One month from each quarter of bank transactions was randomly selected for an item-by-item comparison. Four bank transactions were randomly chosen for review in all other months.

General Comments:

- 1) Actual Mechanics Bank check register not provided. Instead, photocopies were provided making it hard to track where one month ended and another started because of repeating same sections of months while photocopying
- 2) Where "No receipt," "No class refund request" or "No invoice" is noted does not necessarily mean they were not turned in.
- 3) In comparison to the last two audits, provided files and documents for the audit of 2023 books was better organized.

Recommendations:

- 1) Keep vendors in their own envelopes or file folders.
- 2) When entering transactions in check register, start each month on a new page.
- 3) Provide the original register not photocopies.
- 4) Make handwriting in check register readable, clear, and legible.

Month-to-Month Review:

January 2023— Review of 4 random transactions

No concerns.

February 2023— Review of 4 random transactions

No concerns.

March 2023— Review of all transactions

Check #405 for \$100 to Karen Jackson for Zio Fraedos deposit— No receipt

April 2023— Review of 4 random transactions

No concerns.

May 2023— Review of all transactions

No concerns.

June 2023— Review of 4 random transactions

No concerns.

Napa Valley Dog Training Club Audit Report for Fiscal Year 2023

February 2024

July 2023— Review of 4 random transactions

No concerns.

August 2023— Review of 4 random transactions

Check #469 for \$125— No Class Refund Request.

September 2023— Review of all transactions

No concerns.

October 2023— Review of 4 random transactions

Check #490 for \$432.00 to Sandy Bonifield— No invoice.

November 2023— Review of all transactions

Check #498 for \$23.10 to Minuteman Press—No invoice.

December 2023— Review of 4 random transactions

No concerns.

DRAFT

B. ANNUAL SERVICE AWARD (Omit entire Old section B. New section to read....)

1. SCOPE:

The NVDTTC Gerry Glantz Memorial Club Service Award recognizes and celebrates members who have made a significant contribution to the Club and promotes a culture of excellence. The Award process begins when appropriately indicated to the BOD, but no more often than yearly.

2. NOMINATIONS:

- a. Any member in good standing with the NVDTTC may nominate another member when significant contributions have been identified.
- b. Nominations must be given in writing to the BOD and include the contributions made by the nominee.
- c. Criteria for the Nominee includes:
 - 1.) Must be a current club member in good standing
 - 2.) Must follow and uphold NVDTTC By-Laws and Rules
 - 3.) Has contributed to the overall well-being and growth of the NVDTTC
 - 4.) Represents the NVDTTC in a professional and positive way.

3. SELECTION COMMITTEE:

- a. Upon receipt of a nomination from a member, the BOD will establish a Five member committee from general membership. This may consist of no more than 2 members on the current BOD.
- b. A chairman can be selected by committee members, or appointed by the BOD.
- c. The chairman will meet/communicate with committee members to review submitted candidates. Selection is confirmed by a majority vote.
- d. The Award will be presented at the Annual Banquet by the President of the BOD.

NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES
March 11, 2024 at 6:30 PM at NVDTC Clubhouse

I. CALL TO ORDER: 6:31 pm

II. Call for additions or changes to agenda - None

III. APPROVAL of February 12, 2024 MINUTES—Linda Wargo

A. Approved as written

IV. TREASURER’S REPORT—Lori Jackson

A. Business Checking Account: \$16,727.07

B. Business Savings Account: : \$22,367.45

C. Certificate of Deposit: \$20,817.99

D. January Profit & Loss Statement:

- Loss of \$4,625.17. Due to a cash flow problem with late posting

V. BOARD, COMMITTEE, & CHAIR REPORTS

A. PRESIDENT—Linda Wargo

• **AB5 Status**

- Training Committee provided instructor and assistant employment agreements to board which were approved.
- Donna Golemon is working on standard timecards that will meet needs of bookkeeper and provide an audit trail.

B. VICE PRESIDENT—Carol Coawette

- Forty-nine active members

C. MEMBERSHIP/COUPONS—Carol Coawette/Lori Jackson

- Lori Jackson is working on cleaning up the voucher book.

D. OFFICE—Mary Ash

- Signups started today with ten dogs/handlers signing up for next session classes
- Slow start so we may need to look at some schedule changes for next session.

E TRAINING—Donna Golemon

- Sessions 3 & 4 class schedules are online.
- Sessions 3 & 4 will be testing increasing the class size to 10 for Puppy, Adolescent and GM1 classes.
- New board approved curriculum will begin Session 4. Donna Golemon will set up training sessions for instructors.

F. PUBLICITY

- New rack cards printed. Linda Wargo to research a list of places to deliver rack cards.

G. BUILDING—Karen Jackson

- Spraying happening on March 22

- Club needs to be closed for 2 days for air quality testing. Suggested date was April 19, 20, or 21. Mary Ash to confirm with building manager.
- Karen Jackson volunteered to clean fans and crates with respect to annual cleaning practice.

H. NEWSLETTER/WEBSITE—Sue Osborn

- No report

I. HOSPITALITY

1. Tonight: Dena Parrish & Anne Stanley. Thank you for the delicious treats!
2. April 8, 2024: Pauline Seago, Sara Decrevel and Linda Wargo

J. SUNSHINE—Debbie Hilton

- Get Well Card sent to Lori Jackson

VI. OLD BUSINESS

1. Year End Awards — Linda Wargo - on track
2. Year End Banquet – Sue Osborn
 - Place: La Strada on April 13th for luncheon. Flyer to go out soon.
 - Motion made and passed to provide Sue Osborn with \$150 for incidentals.
 - Motion made and passed for the club to pay for tax and tip for the attendees,
3. May Madness – May 13 2024 – Karen Jackson – nothing to report
4. Yearly Financial Audit (attached) –Mary Ash
 - Thank you, Sue Osborn, Debbie Hilton and Mary Ash, for conducting the audit.
 - Minor suggestions were made for procedural changes.
5. Updates to Guidelines and Procedures
 - Status of subcommittee to revamp Section XXX-F - Instructor Pay Raises. (Mary Ash, Marilane Bergfelt, Roxann Gracia) Subcommittee met and has completed their recommendations. Report tabled to next meeting.
6. Luck of the Irish event – Debbie Hilton
 - Thank you to Debbie Hilton for providing décor, prizes and treats.

VII. NEW BUSINESS

1. Suggestion to have the November meeting be” bring your dog” for Holiday pictures was approved..
2. Suggestion to have a “bring your dog” meeting with Judy Gamet to have fun with musical freestyle was approved.

VIII. BRAGS

1. Karen Jackson and Cole finished their AKC Trick Dog Intermediate title.
2. Donna Golemon and Tarp completed their AKCScent Work Advanced title.
3. Mary Ash and Cort completed their AKC Scent Work Advanced tile.
4. Chris Mayer and Pepper completed their AKC Scent Work Masters Buried and Exterior titles.
5. Don Neimann and RAFA finished their first 3 AKC Scent Work Detective legs in their first three tries..

6. Carol Coawette and Pierre finished their second AKC Detective leg.
7. Carol Coawette and Louis completed some AKC Scent Work Advanced legs.
8. Sharon Leos and Thingamajig completed their AKC Novice Agility Standard title.
9. Marcie Neller and Mia received two first places and one second place in NACSW Elite trials.
10. Roxann Gracia and Tanner Finished their AKC Scent Work Advanced Elite Buried, overall Advanced Elite and Excellent Buried titles.

IX. MEETING ADJOURNED at 7:01 pm to start our Luck of the Irish program.

Submitted by Linda Wargo

Attachment:
2023 Audit Report



NAPA VALLEY DOG TRAINING CLUB

68 Coombs Box 7, Napa CA 94559 • (707) 253-8666 • www.nvdtc.org

Napa Valley Dog Training Club Audit Report for Fiscal Year 2023

February 2024

Mary Ash, Debbie Hilton, and Sue Osborn completed audit of the books for 2023 on Sunday, February 11, 2024.

One month from each quarter of bank transactions was randomly selected for an item-by-item comparison. Four bank transactions were randomly chosen for review in all other months.

General Comments:

- 1) Actual Mechanics Bank check register not provided. Instead, photocopies were provided making it hard to track where one month ended and another started because of repeating same sections of months while photocopying
- 2) Where “No receipt,” “No class refund request” or “No invoice” is noted does not necessarily mean they were not turned in.
- 3) In comparison to the last two audits, provided files and documents for the audit of 2023 books was better organized.

Recommendations:

- 1) Keep vendors in their own envelopes or file folders.
- 2) When entering transactions in check register, start each month on a new page.
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Month-to-Month Review:

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No concerns.

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November 2023— Review of all transactions

Check #498 for \$23.10 to Minuteman Press—No invoice.

December 2023— Review of 4 random transactions

No concerns.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED
MARCH 26, 2024

1 of 3

ATTENDANCE: OFFICERS; President Linda Wargo, Vice President Carol Coawette, Treasurer Absent, Board Members At Large: Donna Golemon, Roxann Gracia, Karen Jackson. Past President Mary Ash.

I. CALL TO ORDER at 4:32 PM

II. ADDITIONS OR CHANGES TO AGENDA

Add: Goldie's Law Notification

Add: We Care

Add: Report on Annual Banquet

Add: Toys

Change P&L review to February under Treasurer's Report

III. FINANCIAL REPORT

(Karen reporting for Lori)

A. Checking: \$16,379.06

B. Savings: \$22,367.45

C. CD: \$20,817.99

D. February P&L: February Profit: \$2697.13 and YTD Loss (-\$1928.04)

It was noted that printing costs were approximately 1/2 of the yearly amount. Receipts to be pulled and reviewed. There was a question as to the Building entries. (Should be \$4710 and \$531 per lease and then additional itemized expenses.) This should be reviewed and clarified.

IV. MINUTES

A. Approval of January 25, 2024 Minutes. (Approved with no changes) (6 Y, 0N,0A)

B. Approval of November 7, 2023 Special Board Meeting - Pending

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS

Carol - No report

Karen - Lori is updating the Voucher Book

B. OFFICE

Mary reported sign-ups are on going. Class rosters were reviewed. An additional Advance Obedience class is to be added at 12 Noon on Tuesdays. It was also noted that when class entries are incomplete it is very time consuming to complete the process and contact students. Instructors are reminded to fill out the form in its entirety.

C. TRAINING

1.) Donna reminded that all dogs entering the club need to have shot records on file and handlers need to sign waivers. This includes visiting dogs. Instructors to be reminded.

2.) No response from Inquiring Assistant to become a member.

3.) A beginning Scent work class will be offered in Session 4.

4.) There's a Fit Dog program with Patch to be earned. Can be accomplished in groups or individually. Might be a good idea for a monthly walk idea. Donna to talk to Sue to add to potential idea to the Newsletter.

5.) No new trainer applicants.

6.) Employee Agreement - It was approved to change the length of time for the employee to return the signed agreement to 7 days. (6Y, 0N,0A)

- 7.) Donna presented Instructions for Time Sheet. Revised this to: Circle Assistant or Instructor was approved. (6Y,0N,0A) Donna will send to Sue so she can put with the documents and Forms.
- 8.) New Curriculum - Lesson plans to be brought to the next Board Meeting. Training for platform work will be held during the off week in April.
- 9.) Judy's contract was reviewed.
- 10.) There was a request for a Trick's Class.

D. PUBLICITY

Linda Wargo is working on a list to place Rack Cards.

E. BUILDING

Karen is working through old papers to discard and scheduling crate cleaning.

F. NEWSLETTER/WEBSITE

Deadline is April 22nd.

VI. OLD BUSINESS

A. Trainer Promotion Subcommittee Report - Pending

B. Building Opening and Closing Procedure
-Linda and Donna are looking into electronic key entry possibilities.

C. AB5
-Instructor Status - no change
-Agreements - Done
-Workers Comp - Linda is getting a quote from our current insurance company (Mourer Foster) Payment to Workers Comp was previously approved. Linda to notify Lori when information obtained.
-Mandatory Training - Donna to obtain Harassment manager training. Employees need to complete by June 1st. (Management training is 2 hours and Employee is 1 hour every 2 years.)
-CAL-OSHA - Roxann will work with Karen for labeling of products. Roxann to forward training requirements for employees to the Board for information.

D. Board Goals and Projects for 2024
- Linda provided information from Leah which suggested positive feedback to people.
-Motion was made to send to General Meeting to Discontinue the Gerry Glantz Award. (5Y, 1N,0A)
-Educational Stipend - on hold
-Financial Review - Linda, Marilane, Roxann will schedule

E. Report of Annual Banquet
Flyers were made and emails sent. Mary volunteered to donate the cost of the cake and cutting. Sue to arrange for ordering and pick up.

F. Flyers for Class Schedules - it was decided to only print a dozen and place on table out front for Session #4 and then revisit the need.

VII. NEW BUSINESS

- A. Accounting for coupons - Linda, Roxann and Marilane to Schedule with fiscal review.
- B. MSDS - Karen and Roxann to start

- C. We Care Request - Our current donations go to Napa Shelter
- D. Goldie's Law Request from AKC - To be placed in Newsletter. Roxann to send to Sue.
- E. Toys - Due to Financial constraints, no toys will be given out to any classes after Session #3 (6Y,0N,0A)

VIII. MOTION TO ADJOURN: 6:43PM

Submitted by:

Roxann Gracia

Note:

Revised Employee Agreements - Posted on Line

Time Card Sheet - Under Revision

Time Card Instructions - Under Revision

NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES
April 8, 2024 at 6:30 PM at NVDTTC Clubhouse

I. CALL TO ORDER: _6:30 pm__

II. Call for additions or changes to agenda - none

III. APPROVAL of MARCH 11, 2024 MINUTES—Linda Wargo

A. Approved as Written

IV. TREASURER’S REPORT—Lori Jackson

A. Business Checking Account \$15,919.73

B. Business Savings Account \$22,367.54

C. Certificate of Deposit: \$20,921.00

D. February and March Profit & Loss Statements:

- February. \$2,697.13 YTD loss (-\$1,928.04)
- March -\$577.42 YTD loss (-\$2505.46)

V. BOARD, COMMITTEE, & CHAIR REPORTS

A. PRESIDENT—Linda Wargo

- AB5 Status
 - No changes.
 - Waiting on quote for Workers Comp Insurance
 - Suggestion to go with State Fund verses our broker

B. VICE PRESIDENT—Carol Coawette

- We have 49 members. Nothing new to report.

C. MEMBERSHIP/COUPONS—Carol Coawette/Lori Jackson

- Lori passed out board coupons. Members questioned why the board got coupons. Because board does not provide a service so they can continue to receive coupons. Same as getting coupons for coming to meetings. This was from the labor lawyer discussions.

D. OFFICE—Mary Ash

- Carol reported that the payments for the upcoming session were looking good
- Only had enough signups to have one puppy class in the upcoming session.
- Discussion about whether the puppy pipeline is drying up ensued.
- It was noted that we have had this happen before and the solution was to do a publicity push.

E TRAINING—Donna Golemon

Donna will be starting at least one beginning Scent Work class next session

F. PUBLICITY

1. It was noted that members need to like and share Facebook posts so they go out to folks who are not in the club

G. BUILDING—Karen Jackson

1. Karen reported that she sanitized the crates and was planning on cleaning the fans.
2. Karen and Roxann provided information on the MSDS labeling project

H. NEWSLETTER/WEBSITE—Sue Osborn

1. Deadline for May-June newsletter submissions is April 22nd.

I. HOSPITALITY

1. Tonight: Linda Wargo
2. MAY 13, 2024: Karen and Lori Jackson

J. SUNSHINE—Debbie Hilton

1. Nothing to report
2. Linda Luchsinger reported that Maria Giaccio, a former member and assistant, is battling cancer and that there is a go fund me to help her.

VI. OLD BUSINESS

1. Year End Awards — Linda Wargo

- Linda reported awards have arrived and are ready for the banquet.

2. Year End Banquet – Sue Osborn

- Sue reported that 18 individuals were planning on attending the banquet with two additional attendees for the awards portion.
- There will be games and decorations
- Thanks to Debbie Hilton and Dena Parrish for doing the gift baskets

3. May Madness – May 13 2024 – Karen Jackson

- Karen provided some more detail on the stations for the event.

4. Updates to Guidelines and Procedures

- Status of subcommittee to revamp Section XXX-F - Instructor Pay Raises. (Mary Ash, Marilane Bergfelt, Roxann Gracia) tabled.

5. November meeting” bring your dog” for Holiday pictures

- Linda Wargo and Linda Luchsinger both volunteered photo back drops.

6. Musical freestyle “bring your dog” meeting with Judy Gamet tentatively planned for August – Linda Wargo

VII. NEW BUSINESS

1. Discontinuing the Gerry Glantz Memorial Service Award – Linda Wargo

- Linda reported that the board had discussions about discontinuing the award. After much discussion the membership made it clear they thought the award should stay and that there should be efforts made to thank each other more often. Some ideas expressed were a newsletter section of “Meet the Member” or perhaps determining a member of the month. There was also a discussion about a lack of transparency about what is happening on the training floor and what effort people put in. We will look for ways to improve the award.
- There was discussion of the reinstating the Member of the month with a certificate.

- It was also suggested we institute a “Meet the Member” section for the newsletter with a picture of the individual.
- Linda Wargo asked members to email her at president@nvdtc.org if they want to recognize another member and to please provide detail.

2. RD Winery Opportunity

- RD winery is hosting an event for folks to bring their dog to the winery on Sept 14 from 3:00 -7:00 pm and asked if we wanted to have an information table/booth.
- Marilane volunteered to take on contacting the winery for more information.

VIII. BRAGS

1. Dena Parrish and Tzoey earned their first two legs in Advanced Rally
2. Carol Coawette and Pierre earned their NACSW Odor Recognition Test Title
3. Carol Coawette and Louie earned two of their three qualifications toward their NACSW Odor Recognition Test.

IX. MEETING ADJOURNED at 7:32 pm

Submitted by Linda Wargo

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING – APPROVED

APRIL 23, 2024

1 of 3

ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson. Members At Large: Donna Golemon, Roxann Gracia, Karen Jackson. Past President Mary Ash.

- I. CALL TO ORDER: 4:54PM
- II. CALL FOR ADDITIONS OR CHANGES:
 - “Garage Sale” to New Business
 - Multiple additions to Training
 - Rattlesnake Aversion Event to New Business
 - Change “April” P&L to “March” P&L
- III. TREASURER’S REPORT - LORI JACKSON
 - A. Checking: \$4913.19
 - B. Savings: \$22,367.64
 - C. CD: \$20,900.21
 - D. March P&L: Net Loss (\$577.42) and YTD loss (\$2505.46)
(Donna volunteered to contact Comcast to request a reduction in the bill.)
- IV. MINUTES - ROXANN GRACIA
 - A. MINUTES OF MARCH 26, 2024 approved with change of GM2 class to Advanced Obedience under Office V. B. (7Y)
 - B. MINUTES OF SPECIAL BOARD MEETING OF NOVEMBER 7, 2023. A Quorum was established at 4 members who were in attendance at the November meeting and voting proceeded. (3Y, 1A,)
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. MEMBERSHIP/VOUCHERS - CAROL COAWETTE & LORI JACKSON
 - 1.) Pending new Members will be allowed to bring their dogs to May Madness Meeting in order to join the Club and participate in the festivities. It was also requested that Sue post the Applications for new members be made available on the website. (7Y)
 - 2.) Voucher list was reviewed. Lori to report back to Board after updating.
 - 3.) Voucher audit - a BIG Thanks to the hard work from Lori. The audit revealed there is roughly \$40,000 in pending vouchers and coupons.
 - B. OFFICE - MARY ASH

Current class attendances were reviewed. Request was made for phone help. Phones are not checked after Mary leaves on Thursdays until Monday or Tuesday. Backup Log in of payments to help Mary will be provided by Sue Osborn. Carol and Lori offered to help with Log in of payments. Carol can help with the mail.
 - C. TRAINING - DONNA GOLEMON
 - 1.) Employee Agreements to be reviewed by Donna and Linda
 - 2.) Linda Luchsinger was voted in as a Trainer. (7Y)
 - 3.) Time Sheets are being revised and instructions will be spelled out by Donna. Time Sheets to be left on clip boards and Linda L. to pick up sheets at the end of a session after Donna and/or Lori to review for accuracy.
 - 4.) Linda Wargo and Linda Luchsinger will review Payroll with holding taxes.
 - 5.) New Curriculum - Puppy is done. ADO in progress. GM1 pending. When they are done, Sue will scan to the website.
 - 6.) Volunteers do not need to sign in on a time sheet per Donna’s resource.
 - 7.) Additional Classes - Vange to teach Strengthening the Basics in Session #4.
 - 8.) Linda W. will talk to Vange regarding Friday Day classes on a weekly basis.
 - 9.) Platform training was held. An additional training will be held again at the next Training

Committee Meeting. Date to be Determined.

- 10.) Donna wants to send out a survey to get input from the General for potential participation in events and new ideas for classes. She asked for input and will ask Sue to help.
- 11.) There will be two new Scent Work classes starting in Session #4. (9AM and 2:30PM)
- 12.) Mary Ash was approved to teach Advanced Obedience. (6Y, 1A)

D. PUBLICITY

- 1.) Scott Pommier has made 2 ladders and now High Jumps at 4, 8, 12, and 16 inches. In appreciation, it was approved to give him a \$150 Gift Certificate. (7Y)
- 2.) Linda W. is making the final list of contacts to distribute flyers.

E. BUILDING - KAREN JACKSON

- 1.) Labeling of Bottles - Roxann and Karen to meet on Friday.
- 2.) Karen is zip typing some crates that are missing pieces.
- 3.) Air Quality Report is pending.

F. NEWSLETTER/WEBSITE - No Report

VI. OLD BUSINESS

A. TRAINER PROMOTION MINUTES - Mary to submit.

B. BUILDING OPENING/CLOSING POLICY - Donna and Linda W. to research installation of electronic lock which could be remotely activated by person in charge of the opening and closing the building. (Currently Sue.)

C. MSDS SHEETS - Karen and Roxann will review on Friday.

D. NOVEMBER HOLIDAY PICTURE EVENT - Donna and Linda W. to set up a week before to allow students to use backdrops also. Linda L. has an additional backdrop.

E. AB5

- 1.) Instructor Status - Discussed under training.
- 2.) Workers Comp. - Having no response from current carrier, Linda W. will go back to State Fund and get a policy.
- 3.) Mandatory Education & Signage
 - a.) HARASSMENT - Manager needs 2 hours and each employee needs 1 hour every 2 years. This must be completed this year by June 1st.
 - b.) CAL-OSHA - Regs to be Reviewed
 - c.) WORK PLACE VIOLENCE - 1 hour training effective July 1st and every year.

F. BOARD GOALS AND PROJECTS 2024

- 1.) Gerry Glantz Service Award - Linda W. to reach out to General Member Dena Perrish to work on revision with Roxann. It was recommended by the Board to list all the nominees each year.
- 2.) Educational Stipend Review - To be reviewed by Fiscal Subcommittee.
- 3.) Financial Review - Roxann indicated the projections for the End of Year continues to be in the Negative territory. (Roxann and Linda and Marilane on the Sub-committee.)

VII. NEW BUSINESS

A. TRAINER SUFFICIENCY ACT - It is up to the trainers to provide the information. This will go to the Training Committee to remind trainers of the need and how to accomplish.

B. LAPS REQUEST - Classes have not yet been set. Due to some pending events, Saturdays

cannot be committed to just yet. Linda to talk with LAPS to see if Sundays would work.

- C. VOUCHER AUDIT - Reviewed Earlier
- D. RD WINERY EVENT - Marilane involved.
- E. FACEBOOK POSTING GUIDELINES - Linda to Request Marilane update her pinned Schedule of NVDTTC classes. They currently 2023 classes. Linda to ask Sue to post the Newsletter to FaceBook and other NVDTTC items, such as the Banquet.
- F. NEW IDEAS;
 - Dog Equipment Garage Sale (Linda to approach Dena and Debbie)
 - Scent Work Trial
 - Fast Cat Event
 - Fetch Dog
- G. RATTLESNAKE AVERSION TRAINING EVENT
Mary and Donna requested event ok for the first weekend in August. Approved (7Y) They will need help in getting the work out to Vets, Facebook and other Dog Clubs.

VIII. NEXT BOARD MEETING: May 28th at 2PM at the Club.

IX. MEETING ADJOURNED: 8:08 PM

Minutes Submitted by:

Roxann Gracia

NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES
May 13, 2024 at 6:30 PM at NVDTC Clubhouse

I. CALL TO ORDER: 6:30 pm

II. Call for additions or changes to agenda - none

III. APPROVAL of APRIL 8, 2024 MINUTES – approved as written

IV. TREASURER’S REPORT—Lori Jackson

- A. Business Checking Account: \$16,232.37
- B. Business Savings Account unavailable at this time
- C. Certificate of Deposit not available at this time
- D. March Profit & Loss Statements:
 - March : -\$577.42
 - YTD: -\$2505.46

V. BOARD, COMMITTEE, & CHAIR REPORTS

A. PRESIDENT—Linda Wargo

- AB5 Status
 - Linda Wargo reported we have secured workers compensation insurance with the Hartford insurance company.
 - The board approved Linda Luchsinger as an instructor.

B. VICE PRESIDENT—Carol Coawette

- Carol Coawette reported we currently have 49 members
- The club welcomed new members: Shanan Anthony, Dean Walker and Gina de Luca, Wendy Stanford, Judy Miron, Denise and Jim Carpenter, Amanda Solis, and Antonio Pares. So great to have you join us!

C. MEMBERSHIP/COUPONS—Carol Coawette/Lori Jackson

- Nothing to report

D. OFFICE—Mary Ash

- Sign ups for Session 4 are open.
- Puppy class signups are low.
- Registration and payments close May 27th.

E TRAINING—Linda Wargo

- There will be a training committee meeting on Friday, May 17th at 6:00 pm.

F. PUBLICITY

- Nothing to report

G. BUILDING—Karen Jackson

- Nothing to report

H. NEWSLETTER/WEBSITE—Sue Osborn

1. Deadline for July -August newsletter submissions is June 22nd.

I. HOSPITALITY

1. Tonight: Karen and Lori Jackson – Thank you for the wonderful spread!
2. June 10, 2024: Chris Mayer and Roxann Gracia

J. SUNSHINE—Debbie Hilton

1. Neanna and Joe Gracia welcomed baby Athena Lee.

VI. OLD BUSINESS

1. Updates to Guidelines and Procedures
 - Status of subcommittee to revamp Section XXX-F - Instructor Pay Raises. (Mary Ash, Marilane Bergfelt, Roxann Gracia) – Tabled, awaiting minutes
2. Musical freestyle “bring your dog” meeting with Judy Gamet still planned for August – Linda Wargo - lead
3. November meeting “Bring Your Dog” for Holiday pictures planned – Donna Golemon & Linda Wargo
 - The backdrops will go up a week before the meeting so classes can take pictures as well.
4. RD Winery Event Saturday September 28th – Marilane Bergfelt nothing new to report
5. Gerry Glantz Memorial Service Award Update – Roxann Gracia
 - Roxann Gracia and Dena Parrish met to review and have made a report with recommendations for improvement. Board will review next meeting.

VII. NEW BUSINESS

1. Rattlesnake Aversion Training - Mary Ash
 - Mary Ash stated this would most likely be put off until next year.
2. Survey for potential participation in events and new ideas for classes – Linda Wargo
 - Survey has closed, report pending

VIII. BRAGS

1. Dena Parrish and Zoey completed their Rally Advanced title and also earned two Rally Excellent legs.
2. Sue Osborn and Brooklyn earned their first pass toward their Freestyle Championship with Dogs Can Dance
3. Sharon Leos and Thing earned their NACSW NW2.

IX. MEETING ADJOURNED at 7:03 PM for May Madness

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED

MAY 28, 2024

1 of 3

ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson. Members At Large: Donna Golemon, Roxann Gracia, Karen Jackson. Past President: Mary Ash

- I. CALL TO ORDER: 2:02 PM
- II. CALL FOR ADDITIONS OR CHANGES TO AGENDA - Add Year End Award Application Form to Board Goals #4.
- III. TREASURER'S REPORT - Lori Jackson
 - A. CHECKING = \$24,226.60
 - B. SAVINGS = \$22,367.83
 - C. CD = \$20,979.09
(It was noted that a fee of \$15 was charged on a stop payment check.)
 - D. April P&L: Unavailable (Linda W. to follow-up with Linda L.) Linda W. to request copies of the State and Federal Income Tax Filings.
- IV. MINUTES - Roxann Gracia
Minutes of April 23, 2024 Board Meeting approved with changes to V. C. (3) Removal of names.
(7 Y, 0N, 0A)
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. MEMBERSHIP/VOUCHERS - Carol Coawette/Lori Jackson
Carol reports that with the new members joining in the last General Meeting, the Club now has 56 members.
 - B. OFFICE - Mary Ash
Office is caught up except for today's mail. Registrations in some classes are light. Some classes may be combined and Donna to be informed of any changes.
 - C. TRAINING - Donna Golemon
 - Two incident reports were reviewed for the file.
 - Dena Perrish application for trainer of Puppy/ADO/GM1 and Assistant for GM2 was approved unanimously. It was noted that the next step was provisional teaching and review.
 - LAPPS for July 20th, "Caring Canines" wants trainers. (Sandy, Linda L. and Donna Volunteered.)
 - Rattlesnake Training - Donna still working on details. It was noted that the fee charged will be split 50-50 with the club. A cancellation policy will need to be developed.
 - Thursday is Napa Humane open house at The Yard. Demo at 6pm. See Donna for details.
 - Friday 8:30 am Zoom meeting regarding LIMA training. See Donna for details.
 - Donna has completed the 1 hour employee training on sexual harassment. The two hour management training will need to be completed. The course is free, but employees will be paid for their time.
 - Violence in the Workplace Training - will revisit if over 10 employees. (Anne Stanley to provide memo of understanding.)
 - Sessions 5,6, and 7 are set for the remainder of the year and will be sent to Sue for posting.
 - Survey was reviewed and results will be supplied by Donna as an attachment.
 - Class on grooming - Donna to research and Mary to help. This would be open to members and anyone in current classes. Vote to proceed: 7Y, 0N,0A
 - Donna is developing classes based on club needs as indicated.. Board to review and approve as needed.
 - Discussion was held regarding taking classes outside and on the road. Request help when planned late in the session and when appropriate.
 - Increasing the number of dogs per class to 10 was on a trial basis and it was determined to

return to 8 dogs maximum per non-specialty class.
-New curriculum - Puppy and ADO are done. GM1 done by Friday.
-Time Sheets - Discussion was held regarding pay every 2 weeks vs twice a month. Linda W. to discuss with Linda L. issues involved. Time cards are to be on the clip Board in the office. Donna or Lori to review prior to submitting to Linda L.

D. PUBLICITY

-Linda W. working on distribution list.
-Sue O. can provide a few business cards for trainers.
-Linda W. to check with Marilane regarding posting the graduation photos on social media.
-It was suggested that trainers give Marilane pictures of current class participants.

E. BUILDING - Karen Jackson

Rescue and Pooph were reviewed.

For Pooph: it was noted that the mess (urine and poop) be wiped up with paper towels, and then sprayed with the Pooph to decompose the organic material left. It is not designed to clean up big messes first. Pooph will be supplied for general use on the training floor.

For Rescue: Roxann provided the Ready-To-Use bottles to be stored with the other chemicals for use for disinfecting where there are concerns. (Crates, counters etc.)

For the cleaning crew, Roxann will order, provide labelling, expiration date stickers, directions for diluting the concentrate, and Material Safety Data Sheets. Other cleaning solutions will no longer be used. Karen to provide diluted bottles for the cleaning crew and instruct the crew on the changes. After dilution, the solution is only good for 90 days.

F. NEWSLETTER - nothing to report

VI. OLD BUSINESS

A. Trainer Promotion Subcommittee Report - Mary Ash

No report

B. Building Opening/Closing Policy - Linda and Donna

Ultra Lock is ok per Ross. Next step is researching a Locksmith. Contacting Horton Lock and Key was suggested as well as Ross may know someone.

C. MSDS - Roxann to provide for the Rescue.

D. AB5

1. Mandatory Education - already discussed. See under Training.
2. CAL-OSHA - See MSDS training. This should be gone over at the Training Committee Meeting as FYI. (Rescue and Pooph)
3. Workplace violence - See under Training

E. LAPS request for Fall - Linda is awaiting response from LAPS

F. VOUCHER AUDIT - Lori Jackson

\$48,155 in Outstanding Vouchers
\$3,840 for the Board
\$36,105 in Blue Vouchers
\$9,625 in Full Class Credits
\$8,210 in Meeting Vouchers

G. FACEBOOK Posting Guidelines were discussed.

H. "GARAGE/TAG SALE" - Debbie Hilton and Dena Perrish will help. Karen will help set up. Linda W. to request member help at next general.

I. BOARD GOALS AND PROJECTS FOR 2024

1. Gerry Glantz Award - Roxann and Dena
New Policy was reviewed and approved. (6Y, 1N, 0A) - See attached
2. Educational Stipend Changes - tabled
3. Financial Review - Tabled
4. Year End Award Application Form - the form was reviewed with two changes.
Add Lori Jackson instead of Carol Coawette and 2024 at the top instead of 2023.

VII. NEW BUSINESS

A. FORMS AND COPIES

Class Credit Vouchers, Class Attendance Rosters, and some class handouts are needed. Office staff cannot provide. No action.

- B. PERPETUAL CLUB CALENDAR - It was requested that the perpetual calendar be resurrected. (Started previously by Roxann.) Some things to include would be: City License renewal, Liability insurance renewal, Workman's Comp. renewal, and Rental agreement.

VIII. NEXT BOARD MEETING CONFIRMATION - tabled

IX. MEETING ADJOURNED: 4:41 PM

Minutes Submitted by:

Roxann Gracia

ATTACHMENTS;

SURVEY RESULTS - Donna Golemon
YEAR END AWARD APPLICATION - On Line Sue Osborn
GERRY GLANTZ AWARD POLICY

Summary of Survey May 2024 -

1. What is your level of interest in taking a dog training classes currently?
 - a. Not interested - 1
 - b. Very interested - 18
 - c. Somewhat interested - 42

2. Which specific classes are you interested in? (top 4 answers)
 - a. Mixed class
 - b. CGC
 - c. Pet Therapy
 - d. Jumping over obstacles

- 3.

4. Regarding taking AKC trick classes, what is your preference? (top choice)
 - a. Not interested
 - b. 2-week classes
 - c. other

5. What class duration would you prefer?
 - a. 4-week, top answer
 - b. Other

6. Would you prefer classes on weekends or weekdays?
 - a. Weekdays
 - b. Weekends
 - c. No preference

7. Do you have any suggestions for new classes or activities that you would like to see offered at the club?
 - a. A class to help tough case dogs would be useful (reactive)
 - b. I like the array of classes already offered
 - c. Current classes meet my needs
 - d. New bad habits
 - e. I want to train my puppy with your team, but too few puppy options for working dog parents. Weekend early would be a great option.
 - f. Fit dog, older dog fitness
 - g. A proper grooming class possibly as a 1-2-week class. Our dogs are brushed daily but when it comes to trimming or using the clippers sometimes, I come up with some crazy looks. I know I'm not doing it correctly

- h. Clicker training
 - i. Service dog training
 - j. Intermediate and advanced classes geared for family dog not just trialing
 - k. Reactive Rover
8. How important is the social aspect of dog training classes to you?
- a. Very important (24)
 - b. Somewhat important (25)
 - c. Not important (12)
9. Are there any specific challenges or goals you have for your dog that you would like assistance within a class setting?
- a. Barking
 - b. Always, obedience
 - c. Reactivity on leash
 - d. Dog is aggressive dog barker in car, with tail wagging. How to stop her from behaving so badly only in a vehicle
 - e. Getting her to ignore distractions, especially while walking
 - f. Urban CGC title and further with her trick title. I think she would be an outstanding therapy dog. Interested in pursuing additional skills towards the goal.
 - g. Learning to how to get better at not rewarding their jumping
 - h. Maybe group class is or isn't where I need to go to work on some of the issues I've been having. However, I was let down by the fact that there was nowhere for me to go between eight months and 1 year old.
 - i. We have always liked traveling with a dog but haven't done much since the pandemic and then with a new puppy. Perhaps the newsletter could have an article about member's experience and favorite trips
10. How likely are you to recommend our dog club's classes to other dog owners?
- a. 42 - yes
 - b. Maybe - 4
 - c. No - 3 (including Kim Leslie)
 - d. Comment - Not likely, I have spent over \$200.00, and she really has not improved...even her socialization skills are non-existent
 - e. A couple of comments regarding taking the class depending on who the teacher is.
11. Do you have any additional comments or feedback regarding our current class offerings or the dog club in general?

- a.enjoy classes that offer new things for my dogs to encounter. Dining out, community walks, etc.... training in the same room all the time is great, but we take our dogs out into the big world as well, so that kind of exposure is great
- b. I enjoy good manners 1, I would take GM2 if it was offered on a Friday evening. Hard to make other classes I work
- c. Are not many evenings classes
- d. We are LUCKY to have this right here in Napa
- e. More options
- f. I think I've said it all...I felt like it was a waste of time and energy the last two times we attended classes there. My dog needs obedience training.
- g. A lot of dogs are not ready for GM 2, There needs to be more advanced classes
- h. Instructors spend too much time TALKING. I would like to see the dogs get more time practicing instead of listening to instructors and watching them train and practice with their own dog as examples. Our most recent class had our dog sitting on a mat for over half the class time.
- i. Love, Love the club

Napa Valley Dog Training Club 2024 Year-End Awards Application

You have until December 31, 2024 to complete your titles. However, if you have received awards so far this year, please fill out your paperwork ASAP.

Please fill out all information below.

You must fill out a separate application for each individual award.

Your Name _____

Phone: _____ Email: _____

Dog's Registered Name (if applicable) _____

Dog's Call Name _____

Dog's Breed _____ Variety/Color _____

Date/Title Received _____

Title Received (i.e.: AKC Agility Novice Jumper, AKC Champion, CD (Companion Dog)

Dates of 2024 meetings attended: _____

Date(s) & description(s) of 2024 NVDTTC activity (activities) you participated in: _____

Tell us about your dog:

Do you already have a plaque? _____

Do you only need a new engraving for your existing plaque? _____

Remember to turn in your plaque if you have empty plates that need to be filled.

If you do not already have a plaque or need an additional one:

1) Provide a photo and 2) indicate the number of plates desired: 6 12

To receive your year end award, you must have attended at least four meetings in 2024—no exceptions. See Lori Jackson if in doubt about whether you have fulfilled this requirement. You must also have participated in at least one board approved activity as listed in NVDTTC's Guidelines and Procedures.

This form must be returned to Linda Wargo, 230 James Road, American Canyon, CA 94503 OR forms and plaques can be left at the club in a bag or envelope with Linda Wargo's name on it no later than **January 8, 2025.**

Signature _____ Date _____

APPROVED

B. ANNUAL SERVICE AWARD (Old section to be removed and revised as follows:)

1. SCOPE:

THE NVDTC GERRY GLANTZ MEMORIAL CLUB SERVICE AWARD recognizes and celebrates members who have made a significant contribution to the NVDTC and promotes culture of excellence. The Award may be awarded once per year.

2. NOMINATIONS:

- a. Any member in good standing with the NVDTC may nominate another member when significant contributions to the NVDTC have been identified.
- b. Nominations must be given in writing to the Award Committee Chairman and include the contributions to the NVDTC made by the nominee.
- c. Criteria
The Nominee:
 - 1.) Is a current Club member in good standing.
 - 2.) Follows and uphold NVDTC By-Laws and Rules.
 - 3.) Contributes to the overall well-being and growth of the NVDTC.
 - 4.) Represents the NVDTC in a professional and positive way.
 - 5.) Has not received the Award within the last 3 years.
 - 6.) Is not the current President of the Board.

3. PROCESS

- a. The Selection Committee will consist of the President of the Board of Directors, the three immediate previous awardees, and one member selected from the General membership.
- b. Volunteers shall be requested at the October General Meeting to fill the General membership committee member position. If more than one volunteer is identified, the selection will be by random drawing. Should the general membership committee member be nominated, an alternate will be appointed by the President of the Board, from the General Membership.
- c. The Selection Committee shall be identified at the October General meeting.
- d. The chairman of the Selection Committee shall be chosen by majority vote of the members of the Selection Committee.
- e. Nominations shall be due by December 1st. All Nominees and committee members will be announced at the December General Meeting.
- f. The Award will be presented at the Annual Banquet by the President the Board of Directors.

NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES
June 10, 2024 at 6:30 PM at NVDTC Clubhouse

Page 1 of 4

I. CALL TO ORDER: 6:31 PM

II. Call for additions or changes to agenda - NONE

III. APPROVAL of MAY 13, 2024 MINUTES—Linda Wargo

- A. As Donna Golemon was not in attendance at the May General meeting, she requested her name be removed for reporting on topics.
- B. Minutes approved with corrections

IV. TREASURER'S REPORT—Lori Jackson

- A. Business Checking Account: \$18,031.97
- B. Business Savings Account: \$22,368.02
- C. Certificate of Deposit: \$21,052.94
- D. April Profit & Loss Statements:
 - April: \$1,427.42
 - YTD: (\$1,078.03)

V. BOARD, COMMITTEE, & CHAIR REPORTS

A. PRESIDENT—Linda Wargo - Nothing to report

B. VICE PRESIDENT—Carol Coawette

- Welcome to new member Roxann Wolf
- We currently have 57 members

C. MEMBERSHIP/COUPONS—Carol Coawette/Lori Jackson

- Lori Jackson reported she had new coupons printed.

D. OFFICE—Linda Wargo – nothing to report

- Debbie Hilton asked if any classes had to be cancelled. Donna Golemon replied that:
 - Tuesday am GM1 and GM2 were combined
 - Wednesday 11:00 Puppy class had to be cancelled
 - Donna noted lack of students is a trend all the area training clubs are experiencing.

E TRAINING—Donna Golemon

- New classes started last week.
- Two new Scent Work classes have started with thirteen new Scent Work students
- Training Committee planned out Sessions 5, 6, and 7.
- Donna Golemon and Linda Luchsinger are working on a class focused on problems the students want help with. Available for the next session.
- Going to try taking classes that are ready out to a local park during the fifth week of class.
- Dena Parrish was voted in as a new trainer.
- Introducing platform training into the classes.
- Rattlesnake aversion training will definitely be put off until next year.

Looking for a location, and asked members to contact her with any possibilities.

F. PUBLICITY

- Debbie Hilton reported that she entered the Napa Valley Dog Training Club in the Napa's Finest Nominations. We are located under services and best local nonprofit. Voting runs from July 2nd – 18th, and individuals can vote once per day. Winners will be announced on August 17th. Let's get out the vote; you can vote every day.
- Linda Wargo is going to finish the list of local businesses to post our rack cards and our schedules for next general meeting.
- Linda Wargo noted that there are events in Napa we should probably have a presence at and perhaps we need to keep a calendar of those type of events. Dena Parrish mentioned we should perhaps put events that we want to attend in the newsletter.

G. BUILDING –

1. Lori Jackson noted the switch to Rescue for building cleaning will start this Friday.
2. Linda Wargo went over how to use Poof to clean up a dog accident

H. NEWSLETTER/WEBSITE

1. Deadline for July -August newsletter submissions is June 22nd.
2. Donna Golemon suggested we include a local dog events section in our newsletter.

I. HOSPITALITY

1. Tonight: Chris Mayer and Roxann Gracia
 - The ice cream bar was delicious – Thank You
2. July 8, 2024: Dena Parrish and Marilane Bergfelt

J. SUNSHINE—Debbie Hilton

1. Kaye Hall, a lifetime member of the club passed away recently. For many years Kaye volunteered her time to teach tracking classes, serve as a member of our tracking test committee, and judge our tracking tests. Members shared their memories of Kaye.

VI. OLD BUSINESS

1. Updates to Guidelines and Procedures
 - Status of subcommittee to revamp Section XXX-F - Instructor Pay Raises. (Mary Ash, Marilane Bergfelt, Roxann Gracia) Mary Ash absent so tabled until next meeting.
2. Musical freestyle “bring your dog” meeting with Judy Gamet tentatively planned for August – Linda Wargo
 - Linda Wargo asked members what they would like to see for this event. Suggestions ranged from beginning moves, to square dancing, to establishing good teamwork with your dog.
 - Music suggestions included country, inspiring songs, dance music, but nixed heavy metal and opera
3. November meeting “Bring Your Dog” for Holiday pictures. – Donna Golemon & Linda Wargo – nothing new to report

4. RD Winery Event Saturday September 28th – Marilane Bergfelt
 - Right now, just planning on an info table.
5. Caring Canines Support –
 - Event will be held on July 20th from 11:00 am to 3:00 pm. Donna Golemon reported that NVDTC folks will be available to sign up individuals for classes for the upcoming session that are still open.
6. Gerry Glantz Memorial Service Award Update – Roxann Gracia and Dena Parrish
 - Roxann Gracia and Dena Parrish reviewed the final improvements to the award process and answered members questions.
7. Dog Item Garage Sale discussion – Linda Wargo
 - Linda Wargo presented Roxann Gracia's suggestion to the board to hold a Dog Item Garage Sale. Debbie Hilton has volunteered to help work on this.
 - We discussed possible dates such as Artists Open Studios, the Napa City-wide garage sale date, or in conjunction with an open house. Debbie will research.
 - Also had a short discussion on whether we would rent tables to individuals or if we would take donations to sell as a club. No decision was made.
 - Another thought was to combine it with an open house. It was decided this would be too complicated and Donna Golemon proposed that we just do an information table and a looping video of what we offer.
8. September BBQ or Picnic discussion – Linda Wargo
 - Linda Wargo asked members if they wanted to continue the tradition of a September BBQ or a pot luck picnic. Membership thought a picnic would be nice. Perhaps at one of the local parks.
 - Asked the membership for someone to step up and lead the charge on getting this going.
9. Halloween meeting will be a bring your dog costume contest. Linda Wargo looking into a reasonably priced backdrop for picture taking.

VII. NEW BUSINESS

1. Survey for potential participation in events and new ideas for classes – Donna Golemon
 - Donna Golemon reported on the results of the survey sent to member and folks in our database
 - Several people mentioned they would be interested in classes on general dog grooming. Looking for someone to conduct the training, and how best to present the class. Please contact Donna with ideas for this. Roxann Gracia mentioned it would be good to learn about available tools.
 - We also discussed the possibility of someday offering cooperative care classes.
 - Marilane Bergfelt mentioned having the survey comments available to members. Donna Golemon replied that she will make the binder available to anyone who asks.

VIII. BRAGS

1. Dena Parrish reported that she and Tzoezy completed their rally excellent title.
2. Sandy Bonifield reported that at Woofstock, she entered her 6 month old miniature schnauzer, Maggie in her first show. After learning the ropes for a couple of days she went

Approved

Approved

Approved

Reserve Winners Bitch.

3. Roxann Gracia reported that Tanner qualified in his scent work excellent interior search
4. Carol Coawette reported that at a May 19th scent work trial, Pierre Qualified in all four Masters odors and took fourth place in the Matsers Interior search.
5. Carol coawette reported that at the same trial, Louie qualified in three out four of his advanced searches.
6. Marilane Bergfelt Reported that her son and his fiancé are now living on the West coast, and that his fiancé has completed her PhD in Family Counseling.
7. Donna Golemon reported that her granddaughter was coming home from Korea
8. Linda Luchsinger reported that her twin granddaughters graduated high school and one is enlisting in the Air force and the other will be attending the University of Merced

IX. MEETING ADJOURNED at 7:50 pm

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING – APPROVED

JUNE 25, 2024

1 of 3

ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson, Members At Large: Donna Golemon, Roxann Gracia, Karen Jackson, Past President Mary Ash.

I. CALL TO ORDER: 4:48 PM

II. CALL FOR ADDITIONS OR CHANGES TO AGENDA

- Add Dena Perrish under Training

III. TREASURER'S REPORT - Lori Jackson

A. Checking: \$17,483.00

B. Savings: \$22,368.02

C. CD: \$21,052.94

D. April, Corrected and May P&L were reviewed. For the best understanding it will be requested of the bookkeeper to split the Building expenses into 4 areas:

1.) Base Rent

2.) Landlord Insurance

3.) CAM Estimate

4.) Utilities

It was noted that the first three should be the same every month, and utilities will vary.

It was also noted that the CAM true-up bill for the year will be due and paid in June. This was approximately \$2500 and will appear in the June P&L. Rent will increase in June as well.

Accounting for Class Credits were discussed at great length. Question asked on how to account for these outstanding and whether expiration dates should be made on old, old stuff.

Linda to request building split out changes from Linda L.

IV. MINUTES - Roxann Gracia

Minutes were approved with attachments with no changes. (7Y) (0N) (0A)

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS - Carol Coawette/Lori Jackson

Carol reported 67 Members.

Lori reported:

Outstanding Vouchers = \$48,095

Board Vouchers = \$4,080

Blue Vouchers = \$36,045 (Expires in December)

Meeting Voucher/Coupons = \$7970

B. OFFICE - Mary Ash

1.) Signups for current classes were reviewed, with 10 days still left in open enrollment. Mary to discuss with Vange regarding potentially consolidating or canceling classes.

2.) Phone problems were discussed. Too many unauthorized people messing with the phones resulting in several unreturned calls.

3.) Mary is willing to give up the office. Linda to research replacement.

C. TRAINING - Donna Golemon

- 1.) Sessions 5,6,7 are planned
- 2.) A third classification of workers was discussed.
 - Instructor
 - Instructor Assistant
 - Volunteer

Criteria for instructors and Instructor Assistants are already in place. It was decided that Volunteers would be required to sign a waiver and be approved by the Instructor of the class. Donna to send the sample application form for the Board to review. This was suggested by Lea and had concurrent reasoning.

- 3.) Donna is scheduling a training committee meeting
- 4.) Donna wants a list of Handouts trainers want to use so they can be available online.
- 5.) List of Approved Instructors and Assistants needs to be updated.
- 6.) Orientation Video needs updating and/or changed to different format.
- 7.) Dena Perrish was approved as Rally Assistant and Rally Instructor. (7Y,0N,0A)

D. PUBLICITY

- 1.) Reminder of Napa's Finest Voting
- 2.) Calendar of Local Events - How to get on the Calendar?
- 3.) N.V. Market Place - Community Snapshots....Mary to research
- 4.) Farmers Market - Francis Anamosa had interest in the past. Some volunteered for once a quarter.

E. BUILDING - Karen Jackson

Rescue bottles are prepared. There is a need to research a better water filling situation, Lights need to be replaced in certain areas. People to be reminded to lock the building when in there alone and instructors to request a person to stay until they leave at night, so as not to be alone. Donna to remind instructors.

F. NEWSLETTER/WEBSITE

-No report

VI. OLD BUSINESS

A. TRAINER PROMOTION SUBCOMMITTEE REPORT

Mary to provide minutes before next meeting.

B. BUILDING OPENING/CLOSING POLICY - Linda and Donna

Linda Completing the research.

C. LAPS REQUEST

Dates were approved except Sept 7th and 8th. Equipment fee of \$25 to instituted for each rental. It was also approved to allow entry the night before full day use with the caveat that they must use Rescue for cleaning they feel is needed. They must provide the Rescue or we can charge them for use and we will provide the mix. It was recommended that future long term use of the building be restricted to Sundays. (7Y, 0N, 0A)

D. CLUB GARAGE SALE - Debbie

Dates to be determined by Debbie...It would likely be best Sept. 7th and 8th. Linda to reach out to Debbie.

E. PERPETUAL CALENDAR

The Calendar started by Roxann years ago, was brought out. Some updates are needed and it was suggested that some items be assigned. Member to review for the next meeting.

F. BOARD GOALS AND PROJECTS - Tabled

VII. NEW BUSINESS

A. MEETING WITH DOUD BOOKKEEPING

Notes of meeting was provided. It was determined a subcommittee would be needed to review the goals of correcting Payroll issues, getting the taxes done and providing timely P&L. Linda and Donna to reach out Anne Stanley for some ideas. Separate jobs may be advantageous. (Payroll, Bookkeeping, Taxes)

B. SEPTEMBER PICNIC

Linda to reach out to a person to chair. It was suggested either Kennedy or Fuller Park.

VIII. NEXT BOARD MEETING: July 16th at 4:30 at Roxann's.

IX. MEETING ADJOURNED: 7:56 PM

Minutes Submitted by:
Roxann Gracia

ATTACHMENTS:

- Perpetual Calendar
- Doud Bookkeeping Notes
- LAPS Request for Dates

NVDTC PERPETUAL CALENDAR

JANUARY	Business License Due Plan Annual Awards Celebration Deadline for Plaque Submission Annual Audit Committee 1099's Due to Trainers
FEBRUARY	Review Lease and Sign Every 2 years ANNUAL AWARDS MEMBERSHIP RENEW DEADLINE FEBRUARY 1st. Annual Audit
MARCH	Review Lease (every 2 years)
APRIL	Ready Lease for Signing Scent Work Trial
MAY	Sign Lease Non-profit Tax Filing Due on the 15th
JUNE	Review Insurance
JULY	Review and Sign Insurance Send Corticate of Insurance to Sawyer Properties
AUGUST	Insurance Due Nominating Committee needs for Board Re-Election Plan Annual BBQ Cleaning Contract Review
SEPTEMBER	Review Trainers Contracts Nominating Committee Report Annual BBQ Membership Application Form Update
OCTOBER	Review and/or Approve Next Scent Work Trial in April Nominate New Board Service Award & End of Year Forms Revision
NOVEMBER	New board Elections Plan Christmas Party Remind Members of Renewals Due Soon
DECEMBER	Annual Christmas Party Submissions for Plaques Due End of Month Instructor Signed Contracts Due End of Month Joint New and Old Board Meeting.

MEETING JUNE 11, 2024

ATTENDANCE: Linda Luchsinger, Bookkeeping & Payroll, Linda Wargo, President NVDTTC, Donna Golemon, Training Chair, Roxann Gracia, NVDTTC Board member.

- I. SICK LEAVE: Sick leave is not being reported on the paystubs. For example, one employee should have at least 3 days accrued by now, and is currently reported as zero.

ACTION: Linda L. will correct the payroll and add the accrued sick leave to the paystubs.

- II. PAYROLL ROUTINE: The payroll routine was reviewed. It was decided that going forward the following will be done:

- 1.) Either Donna G. will deliver to Linda L. the time sheets or Linda L. will pick them up at the Club on the last day of classes in the session.
- 2.) Linda L. will run payroll and Print the Checks and provide a copy for Lori.
- 3.) Linda W. will pick up payroll and the copies, sign the checks and distribute. (Some sort of system in the office will be decided.)

ACTION: Linda W. and Donna to set up distribution procedure.
Linda W. to get signature privileges on the bank account and potentially remove Sue O.

- III. PAYROLL TIMING: It was indicated that "They" wanted to be paid at the end of each session every 6 weeks vs. twice a month. This may be further discussed at the Board as to employee desires.

ACTION; To the Board for discussion.

- IV. BOOKKEEPING BILLING: It was determined that Linda L. has not been invoicing for the work and therefore not paid. It was suggested that Lori pay automatically every month and Linda L. to provide an invoice/receipt monthly afterward.

ACTION: Lori to pay automatically. Linda L. to provide invoice.

- V. COUPON TRACKING: It was recommended not to place in the books, as it may increase income. (Accounting procedures for liabilities will be reviewed by Roxann.)

- VI. APRIL P&L: It was noted that there were no Discounts or Vouchers in April. Linda L. said they were coded wrong and will be corrected but there was no change in the bottom line.

ACTION: Linda L. to provide a "Correct" copy of April P&L to the Board as per contract.

- VII. FEDERAL/STATE TAXES: It was indicated that the taxes were not filed "pending the results of the audit". It was reiterated that the yearly financial audit does not affect the taxes. This was discussed after the general meeting of June 10th. The taxes need to be filed.

ACTION: Linda L. to file the taxes and going forward, the acknowledgment from the tax agencies which is emailed to Linda L. will be forwarded to the President of the Club each time. Complete copies will be filed in the office.

Notes by: Roxann Gracia

From: Gwenn McKenzie <gwennmckenzie@yahoo.com>

To: Sue Osborn <sue.osborn49@yahoo.com>; Linda Wargo <mcmcockers@comcast.net>; Donna Golemon <nvdtdonna@gmail.com>

Sent: Thursday, June 6, 2024 at 09:52:54 AM PDT

Subject: LAPS request for building rental Fall Class AND additional day August 11

Sue,

Since my previous request for dates for LAPS Fall Training Class, we've had to adjust the dates.

Following is what we are requesting. We would prefer **mornings** on the half days, but would take afternoons if necessary to accommodate scheduled NVDTC classes:

Saturday, Sept 7, half-day, morning

Saturday, Sept 14, half-day, morning

Saturday, Sept 21, half-day, morning

Saturday, Sept 28, half-day AFTERNOON

Saturday, Oct 5, half-day morning

Saturday, Oct 12, FULL day (we could use Oct 13, depending on your class schedule)

We would appreciate if we could get confirmation on these dates **before our July 20th** event so we can promote the class to those who attend.

ADDITIONAL DAY:

We would like to reserve the club for a full day on **Sunday, August 11**.

We would also appreciate access to the building the night before the full days (Oct 12 or 13 and August 11, as above AND our July 20th all-day event already contracted) in order to clean the building and sanitize the floor and equipment.

Unfortunately, LAPS is unable to pay for half-day's access in order to simply get into the building and ensure it is **clean** and **ready** for our use the following day. When we used the building on April 6 for our all-day evaluations, 3 of us spent the first 20 minutes or so sweeping the floor of a significant amount of dog hair and dropped bait. There was no chance of sanitizing anything and having the fumes clear before we started the evaluations. On August 11, we will be inviting potential teams to practice before starting our Fall Training, and we want to present LAPS and NVDTC in the best light possible with a clean and inviting space.

Thank you for your consideration. Please call me if any question.

Gwenn McKenzie
for Loving Animals Providing Smiles
my cell: 707-738-7593

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED
JULY 16, 2024

1 of 3

ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson MEMBERS AT LARGE: Donna Golemon, Roxann Gracia, Karen Jackson, Past President: Mary Ash

I. CALL TO ORDER: 5:12 PM

II. CALL FOR ADDITIONS OR CHANGES TO AGENDA
ADD Insurance to New Business F. and Facebook to New Business G.

III. TREASURER'S REPORT - Lori Jackson

- A. Checking: \$20,395.01
- B. Savings: \$22,368.20
- C. CD: \$21,143.45
- D. June P&L - unavailable and therefore not reviewed.

IV. MINUTES - Roxann Gracia
MINUTES OF JUNE 25, 2024 APPROVED AS WRITTEN. (7Y, 0N,0A)

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS

Membership - Carol Coawette nothing to report

Vouchers - Lori Jackson reported:

Total Vouchers Outstanding \$47,560

Board Vouchers - No change

Blue Vouchers - \$35,550 (Going away in December)

Meeting Coupons - \$7930

It was noted that there were: \$535 vouchers redeemed today alone.

B. OFFICE - Mary Ash

It was reported that registration date was inadvertently extended to all people vs just the LAPS classes. This created a delay down the line affecting trainers information sheets. It was also noted that the phones were again off for two more times creating problems in phoning potential clients, causing confusion and ill will. It is unknown who is using the phone system incorrectly.

C. TRAINING - Donna Golemon

Donna announced that there is a Training Committee meeting on Thursday, July 18th. They will be reviewing new class proposals. Donna will request to Sue Osborn to post on line in the documents section, the previously agreed process for class approval.

Donna recommended that Handouts for future classes be given to instructors to handout in their classes.

Donna will be reviewing the qualifications and be updating which classes each trainer is qualified to teach and the same with assistants.

It was felt the website could better review classes in connection to the sign ups. Donna to review with Sue Osborn.

Class review of Puppy, ADO, GM1 and possibly renaming or reclassifying classes. A subcommittee was formed for review of when classes open, close and when payment is due. The Subcommittee consists of: Linda Wargo, Mary Ash and Roxann Gracia.

D. PUBLICITY - No report

E. BUILDING - Karen Jackson

Spraying is scheduled for the 26th. Fire Extinguishers were recharged. Karen will re-glue

baby gates. Mary to check with Ross to see if there are any new gates in storage still. Roxann offered a hose connector to help in diluting Rescue. Karen to find out what the cleaning people are doing. Linda Wargo purchased a WiFi enabled lock. Sue and Robert Osborn to check to see if it will fit the door. If it will work, Linda will donate the lock.

F. NEWSLETTER/WEBSITE - No report

VI. OLD BUSINESS

A. Trainer Promotion Subcommittee Report - Mary working on report.

B. Building Opening/Closing Policy - After the Lock is approved, Linda and Donna will develop a procedure.

C. Club Garage Sale - It was decided to hold the sale in the spring in conjunction with an open house.

D. Perpetual Calendar
Remove: Scent Work in April and October
Add: May : Workman's Comp Insurance Due
Add: Sept.: Director's Insurance
Request Sue Osborn to update Document on line.
Sue Osborn to be asked to update the Perpetual Calendar.

E. Workplace Violence MOU - Information attached

F. Board Goals & Projects for 2024

1. Educational Stipend Changes - It was suggested that the educational Stipend be progressive according to number of classes taught and to be pertinent to classes taught. No action taken at this time. To be reviewed.

2. Financial Review - Discussion was held regarding current services, paycheck process and reporting. Linda to get check signing privileges and Sue to be taken off. Ideas were discussed regarding up and coming contracts to include due dates of payment and completeness of submissions. Linda and Mary to review past results.

Motion was approved to Remove Sue Osborn as Signatory and Add Linda Wargo as Signatory with authority to negotiate CD rates and investments, as well as have on line access to all accounts. (7Y,0N,0A)

Lori to ask Linda L. for a duplicate copy of pay stubs for the records.

It was noted that Linda L. is willing to work with anyone needing help with withholding questions or concerns.

VII. NEW BUSINESS

A. Designated Phone People - Do to ongoing phone issues, it was decided to only have approved people use the phone system, except for emergencies. Incoming calls and messages can only be done by the following people:

Donna Albini, Deanna Perrish, Mary Ash, Roxann Gracia, Carol Coawette

There will be a sign or notice place on the phone regarding this. (7Y, 0N, 0A)

B. Notices to Sue Osborn for global distribution - Because of issues when affecting others in the work chain and to be clear to Sue when a Global Notice distribution is approved, notices can only be sent out after approval of : The President, The Training Chair or the Publicity Chairman Serving on the Board. (7Y,0N,0A)

C. Log in payments: It was decided that only the following people can log in payments:
The Office Manager, The Treasurer, and the Vice President
The primary Person will be the Office Manager, after which the Treasurer and Vice President will help to keep the payments current. (7Y,0N,0A)

D. Volunteers/Helpers - It was decided that there are three categories:
“Helper” - Does simple tasks in classes and no instructions or giving advice to students. (Ex. moving boxes around in Scent Work, or setting up signs in Rally, or moving Baby Gates around.) To be a “Helper”, they need approval of the Instructor, and a signed release form. Training Chair does not need to be involved.

“Assistant Instructor Volunteer” - Must have approval to be an Assistant. Policy already in place.

“Instructor Volunteer” - Must have approval as Instructor. Policy already in place.

It was noted that a signed and dated agreement from Assistant Instructor Volunteer and Instructor Volunteer stating they agree to non-payment. Update the application form to : I chose non-payment. Sue and Donna to review and recommend.

It was suggested that all Returning Students sign a new release at the beginning of each year. Donna to take to the Instructors.

E. September Picnic - The General membership will be asked for help at the August Meeting.

F. Insurance - Club general insurance is due. There were some concerning questions revealed. Carol will contact the Insurance company and ask for clarification and updating. Questions regarding “owners” dog coverage and gross sales over \$100,000 costs. Mary to contact another club that uses the same insurance company for input. Since the insurance is due before the next Board meeting and we just received notice of renewal with changes, Carol will conduct a “Special Board Meeting” virtually to give information and come to a resolution.

G. Facebook - Carol will meet with Sue to research Facebook requirements. Possibly being interested in doing the posting.

VIII. NEXT BOARD MEETING: August 27, 2024 at 4:30 pm at Roxann’s House

IX. MEETING ADJOURNED; 7:50 PM

Minutes Submitted by:

Roxann Gracia

Attachments:

WorkPlace Violence MOU

The Napa Valley Dog Training Club is exempt from the requirements of California SB-553, but that doesn't mean it doesn't care about the safety of its employees, club member or students.

So, first, I think the club/board should be clear that if anyone has any concerns about workplace safety at any time, they should be encouraged to immediately reach out to you, Donna, and to Linda - or any board member - with those concerns, as well as law enforcement and community safety resources.

The NVDTTC is exempt because it has less than 10 employees working at the clubhouse at the same time and because the facility is not open to the public.

- Students are not "the public."
- The club requires visitors to sign in.
- The clubhouse is locked when not in use.
- People who are not club members cannot use the clubhouse without a member being present and such use by members must be reserved and pre-approved by the club.
- People cannot just walk into the club and shop for leashes.
- Schools, regardless of whether they are public or private, are good examples of public spaces that are not open to the public.

Refocusing on employee safety: Having a training meeting where there might be employees together at one time does not constitute the same risk as it would if 10 or more employees were engaged in their regular work teaching at the clubhouse all at the same time and the building was open to the public.

Bottom line: If an employee remains concerned about safety while working, the club could simply institute a locked-door policy.

Source:

From the text of California **SB-553**

(1) Except as provided in paragraph (2), this section applies to all employers, employees, places of employment, and employer-provided housing.

(2) Subject to paragraph (3), the following employers, employees, and places of employment are exempt from this section (section meaning Section 527.8 of the Code of Civil Procedure): ... In other words, exempt from the SB-553's requirement to have a workplace violence prevention plan...

(f) Places of employment where there are less than 10 employees working at the place at any given time and that are not accessible to the public, if the places are in compliance with Section 3203 of Title 8 of the California Code of Regulations. (An Injury and Illness Prevention Program.)

Paragraph 3: (This just means that if necessary, the California Division of Occupational Safety and Health can tell you to create a plan even if you're exempt) (3) Notwithstanding paragraph (1), the Division of Occupational Safety and Health may, by issuance of an order to take special action, require an employer that is exempt pursuant to paragraph (1) to comply with this section or require an employer to include employees or places of employment that are exempt pursuant to paragraph (1) in their compliance with this section.

[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?
bill_id=202320240SB553](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202320240SB553)

**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES – APPROVED**

AUGUST 12, 2024 AT NVDTDC CLUBHOUSE

Page 1 of 2

(Board Members Present: Vice President Carol Coawette, Treasurer Lori Jackson, Past President Mary Ash,
General Board Members Karen Jackson, Roxann Gracia)

- I. CALL TO ORDER: 6:33PM
- II. ADDITIONS OR CHANGES TO AGENDA - None
- III. APPROVAL OF MINUTES OF JUNE 10, 2024
(Change Donna Golemon to Roxann Gracia under Old Business, Item 7, as suggesting the Dog Item Garage Sale. Approved Unanimously.
- IV. TREASURER'S REPORT - Lori Jackson
 - A. Business Checking: \$15,784.07
 - B. Business Savings: \$22,368.39
 - C. Certificate of Deposit: \$21,226.95
 - D. June P&L = Loss \$3880.79 YTD Loss = \$4752.22
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. PRESIDENT - Absent
 - B. VICE PRESIDENT - Carol Coawette - No report
 - C. MEMBERSHIP/COUPONS - Carol Coawette and Lori Jackson
Carol reported no new members. Total members stands at 57.
Lori reminded members that Vouchers expire December 31, 2024. The Exceptions are Meeting Coupons(Or old Meeting Vouchers) and Board Coupons (OR old Board Vouchers).
 - D. OFFICE - Mary Ash
Mary is willing to train someone to take over the Office as she is retiring from that position.
Volunteers were requested and Sandy Bonifield volunteered. Details to be ironed out.
 - E. TRAINING - Donna Golemon Absent
Mary commented that there was a Training Committee Meeting and some changes are coming.
Classes are set through the end of the year. Changes can still be made.
 - F. PUBLICITY - It was requested of members to take Rack Cards to various Dog places for distribution.
 - G. BUILDING - Karen Jackson
The building was sprayed and the next one is scheduled in October.
Lights were replaced. Toilet was fixed. More water was purchased. Three gates were fixed and glued. It was noted that Ross is storing 2 more boxes of gates. Mary to double check with Ross for more containers.
Bungie cords will be placed on more metal gates.
Sprinklers can be turned off at the fig tree for dog class use.
Karen clarified with cleaning crew the Rescue use.
 - H. NEWSLETTER & WEBSITE - Sue Osborn
Deadline for September - October is August 22nd.
 - I. HOSPITALITY - Tonight's much appreciated refreshments were provided by Marilane Bergfelt and Dena Parrish. Thank You!
 - J. SUNSHINE - Debbie Hilton
Debbie reported that Linda Wargo lost her Golden, Bill. In addition, Linda Wargo has been quite ill recently.

VI. OLD BUSINESS

A. UPDATES TO GUIDELINES AND PROCEDURES

Mary Ash to submit minutes from Subcommittee meeting to revamp Section XXX-F for Instructor Pay Raises.

B. NOVEMBER MEETING "Bring Your Dog" for Holiday Pictures

Donna Golemon and Linda Wargo to Organize.

C. RD WINERY EVENT SEPTEMBER 28th.

Marilane reported the event is from 3pm to 7pm and the Club would be provided a table. This is a new event for the Club.

D. DOG ITEM TAG SALE

The event, headed by Debbie Hilton, will be held tentatively in April. Karen volunteered to help set up, but there will be more volunteers needed. Debbie had talked to Ross and he has agreed he could post flyers and that we can set up canopies in the courtyard. Linda to check with others in the complex if they want to join in on the sale event.

E. SEPTEMBER EVENT

After much discussion, a motion was made to have a pizza party, in conjunction with Mountain Mikes as a fundraiser, and if the date is not available, another pizza party can be done with members contributing to the pizza, possibly \$10. Motion Carried with 1 Abstention

VII. NEW BUSINESS

A. Nominating Committee for Next Year's Board needs volunteers

Sandy Bonifield volunteered to on the the committee. There are still two more members needed and two alternates. According to the Bylaws, the meeting should be held by September 5th.

B. JUDY GAMAT is presenting dog activities for dogs in attendance tonight, relating to Dogs Can Dance Classes.

VIII. BRAGS

David LeCount announced he has a rescue Doberman Mix with 10 puppies needing a home.

Mary Ash reports her dog, Court, Took First Place in Advanced Buried, Advanced Containers and Got High in Trial.

IX. MEETING ADJOURNED AT: 7:15PM

Minutes Submitted by:

Roxann Gracia

NAPA VALLEY DOG TRAINING CLUB
BOARD MEETING MINUTES
4:30 PM – Tuesday, August 27, 2024
Page 1 of 3

I. CALL TO ORDER at: 4:35 pm

- A. In attendance: Linda Wargo, Donna Golemon, Mary Ash, Carol Coawette, Lori Jackson, Karen Jackson
- B. Absent: Roxann Gracia

II. Call for additions or changes to agenda.

- Request for a 7:30 time limit for board meetings
- Add Scent Work trial to new business
- CGC test added to Training Topic

III. TREASURER'S REPORT—Lori Jackson

- A. Checking: \$15,734.07
- B. Savings: \$22,368.39
- C. CD: \$21,226.95
- D. July P&Ls
 - July Profit \$4,488.65
 - YTD profit -\$263.57

IV. MINUTES—Linda Wargo

- 1. Approval of the July 16, 2024 Board Meeting Minutes – approved as written

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS—Carol Coawette/Lori Jackson

- Lori Jackson provided a detailed report of the dollar amount remaining of outstanding vouchers. Discussed what to do with the expiring vouchers: have holders turn them in or just not honor them when they are turned in (headache for the office staff). No decision made..
- The board discussed eliminating meeting vouchers starting in 2025. Main reasons are that they don't seem to be a motivator for getting people to meetings and club members already receive \$10 off each class they sign up for. To be brought up to the membership.

B. OFFICE—Mary Ash

- Mary Ash reported that there was not enough enrollment to hold the following classes: Friday evening GM1 and GM2 classes, Friday 10:00 Delightful Distractions class, Strengthening the basics Wednesday 1:30, and Sunday Community Walks and Strengthening the Basics.

C. TRAINING—Donna Golemon

- Donna Golemon reported on the July 18th training meeting. Of note, a subcommittee

on class orientation will be preparing a report.

- Next Training meeting is October 21 at 5:30 pm.
- Donna met with Toni Belt, a scent work student who is a dog groomer by trade, about holding a grooming seminar potentially in November to cover basic grooming care. Board approved. (6Y, 0N, 0A)
- Donna met with Jyl Wilkinson a local dog trainer who is certified to conduct and assess Advanced and Urban CGC tests. She is willing to set up a test for club members and students who wish to obtain these certifications. Motion was made to go forward with this opportunity. Approved. (6Y, 0N, 0A)

D. PUBLICITY

- Nothing to report

E. BUILDING—Karen Jackson

- Karen Jackson reported that Ross explained the office sound proofing project has been put off due to lack of workers.

F. NEWSLETTER/WEBSITE

- Nothing to report

VI. OLD BUSINESS

A. Trainer Promotion Subcommittee Report – Mary Ash

- Mary Ash reported she has begun writing up the report

B. Building Opening/Closing Policy – Linda and Donna

- Linda Wargo reported that she had purchased the Smart Lock but circumstances required her to return it to Amazon. It will continue to be pursued as an alternative.

C. Club Open House and Garage Sale in 2025

- Board discussed whether to hold both or split up them up. Ultimately decided to split and not pursue the Dog Garage sale. Decided to bring to general to see if there were members interested in working on an open house committee.

D. Workplace violence memo for the record

- Board voted to approve the memo as written (6Y, 0N, 0A)

E. Changing Insurance companies

- Board discussed changing insurance policies because of the members' dogs now not being covered on our current policy. Linda Wargo to contact our broker to see what other policies are available that will cover members' dogs.

F. Board Goals and Projects for 2024 - Tabled

- a. Educational Stipend Changes
- b. Financial Review – Linda and Roxann

G. Halloween and Christmas photo opportunities.

- Halloween. It was decided to put the photo screen up before the October general meeting and to leave it up until Halloween for the classes to have photo ops.
- Christmas. It was decided to put the screen up Thanksgiving weekend when the club is normally decorated for Christmas. To be coordinated with Debbie Hilton.

VII. NEW BUSINESS

A. LAPS request to have equipment fee waived

- Board approved reducing the equipment fee for LAPS to \$25 for their entire fall

training class. (vote distribution not recorded)

- Board approved providing a key to LAPS for the duration of their fall class schedule. (6Y, 0N, 0A)

B. Equipment Sales - Mary

- Analysis of current inventory vs sales – Carol Coawette provided a current inventory.
- Decide whether to continue to sell equipment. Board discussed whether to continue to sell equipment and it was decided to sell martingales, six and four foot leashes in a couple of widths and bait bags.

C. Member use of club equipment when renting the building - Mary

- Items off limits. Issue with use of the rally equipment which is used for Thursday classes. Linda Wargo volunteered to donate her rally equipment for club members use so the class materials won't be used.
- How to control. Linda suggested that a sign be placed on the class equipment explaining it is off limits. She will clearly indicate her donation as being for club members use.

D. Revised By-Laws review and approval to send to membership (Information previously provided by Roxann)

- Board members noted they had not yet completed their review of the changes. To be reviewed at next board meeting.

E. Pooph complaints.

- Board discussed the current complaints that Pooph was not working, especially on the door frame. It was reiterated that Pooph needs to be sprayed and then let dry on its own. Discussion about the doorframe led to the conclusion that it was probably saturated like the lattice that had to be thrown out and that we should try using urination deterrent such as NoGo. Karen Jackson will try this out.

F. Requirement to offer retirement accounts to employees in 2025.

- Linda Wargo explained that this is a California State requirement, but that we just have to set up the option on Calsavers and it is no cost to us. Once the account is set up all employees need to be notified that it exists.

G. Scent work Trial

- Donna Golemon brought up the possibility of hosting either an NW1 or AKC scent work trial. Member Ann Stanley has volunteered to cochair with her. To make it happen we need a location, a six-month lead time and support from the members. To be brought up at the next general meeting.

VIII. CONFIRM NEXT BOARD MEETING: Tuesday, September 24 at 4:30 pm . Location to be determined

IX. MEETING ADJOURNED at 6:47 pm

**Submitted by,
Linda Wargo**

**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES - APPROVED
SEPTEMBER 9, 2024**

Page 1 of 3

(Board Members Present: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson, Past President Mary Ash. General Board Member: Roxann Gracia, Absent: Karen Jackson and Donna Golemon, General Membership Attendance Roster on File in Office)

- I. CALL TO ORDER: 6:36 PM
- II. ADDITIONS OR CHANGES TO AGENDA - Add Halloween Costumes to New Business
- III. APPROVAL OF AUGUST 12, 2024 MINUTES
(Approved Unanimously.)
- IV. TREASURER'S REPORT - Lori Jackson
 - A. Business Checking: \$16,291.83
 - B. Business Savings: \$22,368.58
 - C. Certificate of Deposit: \$21,310.78
 - D. July P&L
Month of July = \$4488.65 Profit and YTD Loss = (\$263.57)
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. PRESIDENT - Linda Wargo
No Additions
 - B. VICE PRESIDENT - Carol Coawette
A new quarterly roster was sent out.
 - C. MEMBERSHIP/COUPONS - Carol Coawette & Lori Jackson
Discussion was held regarding whether to turn in expiring vouchers at the end of the year to be destroyed. The Board will review at the next meeting.
 - D. OFFICE - Mary Ash
Mary presented gifts to Board Members that were not present at the Annual Banquet for their service in 2023. (David Lecount, Lori and Karen Jackson.)

Registration is closed and trainer sheets are made up for classes starting this week. Log-in payments and phones are caught up.
 - E. TRAINING - Donna Golemon
Donna was absent but sent a report:
 - There is a training committee meeting scheduled in October. Email her for any items to be covered.
 - There will be an opportunity for CGGCA and CGCU (Advanced and Urban Canine Good Citizen Titles) testing given by Jyl Wilkenson, a club member who is authorized to test. Donna will provide details later.
 - Scent Work Classes this session will be scaled back due to unavoidable circumstances. (When the classes are offered it will cost the regular fee of \$25/class. Advanced classes will be receiving an email shortly.)
 - A Dog Grooming Instruction will be scheduled for members to learn proper general techniques. Done by Toni Belt. Looking for the best date to have the event.
 - Donna and Anne Stanley will co-chair a NACSW-1 trial in 2025. The likely venue will be the Napa Valley Community College.
 - F. PUBLICITY
Marilane reported on the RD Winery event on Sept. 28th. The club will have a table at the event and Sandy, Linda W. and Marilane will attend.

- G. BUILDING - Karen Jackson
Karen was unable to attend, but sent a report:
-Some Taping of the floor was accomplished, as well as some baby gates repaired. The solution for the cleaning crew was prepared, and water was purchased.
- H. NEWSLETTER/WEBSITE - Sue Osborn
Deadline for Announcements is September 22nd.
Deadline for November/December Newsletter is October 22nd.
- I. HOSPITALITY
PIZZA PARTY - Thank you Marilane and Debbie for a great party!
OCTOBER Refreshments -Mary Ash and Dena Perrish
- J. SUNSHINE - Debbie Hilton
The Azevedo family had to say their final goodbyes to their Chi.

VI. OLD BUSINESS

- A. Updates to Guideline and Procedures
Status of subcommittee to revamp Section XXX-F - Instructor Pay Raises.
(Mary Ash is working on the minutes from February Meeting.)
- B. November Meeting “Bring Your Dog for Holiday Pictures” Donna and Linda W. to provide a Christmas backdrop so pictures can be taken in regular classes as well as the meeting, for your Christmas card photos.
- C. RD WINERY Event is September 28th. It’s a bring your dog event.
- D. Open House and Dog Item Garage Sale
The Garage Sale was dropped and the club will focus on an Open House in the Spring.
Volunteers are needed. Let Linda W. know if you want to help.
- E. Nominating Committee - Sandy Bonifield, Debbie Hilton, Linda Luchsinger

The slate presented was:

Linda Luchsinger - President
 Adrienne Amdahl - Vice President
 Treasurer - Lori Jackson
 Secretary - Roxann Gracia
 Members at Large:
 Sandy Bonifield,
 Debbie Hilton
 Donna Golemon
 Vangie Leomis
 Past President: Linda Wargo

Next Month Nominations from the floor will be taken.

VII. NEW BUSINESS

- A. Scent Work Trial - See under Training
- B. Grooming Seminar - See under Training
- C. Urban and Advanced CGC - See under Training
- D. RALLY EQUIPMENT DONATION - Linda Wargo donated a set of her Rally Equipment for use by Club Members when renting the building, so as not to disturb signs used in Rally classes.
- E. Plans to update the ByLAws to fit AKC template and update Guidelines - Linda Wargo and

Roxann Gracia

-AKC provided suggested ByLaws template several years ago. Our Bylaws and policies have conflicts in several areas, and have not been updated to fit current requirements. After review, membership will vote on the proposal.

- F. Due to current financial trends in the club, one idea would be to discontinue Meeting Coupons. Current meeting Coupon Liability stands at \$8, 210. This does not include other outstanding Coupons and Class credits. One suggest was to continue the Meeting Coupons and Discontinue Member \$10 discounts on every class. (Or modify this discount.) There are a number of members who Pay the \$40 membership fee and recoup more than that in class fee reductions throughout the year, yet never attend or be involved with club activities. Further analysis will be done, as time permits. No action was taken.
- G. Halloween at October meeting - come in costumes with dogs and be ready for photos and fun!

VIII. BRAGS

Sandy Bonifield Reported that on September 7th, Bonirose Black Ice (Slick) got his Championship title at a show in Oregon.

Dena Perrish became a Grandmother - Ethan David Perrish 8 lb, 21 inches

Sue Osborn - Morgan passed level 2 or 3, the International Flyer Level, performing a dog dancing routine with a score of 143 points toward a Dogs Can Dance - Music Interpretation (DCD-MI) title.

Linda Luchsinger - Proud Great Grandma of her 13th and 14th Great Grandchildren

Anne Stanley - reported Fig Took 2 First place, 2 Second Place and 1 Third place in Excellent Level Scent Work, completing 2 Elements and 1 Level Title.

Linda Wargo - took Happy to Cocker Nationals in Colorado and won 3 of 4 events in agility on the first day, but Linda was sideline due to health on the remaining days.

Carol Coawette reported:

Pierre

AKC Scent Work Master Exterior Elite Leg #8, Master Buried Elite Leg #7, Excellent Buried Elite #7 and Placed 2nd, Excellent Container Elite #9, Excellent Exterior Elite #9, and Excellent Interior Elite #8.

Louie

AKC Scent Work Advanced Buried Elite Leg, Advanced Exterior Leg, Novice Elite Buried Leg, Novice Container Elite Leg and placed First, Novice Elite Exterior Leg and Novice Interior Elite Leg.

IX. MEETING ADJOURNED: 7:43 PM

Minutes Submitted by:

Roxann Gracia

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING —APPROVED
SEPTEMBER 24, 2024**

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ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson MEMBERS AT LARGE: Donna Golemon, Roxann Gracia, Karen Jackson, Past President: Mary Ash

I. CALL TO ORDER: 4:34PM

II. CALL FOR ADDITIONS OR CHANGES TO AGENDA

-Add to New Business, Item D, Approval for Guidelines and Procedures to be updated by Sue as Version 13.

III. TREASURER'S REPORT - Lori Jackson

- A. Checking, as of Sept. 24th = \$13,573.39
- B. Savings: = \$22,368.58
- C. CD = \$21,310.78
- D. August P&L: Loss of \$3,349.98 and YTD Loss of \$3613.55

IV. AUGUST MINUTES - Linda Wargo

Corrections to minutes: Change Agenda to Minutes, Jill to Jyl and Toni Belt.
Approved (6Y, 0N, 1A)

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP -Carol Coawette

Nothing to report

VOUCHERS Outstanding - Lori Jackson

Total Vouchers = \$45,755
Board Vouchers = \$4290
Meeting Vouchers = \$8090
Other Vouchers (Blue) = \$33,375
(These are expiring and include office assistants, instructor assistants)

B. OFFICE - Mary Ash

-Phones caught up.
-Approximately 12 dogs signed up so far in first two days of registration.
-Discussion was held regarding sign-up procedures and need to understand the unintended consequences of arbitrarily not following deadlines.

C. TRAINING - Donna Golemon

1. Discussion regarding the afore mentioned unintended consequences.
FB advertising after sessions are closed resulting in client confusion.
The Training Chair and the President to go over procedures with the instructor.
2. New Statement has been added to volunteer contracts for those who do not want to be paid.
3. Sue Osborn has made up a flyer advertising Jyl Wilkenson class offerings. A request to Sue will be to send out an email, separate blast. Donna will ask Marilane to post on FaceBook.
4. The next Training Committee meeting is October 21st. at 5:30pm. Among the topics will be setting the next few sessions of the next year, renaming some of the classes, and looking for fun classes.

5. Donna acquired a new cart from PSI with the intent of putting the Platforms in after use.

D. PUBLICITY

RD Winery said they didn't need people from the NVDTTC to attend the event due to low attendance and requested brochures. Linda Wargo will provide.

E. BUILDING - Karen Jackson

Building will be sprayed in October. Karen researching Kennel-Sol.

F. NEWSLETTER / WEBSITE

No Report

VI. OLD BUSINESS

A. Results of September Dine and Donate Pizza Party:

Check from Mountain Mikes was \$222.55.

Total Donations: \$61

Total Income Received: \$283.55

Check to Debbie for Pizza: \$169.94

Net Profit: \$113.61

(NOTE: Marilane and Debbie donated the Salads and fixings and was most appreciated.)

B. Expiring Vouchers

Discussion was held regarding how to best handle expiring vouchers. Sue will be asked to send a notice to all members to turn in unusable vouchers in December or January. Vouchers to be clearly identified in the notice. This will prevent confusion and time consuming calls if they are inadvertently turned in to register for classes. This would create difficulty in contacting students for both office staff and instructors. (6Y,1N,0A)

-This will also be discussed at the Training Committee Meeting to help instructors know what can and cannot be used.

C. Trainer Promotion Subcommittee Report - Mary Ash

It was agreed that Linda W. will ask Marilane to submit a draft of the minutes to subcommittee members.

D. Building Opening/Closing Electronic Lock - Voted to table to later date. (5Y, 1N, 1A)

E. Open House 2025

No volunteers at the last General Meeting. Item closed due to lack of interest.

F. Insurance - Linda Wargo

Linda is collecting information... Researching EquiSure, Sportsman, Kennel Pro, Hartford and will check with Marin to see who they use and the coverage.

G. ByLaws

Motion approved for Linda W., Donna Golemon and Roxann Gracia to continue working on the rough draft and to add BOD in addition to treasurer for liability in statement. (6Y, 0N, 1A)

H. Requirement to Offer Retirement Accounts in 2025 - Linda Wargo

Linda will present and explain at the Training Committee for employees.

I. Board Goals and Projects 2024

1. Educational Stipend - add this review to the ByLaws and Policies Review

2. Financial Review - Linda W. and Roxann -Ongoing.

VII. NEW BUSINESS

- A. Debbie's request for Halloween for \$50 was approved. (7Y)
Anyone with new ideas for the event should email Debbie.
- B. Judy Gamet Contract Renewal
Board concerns:
Tuesdays, Due date for payments should be 10 days after the first day of class, number of privates vs groups, numbers in each, address dog count on invoice, equipment fee charges, minimum building rental, voucher maximums and does she know which ones are expiring, hours of building use in the contract (and office use), minimum rental fee. Linda to discuss with Judy.
- C. Perpetual Calendar
-Director's Insurance - has been paid
-Review of Trainers Contracts - done
-Update membership application form - Change date and color of choice approved
-Update Service and Year End Award Form - Sue will be requested to place the policy on the back of the form so that members know what consists of approved activities. (7Y)
-Selection Committee for Gerry Glantz Award - Linda W.
(Volunteer will be requested at October meeting for the one member at large.)
- D. Ok to update Guidelines and Procedures as Version 13 (7Y)

VIII. NEXT BOARD MEETING: October 22, 2024 at 4:30pm

IX. MEETING ADJOURNED: 6:59 pm

Minutes Submitted By:

Roxann Gracia

**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES - APPROVED
OCTOBER 14, 2024**

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(Board Members Present: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson, Past President Mary Ash, General Board Members: Donna Golemon, Roxann Gracia, Karen Jackson. General Membership Attendance Roster on File in the Office)

- I. CALL TO ORDER: 6:32 PM
- II. CALL FOR ADDITIONS OR CHANGES TO AGENDA -
-Gerry Glantz Selection Committee to President's Report
- III. MINUTES OF SEPTEMBER 9, 2024
-Approved as written unanimously.
- IV. TREASURER'S REPORT
 - A. Business Checking = \$8,270.39
 - B. Business Savings Account = \$22,368.58
 - C. Certificate of Deposit = \$21,310.78
 - D. August Profit & Loss Report = Loss of (\$3,349.98) and YTD Loss = (\$3,613.65)
- V. BOARD AND COMMITTEE CHAIR REPORTS
 - A. PRESIDENT - Linda Wargo
 - Year End Award Form is approved and available here tonight, on line and in the newsletter.
 - Gerry Glantz Award Committee - a member from the general membership is needed. Two suggestions were made. No final decision was made. The policy was read to the membership.
 - B. VICE PRESIDENT - Carol Coawette
 - The 2025 Membership forms are available at the club, in the grey hanging file by the refrigerator, and on line. Forms and payments are due before January 31, 2025.
 - C. MEMBERSHIP/COUPONS - Carol Coawette/Lori Jackson
 - Two new Members were welcomed!
MacKenzie Risch and Savannah Luchsinger
 - Reminder: The last time to use Vouchers must be RECEIVED by December 31st for classes in Session #1 registration.
 - Please turn in expired Vouchers so they can be marked off in the books. This helps the new office staff to avoid mistakes. There will be a box to put them in at the club office.
(Remember: Coupons for Meetings or serving on the Board, as well as Class Credits do not expire.)
 - D. OFFICE - Mary Ash
 - Everything up to date as of today.
 - Today is the last day of registration
 - Class Fees are due next Monday or the Class will be cancelled and the Wait List may be used.
 - Trainers will have their sheets next Tuesday. Reminder: Trainers need to call their people and they cannot wait until the first class to accept their registration fees.
 - E. TRAINING - Donna Golemon
 - There is Training Meeting on Monday October 21st at 5:30. They will be planning the first two sessions of 2025.
 - If you would like to see a specific class, please email Donna.

-Last Session of the year starts on October 28th and ends the 1st week in December, with a week off at Thanksgiving.

F. PUBLICITY - no report

G. BUILDING - Karen Jackson

-The Club will be sprayed this Friday. A notice will be posted when ok to enter.
-Let Karen know if something is needed.

H. NEWSLETTER/WEBSITE - Sue Osborn

Deadline for November-December Newsletter Submission is October 22nd.

I. HOSPITALITY

-Tonight's Special Refreshments were provided by Mary Ash and Dena Perrish. Thank You!
-Karen Jackson volunteered to provide November's Refreshments.

J. SUNSHINE - Debbie Hilton

-Nothing to report

VI. OLD BUSINESS

A. UPDATE TO GUIDELINES AND PROCEDURES

-Subcommittee report -Section XXX-F
The draft of the changes has been written and the Committee is reviewing.

B. NOVEMBER MEETING

-Another Bring Your Dog event! This time come dressed for a holiday photo shoot.
Christmas and Holiday backdrops will be provided and Anne Stanley has volunteered to take some photos on her iPad. Get those Holiday Cards ready!

C. DINE AND DONATE RESULTS

-The check received from Mountain Mike's was \$222.55, and other donations were \$61. The pizza cost was \$169.94. The profit was \$113.61. A special Thank You to Marilane Bergfelt and Debbie Hilton for donating the salad fixings and the design setup for the event!

D. HALLOWEEN DECORATIONS AND COSTUME PARTY

-Design and Chaired by Debbie Hilton. Another Great Job! Thank you also to Shanan and Adrienne for helping with the decorations.

VII. NEW BUSINESS

A. NOMINATIONS FROM THE FLOOR FOR 2025 BOARD

-There were no nominations. A motion was made to accept the slate of nominations as presented last month, and given no additional nominations obtained, a White Ballot Slate was approved. 23 (Y) 0 (N) 2(A)

VIII. BRAGS

-Mary Ash reported that "Zip" got 2 legs in AKC Scent Work Novice Interior and Novice Container and 1 leg in Novice Exterior and Novice Buried in his first ever trial.

-Mary Ash reported that "Cort" got Advanced Elite with no N/Q's for a total of 40 qualifying searches.

-Donna Golemon reported that "Tarp" earned his AKC Scent Work Advanced Elite titles in Buried, Interior and Exterior.

-Carol Coawette reported that "Pierre" earned in AKC Scent Work, Master Interior 3rd Place, Master Exterior 2nd Place and 9th Elite leg, and Masters Buried 8th leg.

-Linda Wargo reported the "Happy" Finished AKC Scent Work Excellent Titles in Interior and Exterior and the Second leg in Excellent Buried.

-Linda Wargo reported that "Ziji" earned in AKC Scent Work Advanced Interior, Exterior and Buried Titles and her Second leg in Advanced Containers.

-Roxann Gracia reported "Tanner" Finished is Overall Excellent Titles with two Third Place ribbons in AKC Scent Work. He then ran his first Barn Hunt and Earned his Instinct Title. He then ran his first 6 searches in NASDA (North American Sport Dog Association) and qualified on all 6. Placement Ribbons pending.

-Roxann Gracia reported "Snickle" ran 16 searches in AKC Scent Work for his first ever trials. He Qualified in 14 with one First Place, one Second Place four Third Place, and one Fourth Place.

IX. MEETING ADJOURNED: 7:14 PM

COSTUME CONTEST WINNERS:

Sara and the Shih Tzus = Best Group Costume

Shanan and Cali = Weirdest Costume

Bobbie and Sammy = Most Original Costume

Judy and Austin = Cutest Costume

Linda and Maci = Craziest Costume

Cheryl and Bonnie = Funniest Costume

Amanda and Indy = Most Creative Costume

Dena and Tzoey = Scariest Costume

Best in Show = Amanda and Indy

Minutes Submitted by:

Roxann Gracia

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED
OCTOBER 22, 2024**

ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer, Lori Jackson MEMBERS AT LARGE: Donna Golemon, Roxann Gracia, Karen Jackson, Past President Mary Ash.

- I. CALL TO ORDER: 4:31 PM
- II. CALL FOR ADDITIONS OR CHANGES TO AGENDA -
-Add under Old Business Item "H" NACSW Trial
- III. TREASURER'S REPORT - Lori Jackson
 - A. Checking = \$11,259.98
 - B. Savings = \$22,368.76
 - C. CD = \$21,392.23 maturing in January 2025
 - D. September P&L Month loss of \$3125.05 and YTD loss \$6739.20
(Some line items need to be changed for clarity. Example, Dogs can Dance is under Building rental and Cost of Sales should just include total of classes, not split out into individual classes.) No action as to who would contact bookkeeping.
- IV. MINUTES
September 24, 2024 minutes as submitted by Roxann Gracia, were approved unanimously without any changes.
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. MEMBERSHIP/VOUCHERS
Carol reported there are 2 new members bringing the total to 59 members.
Lori reported Voucher totals:
Total Voucher Outstanding = \$46,275
Total Board Coupons = \$4330
Total Blue Vouchers = \$33,735 (Expiring on December 31st)
Total Meeting Coupons = \$8,210
Emergency Class Credit Vouchers = \$1,910
 - B. OFFICE - Mary Ash
There was a large amount of last minute mail-in registrations received today and multiple phone messages returned today. Trainers sheets are being completed with updated information.
 - C. TRAINING - Donna Golemon
-Facebook issue was discussed. No action taken.
-The Training Committee met and Sessions 1 and 2 were set, including sign up and payment due dates set. It was noted that Linda Luchsinger, Vange Loomis and Cheryl Meyer were not in attendance.
-Research paper on ADO class will be requested and researched.
 - D. PUBLICITY
-No report
 - E. BUILDING - Karen Jackson
-It was noted that after spraying, entry into the building is prohibited for 4 hours. Scheduling needs to be coordinated with class schedules.
-Some gates were repaired, corrective taping done in some areas, water replaced and

Cleaning solutions will be ordered when needed.

- It was decided to add to Jan. Perpetual Calendar - Purchase new Labor Law Poster. (Roxann will send request.)

F. NEWSLETTER/WEBSITE - Today is the deadline for submission.

VI. OLD BUSINESS

A. Trainer Promotion Subcommittee Report

The report was reviewed. Roxann will retype and submit.

B. Judy Gamet Contract - Linda Wargo and Donna Golemon

-Attempts to met have been made.

C. Changing Insurance Companies - Linda Wargo

Recommend staying with current company.

D. Revised ByLaws

-Tabled until January

E. Retirement Offerings - Linda Wargo

Linda presented at Training Committee meeting and paperwork to be given to employees with a 30 day notice.

F. Perpetual Calendar Actions Due:

-Gerry Glantz General Committee member - One volunteer had stepped up and one person was nominated by Marilane at the General. A random drawing was conducted and Debbie Hilton will be notified. It was noted that Debbie Hilton had not officially accepted or volunteered. Linda Wargo, as committee chair, will resolve.

G. Board Goals & Projects for 2024

1. Educational Stipend - placed on hold

2. Financial review

Roxann had sent projection to Board Members and various scenarios were discussed. No action was taken.

H. NACSW Trial

Donna Reported that June 7th and 8th have been penciled in as the date of the Trial at the College.

VII. NEW BUSINESS

A. Proposed Class fee increase was discussed. It was voted and accepted unanimously to present to General, a \$10 per class fee increase. A financial supporting email to be sent out to members prior to the meeting.

B. Perpetual Calendar Actions Due - None this month

VIII. CLOSED SESSION WAS CONVENED at 6:53 pm

Personnel issue was discussed.

IX. REGULAR MEETING CONVENED AT 7:14 PM

X. CONFIRMED NEXT BOARD MEETING: NOVEMBER 26, 2024 at 3:30 PM

-New Board Members will be invited to attend by Linda Wargo

XI. MEETING ADJOURNED: 7:21 PM

Minutes Submitted By Roxann Gracia

**NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES - APPROVED
NOVEMBER 11, 2024**

(Board Members Present: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson, General Board Members: Donna Golemon, Roxann Gracia, Karen Jackson. Past President Mary Ash absent.) General Membership Attendance Roster on File in the Office. A quorum was met.

- I. CALL TO ORDER: 6:33 PM
- II. CALL FOR ADDITIONS OR CHANGES TO AGENDA
 - Under Treasurer's report Change August to September P&L
 - Under Old Business Change Update to Section XXX-F Instructor Pay Raises to Board recommendations of Subcommittee proposal.
- III. APPROVAL OF SEPTEMBER 9, 2024 MINUTES.
 - Correction of spelling of names were made and minutes were approved unanimously.
- IV. TREASURER'S REPORT - Lori Jackson
 - A. Business Checking Account = \$11,633.82
 - B. Business Savings Account = \$22,368.95
 - C. Certificate of Deposit = \$21,479.27
 - D. September P&L Loss of \$3,125.55 with YTD loss of \$6739.20
- V. BOARD, COMMITTEE AND CHAIR REPORTS
 - A. PRESIDENT - Linda Wargo
 - All reported later in the agenda
 - B. VICE PRESIDENT - Carol Coawette
 - No Report
 - C. MEMBERSHIP/COUPONS -
 - Membership: Reminder that Membership dues of \$40 are due before January 31, 2025.
 - Forms are available on line and in the Club House.
 - Vouchers: Turn in expiring vouchers. Place in an envelope identifying that they are expired, or place in the box in the Club. (Linda Wargo to provide a box.) These can then be marked off in the records. Reminder they can be used by December 16th for classes in Session #1 in 2025. They can be used for building rental before December 31, 2024.
 - D. OFFICE - Mary Ash (Absent)
 - Session #1 Signups start November 18th and Close December 9th. Payment is due December 16th.
 - E. TRAINING - Donna Golemon
 - Two Sessions have been approved by the Training Committee. Session #1 starts on January 13th. An updated Orientation handout was completed by Sandy, Dena and Mary. It will be available on line.
 - F. PUBLICITY
 - No report
 - G. BUILDING - Karen Jackson
 - The building was sprayed in October. After spraying, entry into the building must be delayed

by 4 hours. Water and cleaning supplies were obtained. The cleaning solution was prepared for the cleaning crew on Friday. (This is prepared prior to their use and expiration dating placed on container.)

- H. NEWSLETTER/WEBSITE
Deadline for items is December 22, 2024. Linda encourages people to submit items of interest.
- I. HOSPITALITY
Tonights refreshments were provided by Karen Jackson. A big Thank You for the array of goodies!

Note: Pot Luck discussed further down
- J. SUNSHINE -
It was reported that Jennifer Vaughn suffered a medical setback.

VI. OLD BUSINESS

- A. UPDATE TO GUIDELINES AND PROCEDURES
SECTION XXX-F - Instructor Pay Raises was revamped. The subcommittee proposal was sent to the training committee and the Board for updating. Attachment will be to the Board meeting minutes.
- B. NOVEMBER MEETING: "Bring Your Dog"
Thank You to Linda Wargo, Donna Golemon and Debbie Hilton for the backdrops and decorating for holiday pictures!
- C. CHRISTMAS POTLUCK
Membership wants to continue the Potluck Holiday event. It will be requested of Sue Osborn to send out a survey to see number of attendees to help with numbers of tables needed. Discussion was held regarding ornaments, monetary maximums and donation possibilities. It was decided to ask the Non-profit Ripple Effect what is on their desire list. Club members will be asked to bring a donation and be entered in a drawing for a great gift. The monetary gift level was increased to \$25 by unanimous vote for member gift exchange. Linda Wargo to communicate to Sue Osborn.
- D. GERRY GLANTZ MEMORIAL AWARD
-Nominations are due December 1, 2024 - email Linda Wargo
-Nominees will be announced at the December General meeting
-The committee will meet after the December Meeting and winner honoree recognized at the annual banquet.
- E. END OF YEAR TITLE AWARDS - Due January 8, 2025
Fill out the form (Available on line) complete your meeting attendances ,your qualifying participation events and the dog's titles and dates. Email to Linda Wargo and arrange to get any plaques that need updating to her.

VII. NEW BUSINESS

- A. WHITE SLATE OF OFFICERS FOR BOARD POSITIONS 2025 IS IN EFFECT.
No voting needed.
- B. FINANCIAL DISCUSSION
There is a projected Shortfall ongoing. Reminder, due to odd times of class fees received and employees being paid, there can be a vast difference comparing month to month. Long term projection should be reviewed. Roxann, with strong business background and Linda W. have

been working on this throughout the year. Projections for the future look to be difficult with increases in Rent, Triple Net, Employee wages and costs.

Items to consider:

- Raise Class Fees
- Conduct income producing events (Donna Golemon has penciled in a NACSW event for June) These types of events require membership participation, which can be troublesome and fundraisers sporadic. Long Term Goals are needed to address shortfalls.
- Building Rental during off times.
- Other ideas are needed.

VIII. BRAGS

- 1.) It was reported that Mary Ash's Zip completed his overall Novice title in AKC Scent work.
- 2.) Donna Golemon Reported that Tarp finished his Elite Advanced Container Title on Oct. 18th and also earned his overall Advanced Elite Title.
- 3.) Roxann Gracia Reported Tanner is competing in the NASDA (North American Sport Dog Association) and earned his first two Level One Titles. One in Urban Locating and one in Trailing Locating. Tanner, a Portuguese Podengo Pequeno, is the first NVDTC dog to earn titles in the sport. After getting 4 High in Trials last month, he placed 4th last Friday, and the remainder of the placements are not yet posted for yesterday's event. He used his Excellent Level Scent Work training to locate those quarry.
- 4.) Marilane's Son was married last month and she has gained a new Daughter-in-Law!
- 5.) Linda Wargo reported:
 - a.) Happy and Ziji competed in a USDAA trial in Woodland where Happy worked on his start line stay and Ziji took a first place in Masters Gamblers, a second place in Steeplechase, a second place in Masters Jumpers, and a second place in Masters Snooker (with a Super Qualifier).
 - b.) Happy and Linda competed in agility and scent work at the Harvest Moon AKC show. He completed his Excellent Scent work Buried title and his Overall Excellent scent work title. In agility, on Saturday he qualified first place in Excellent Standard and completed his Agility Excellent Preferred Title. On Sunday, he qualified in both Master Jumpers (2nd Place) and Masters Standard (first place) earning his first double Q and 47 points towards his PACH.
 - c.) Happy and Linda competed this past weekend at the NorCal Golden Retriever Agility Show. On Saturday he qualified in Master FAST and Master Jumpers with Weaves (both first place). He earned 18 PACH points on his jumpers run. On Sunday he qualified with first places in Masters Jumpers with Weaves and Masters Standard to earn his second Double Qualifier and 43 more points towards his PACH. Only 18 more Double Qualifiers to go.

IX. MEETING ADJOURNED at 7:12PM to participate in refreshments and holiday pictures.

Minutes Submitted by:

Roxann Gracia

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED
NOVEMBER 26, 2024**

ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer, Lori Jackson. MEMBERS AT LARGE: Donna Golemon, Roxann Gracia, Karen Jackson, Past President Mary Ash. Guests: Sandy Bonifield, Adrienne Amdahl, Linda Luchsinger, Debbie Hilton

I. CALL TO ORDER: 3:30PM

II. CALL FOR ADDITIONS - None

III. TREASURER'S REPORT - Lori Jackson

A. Checking \$11,535.58

B. Savings: \$22,368.95

C. CD: \$21,476.71 It was voted to renew the CD for 6 months. (6Y, 0N, 1A)

IV. MINUTES OF OCTOBER 22ND

Approved as submitted by Roxann Gracia (7Y, 0N,0A)

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/ VOUCHERS -

Carol Coawette - Membership stands at 59.

Lori Jackson reported:

TOTAL VOUCHERS = \$45,390

BOARD TOTAL = \$4,540

BLUE VOUCHERS = \$32,850 (Expires December 31, 2024)

MEETING VOUCHERS = \$8,000

It was noted that the P&L was due on the 21st, as financials were submitted on November 6th. Therefore, the financial review could not be completed.

B. OFFICE - Mary Ash

Phone Calls acknowledged. Not all people contacted, but messages left. Mary plans to have the Log in payments done by Friday or Saturday.

Open Enrollment for Session #1 was extended to December 30th, and Payments received by January 6th, 2025.

C. TRAINNG - Donna Golemon

1.) Donna has received three training assistant applications.:

a.) Mackenzie Risch was approved for shadow assisting in Session #1 for Tuesday or Wednesday Morning, and Provisional for Session #2. (7Y,0N,0A)

b.) Linda Wargo - Reinstatement as Assistant Scent work instructor. Approved. (6Y,0N,1A)

c.) Roxann Gracia - Assistant Scent work Instructor Approved (6Y,0N,1A)

4. Linda Luchsinger will not be able to teach in Session #2.

5. Classes may be renamed in 2025. Combo classes will be entertained. It was noted that Puppy classes are not filling in the whole area.

6. Judy Gamet will now run classes on the hour now, and be done so that NVDTTC can run a class at 7pm on Tuesdays. Evening classes are the first to fill.

D. PUBLICITY

There was discussion regarding lack of Club support on Facebook postings. Linda Wargo to talk to Marilane and to make sure the passwords are available and locked in the safe. There was a motion to have Carol help post in Facebook. This was originally brought up in July. (2Y, 4N,1A) Motion not carried at this time.

- E. BUILDING - Karen Jackson
 - Drain clogged out front and bathrooms out of use. There is a key in the desk for the bathrooms in Building D for use at night. For day use, the bathrooms in Building C and D are open. Plumbers are working on the problems.
 - Rescue has been purchased.
 - Lights are flickering in the bathroom and office area.
 - New Building person, Debbie, can research solution to replace Pooph. Reminder, it was selected because there is no odor and it eliminates organic odor.
- F. NEWSLETTER/WEBSITE - Deadline is December 21st.

VI. OLD BUSINESS

- A. Judy Gamet Contract.
 - Donna presented the proposal. Changes are:
 1. Line 3 will read: NVDTC equipment, if damaged while in use, will be replaced or reimbursed, excluding chairs, baby gates and tables.
 2. The contract will cover one calendar year.
Contract passed: (7Y, 0N,0A)
 - Donna to make changes and have Sue post on line with other contracts.
 - B. Pay Raises Subcommittee
 - Approved (7Y,0N,0A) This completes the final updates for the year and Sue can now update the policies for the year. To Sue Osborn to complete.

It was brought up by a guest, that a sick leave policy is needed. This was brought up before. It was recommended that the minimum per law be allowed to carry over and no more than that. A policy is needed and this will be the new Board to develop. It was noted that no instructor or assistant has reached the minimum level this year.
- C. Revised ByLaws - Roxann has provided previously the draft of the new Constitution. Action tabled. New Board can carry forth.
- D. Perpetual Calendar Actions Due
 - Gerry Glantz Award Committee consists of: Debbie Hilton, Linda Wargo, Lea Ronald, Cheryl Meyer, Sue Osborn. Nominees will be announced at the December General Meeting. Final awardee will be announced at the annual banquet.
- E. Board Goals and Project for 2024
 1. Educational Stipend Changes - This was not completed, but the idea was to prorate the stipend to the number of classes taught and to limit to subject matter being taught.
 2. Financial Review - Roxann provided an analysis and points to consider going forward. Items were reviewed. (See attached.)

VII. NEW BUSINESS

- A. Financial Shortfall Solutions
 1. Raise class fees or adjust vouchers received per class. Much discussion, with no action taken.
 2. NACSW event is planned for May 31st and June 1st. We can use the entire College campus for no fee, which is amazing. We might have to bribe Security with cookies for helping. A lot of club help will be needed.
- B. Perpetual Calendar - actions due this month.
 - Lori wants to add the Business License is due. Sue to add to the Calendar which is posted on line.

C. Counterpart Meetings - No action

VIII. CONFIRM NEXT BOARD MEETING - No Action

IX. MEETING ADJOURNED: 5:36 PM

Attachments:

Dogs can Dance contract posted on-line.

Financial Review Note by Roxann

Pay Raises Subcommittee

Minutes Submitted by: Roxann Gracia

Forward Looking Financial Notes: NVDTTC
November 2024

Problems For 2025:

- 1.) Rent and Triple Net will go up.
- 2.) Minimum wages & employee employment taxes (May be in 2025 or the latest 2026 depending on the election.)
(Do you consider increasing Instructor pay as the assistants are closing in on Instructor pay?)
- 3.) Workman's Comp Review - Refund and/or Increase. To be determined in the Spring.
- 4.) Class fees were increased in 2024 without clear indication of covering expenses. Need to address.
- 5.) Running a deficit currently, with projection roughly \$8,000 to \$10,000. This depends on the final use of some vouchers and how soon members renew their membership.
- 6.) Reminder, a month to month comparison is not valid as wages and class fees are not obtained on a monthly basis, depending on the timing of sessions.
- 7.) Paying employees bimonthly or every two weeks should be addressed.

Suggestions:

- 1.) Need to write a Job description for the Training Chair supervisor responsibilities regarding employees. Review for compensation.
- 2.) Increase sign-ups by offering more flexibility in lower level classes. Here's one way.....Combine Adolescent into GM1. This offers more options for signups. (Remember: No other club has ADO and what instructor cannot handle 2 or 3 adolescent dogs in GM1. Our own instructors took their ADO for training in other facilities in combined classes. It's good for young dogs to be exposed to all level of dogs. I have trained puppies in Marin in combined classes. More class time offerings is good for our clients.)
- 3.) A brief analysis of how to address this year's deficit. First off, Thank You to Donna Golemon for adding to her busy schedule. She added 13 dogs to beginning Scent Work in an effort to help the deficit. It looks like a \$5 to \$10 increase in class fees for next year, may help cover the current projected deficit. This was obtained by using average Session dog attendance X 7 sessions minus rent and triple net estimates, employee costs - not just wages - (Wage taxes, education requirements and vacation accrual, etc.) and a percentage of voucher/coupon usage. This is an estimate.
- 4.) Fundraisers have not been addressed for next year, however, Donna has proposed putting on a NACSW trial in June, which may have great consequences. This is a short term potential fix.
- 5.) Long term goals for the future of the club need to be addressed. Expenses will continue to rise and class fees won't be able to cover it all, unless the number of class offerings are increased.
- 6.) In order to the change the running of the club, updating the ByLaws and stream lining the policies can help in the long term goals. Having a Board switch out every 6 months is not ideal. (It takes a couple of months to understand what's going on and by August new Board members are proposed and the old Board starts stepping away.) I started a Perpetual Calendar the last time I was on the Board and it was redone and updated. This should help a great deal for the incoming board. As a reminder.....a Board's function is to provide guidance and direction, not to do all the work, or to be an employee supervisor.

Submitted By:
Roxann Gracia

XXX. INSTRUCTORS DESCRIPTIONS AND FEE SCHEDULE

A. Level One - Entry Level Instructor

1. Requirements:
 - a. Has assisted in a minimum of six, 6-week sessions, for a total of 36 individual class gatherings with the NVDTTC under at least two different instructors, or at another training facility/company with recommendations.
 - b. Has trained own dog(s) to an advanced level.
 - c. Demonstrates ability to communicate effectively.
 - d. Demonstrates willingness to handle different kinds of dog behaviors and adverse situations calmly and confidently.
 - e. Embraces the training philosophies of the club.
 - f. Develops, maintains and presents class curriculum on a consistent basis.
 - g. Educates self continually with the most current training techniques by attending seminars, webinars or advanced training.
2. Pay Rate: \$24.00 per class hour

B. Level Two - Intermediate Instructors

1. Requirements:
 - a. Has completed Level One - Entry Level Instructor Requirements
 - b. Has trained a minimum of 144 individual class gatherings, and for a minimum of one year as a Level One - Entry Level Instructor.
 - c. Promotes the training philosophies of the club.
 - d. Enhances the training program through individual skills.
 - e. Has advanced experience in the area of training expertise.
 - f. Has been reviewed by the Training Committee and Board of Directors when indicated.
2. Pay Rate: \$28.00 per class hour

C. Level Three - Advanced Instructors

1. Requirements:
 - a. Has completed Level Two - Intermediate Instructor Requirements
 - b. Has trained a minimum of 144 individual class gatherings and a minimum of one year as a Level Two - Intermediate Level Instructor.
 - c. Demonstrates training skills with own dog(s), as well as working with students in resolving problems.
 - d. Demonstrates ability to work independently to learn and develop new and exciting training techniques and to share with the Training Committee.
 - e. Receives continual positive feedback from class participants.
 - f. Exemplifies the training philosophies of the Club.
 - g. Has been reviewed by the Training Committee and Board of Directors when indicated.
2. Pay Rate: \$32.00 per class hour

D. Level Four - Master Instructors

1. Requirements:
 - a. Has completed Level Three - Advanced Instructor Requirements.
 - b. Has trained a minimum of 144 individual class gatherings and a minimum of one year as a Level Three - Advanced Level instructor.
 - c. Demonstrates training skills with own dog(s) as well as working with students to resolve problems.

- d. Demonstrates ability to work independently to learn and develop new and exciting training techniques and to share with the Training Committee.
 - e. Receives continual positive feedback from class participants.
 - f. Exemplifies the training philosophies of the Club.
 - g. Has been reviewed by the Training Committee and Board of Directors when indicated.
2. Pay Rate: \$36.00 per class hour

E. Pay Increases

1. Instructors are responsible for applying for pay increases, when eligible, by notifying immediately, the Training Chair and President of the Board of Directors
2. There are no retroactive pay increases.

F. Eligibility to Teach Types of Classes

1. Eligibility is determined by Specific Class. (Example: Puppy, ADO, GM1, GM2, Advanced Obedience, Speciality Classes and so forth.)
2. The Training Committee will set and review periodically, the criteria and will be reviewed by the Board. See Separate listing under Training Committee.

NAPA VALLEY DOG TRAINING CLUB GENERAL
MEETING MINUTES DECEMBER 9, 2024

- I. Call to order 7:16 pm
- II. Call for additions or changes to agenda – noting added
- III. Approval of November 11, 2024, minutes – approved as is
- IV. Treasurer’s report – Lori Jackson
 - a. Burliness Checking Account - \$5,987.04
 - b. Business Savings Account – \$22,369.14
 - c. Certificate of Deposit - \$21,578.02
 - d. Profit/Loss – Loss of \$5,511.83
- V. Board Committee and Chair Reports
 - a. Presidents – Linda Wargo, all reports later in the agenda
 - b. Vice -President – Carol Coawette, three new members, voted into membership
 - i. Nancy and Conrad Everheardt
 - ii. Maura Schulz
 - c. Membership Coupons Vouchers, turn in expiring vouchers. Place in the envelope identifying that they are expired or place in the box in the Club. Reminder they can be used by December 31, 2024. Still good to use in 2025 are the meeting coupons and board member coupons. Membership payments and due by the end of January
 - d. Office – Mary Ash, extended closing date of classes until December 30
 - e. Training – Donna Golemon, Classes start on January 13, 2025.
 - f. Building – Lori reporting for Karen, the following has been reported to Ross to be corrected: bad light in office, toilet not working also reported to Ross
 - g. Newsletter/Website – nothing to report
 - h. Hospitality – for January 13th meeting Linda L. and Sandy B. volunteered
 - i. Sunrise – nothing to report
- VI. Old Business
 - a. Guidelines and Procedures – Everything has been updated and was emailed out to membership
 - b. Gerry Glantz Memorial Award – the following people were nominated for this award: Mary Ash, Carol Coawette, Donna Golemon and Dena Parish, Will be announced at the 2924 Membership Dinner



- c. End of Year Awards – information is due to Linda Wargo by January 8, 2024. If you are receiving a new plaque, please include a picture
- d. Scent Work Trial – Anne has secured the dates with the college May 31 and June 1, 2025. We will need volunteers as the trial forms.

VII. New business – nothing to report

VIII. Braggs – All are AKC titles unless stated differently

- a. Sharon and Thing earned their AKC Excellent SW title
- b. Chris and Pepper earned their 3rd Q in interior master, finishing that title and earning their Master Scent Work tittle
- c. Carol and Louie earned their Advanced HD title with a 4th place, also earned Advance Elite legs in Buried and Exterior
- d. Carol and Pierre earned #8 leg in Excellent Elite Buried and leg #9 in Excellent Elite Interior
- e. Mary and Zip earned their Novice Buried title, completing their Novice Overall SW title
- f. Linda and Happy Qualified in three of four searches earning legs in Master exterior, containers and buried
- g. Linda and Ziji finished their advanced container title and earning their Advance overall title. They also finished their excellent exterior and buried legs.
- h. Linda and Sunny, competing for the first time were 4 out of 4 searches. Earning two fourth places and one second place.

IX. Meeting adjourned at 7:45 pm

Minutes Submitted by

Donna Golemon

