

Napa Valley Dog Training Club
Board Meeting Minutes
January 7, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President. **Members at Large** – Sandy Bonifield, Donna Golemon, Debbie Hilton, Vange Leonis
Past President – Linda Wargo

Meeting called to order at 12:04 pm

Additions or changes to the agenda

New Business – add Napa Valley Support Services new contract
Remove Trainers subcommittee report

Treasurer's Report as for 12/31/24 reported by Linda Luchsinger

Business Checking:	\$16,115.02
Business Savings	\$22,369.14
Certificate of Deposit	\$21,578.73
December P & L	Currently unavailable

We currently do not have a treasurer. In the interim Vange Leonis will take on paying bills and collecting mail. Sandy Bonifield will collect mail and make bank deposits. Vange Leonis and Adrienne Amdahl will be signers on the bank account.

Board, Committee and Chair Reports

President – Linda Luchsinger – noting to report at this time

Vice President – Adrienne Amdahl – nothing to report at this time

Secretary – none. Adrienne Amdahl is taking minutes in the interim

Treasurer – Vange Leonis

a meeting will be arranged between Vange, Linda Luchsinger and Lori Jackson to transition the role and get Lori's keys

Office – Sandy Bonified

reports that she has retrieved stacks of registrations from both the mail and drop boxes and is processing them.

Training – Donna Golemon

Donna will be talking with all trainers about all of us working together as a team and quelling gossip and being respectful.

The employee agreement for trainers and volunteers now has a check box to allow trainers and assistants to forego wages and work on a volunteer basis.

Advertising for classes needs to be more inclusive. We should develop flyer templates for each class type that can be used for promotion.

Donna is working with each trainer to make sure current trainer lists align with what levels that trainer is qualified to train.

Donna would like to create competency lists for each class so that trainers know the qualifications necessary for each class.

Session 2 changes:

Wed Mornings - GM1, Puppy and Ado two classes removed due to low enrollment.

Tues eve – Judy has moved her class times so we can hold a 7pm GM2 or GM1 class

Donna made a motion to approve Dena as a GM2 and Advanced Obedience Trainer. Sandy seconded the motions. Aye 7, Nay 0, Ab 0 Motion approved

Donna motioned that Carol Coawette receive a trainer fee increase from Level 1 to Level 2 effective starting with Session 3 (she will meet all the requirements for the increase upon the completion of the Session 2 classes). Motion seconded by Linda Wargo. Aye 5, Nay 1, Ab 1

Publicity – Vange Leonis

Linda Wargo passed on a publicity binder to Vange along with a list of places when can put rack card, business cards, posters. Volunteers need to be recruited to help distribute items.

Adrienne will look into Bonfire where t-shirts are print to order and it can possibly be a fundraiser for the club.

Linda Luchsinger suggests group walks with board members and others in club logo wear in places like downtown. Donna added that having dogs/handlers wear logoed handkerchiefs during classes like out and about will also facilitate promotion.

Linda Wargo suggested checking into booth space at the Farmers Market for possibly quarterly booth.

Building – Debbie Hilton

Debbie is researching new and better potential pet mess cleaners.

Linda Wargo motioned that as the building manager, Debbie can use her own best Judgement in picking new cleaning supplies. Sandy seconded the motion. Aye 7, No 0, Ab 0 – motion passed.

Donna asked that Kay Hall's photo be placed on the "in recognition" wall.

Napa Valley Support services clean every other Friday from 9 am – 11 am and the building is closed until 1pm after each cleaning.

Debbie will contact pest control – we schedule them 3 times/year

Newsletter/Website

Any info for the next newsletter needs to be given to Sue Osborn by February 22nd

Old Business

Insurance – Liability is through Kennel Pro, Worker's Comp is through Hancock

Perpetual Calendar is located on the website in the documents folder. Lori Jackson has taken care of most of the January. Sue Osborn will do the Awards Ceremony, Linda Luchsinger will update new board info with AKC and the Annual Audit Committee need so be set up; Linda Luchsinger will handle that.

NACSW Trial (Nat'l Assoc. of Canine Scent work)

Application has been turned into NACSW

Event date is May 31, 2025 – June 1, 2025

Facilities requests have been submitted to Napa Valley College

We will need volunteers

Donna notes that NVDTTC does NOT have a secure website. A secure Website and the ability to accept PayPal is necessary to run the NACSW trial. Donna motioned that she be able to create a new separate secure website so that NVDTTC can accept the PayPal registrations for our upcoming NACSW trial. Linda Wargo seconded the motion.

Aye 7, No 0, Ab 0

Sick Leave Polity

There will be no rollover of sick leave hours from 1 year to the next. And an employee must earn the hours before taking them.

New Business

Napa Valley Support Services new contract increases fees went from \$80 to \$84 per hour. Linda Luchsinger is signing and returning the contract.

Donna would like to be able to hold her Monday evening scent work classes on every Monday of a session (in the past she has been denied the ability to run the class on the same Monday as the General Board Meetings).

Linda Luchsinger motions that Donna's Monday Scent Work classes can be held until 6pm on General Board Meeting Mondays. Linda Wargo seconded Ayes 7, Nay 0, Ab 0

The registration process and potential changes were discussed

A gift class was approved for Kiwanis at the last training meeting. Five Board Members were present. All 5 voted to approve the gift class.

Next Board meeting will be held Tuesday, January 28, 2025 at 1pm at the Club

Meeting Adjourned at 3:00 pm

Minutes submitted by: Adrienne Amdahl

Napa Valley Dog Training Club
General Meeting Minutes
January 13, 2025

Meeting was called to order at 6:37pm

Board Members in attendance: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President. **Members at Large** – Sandy Bonifield, Debbie Hilton, Vange Leonis
Past President – Linda Wargo. A list of General Members in attendance is available in the Club office.

A motion to approve the minutes from the December 2024 General Membership Meeting. Motion seconded. All present voted aye. Motion approved

Treasurer's Report

Checking: \$13,263.92

Savings: \$22,369.14

CD: \$21,578.73 (renewed in Dec 2024 for a 6-month term at .05%)

December P & L: Currently unavailable

President's Report - Linda Luchsinger

Vange Leonis (Publicity) has agreed to take on the treasurer's responsibilities of paying the bills and collecting the mail.

Sandy (Office) will be collecting the mail and making bank deposits

Vange and Adrienne (Vice President) – will be signers on the bank account. Sue Osborn, Vange and Adrienne need to go to Umpqua Bank to switch signers on the bank account.

Adrienne is taking on the role of Secretary for the time being.

We are looking for interested members to take on the roles of Treasurer and Secretary. Please contact Linda Luchsinger if you are interested.

Vice President's Report – Adrienne Amdahl

We currently have 29 members who have renewed their memberships
Julissa Ilizaliturri and Peter Keenan came to the meeting and completed an application for membership. A silent vote of the membership was taken and their membership was approved. Julissa and Peter have two 5-year-old Havanese and a 5-month-old Sheepadoodle.

Secretary's Report – Adrienne Amdahl

Nothing to add

Treasurer's Report – Vange Leonis

Vange (interim Treasurer) is familiarizing herself with the books

Office – Sandy Bonifield

Things in the office are going smoothly. Vange is assisting with the phones. All the session 1 classes are full except for one space in a puppy class. The answering machine outgoing message has been updated.

Hospitality & Decorations – Linda Luchsinger, Sandy Bonifield and Debbie Hilton

Thank you to Linda and Sandy for tonight's snacks and to Debbie for the festive New Year décor. Marilane Bergfelt and Dena Parrish have volunteered to do hospitality for next month's meeting.

Training Report – Linda Luchsinger reporting for Donna Golemon

Donna has requested that uniform flyers be made for each class and that those are used to advertise via Facebook. And as members of the club, we ask that you actively like and share our Facebook posts.

The employment agreement for our trainers and assistants now has a box that allows one to forego being paid and to work on a volunteer basis. If an employee who is getting paid to train occasionally takes on a job (like assisting a class) as a volunteer (without pay) that employee needs to note on their time card that they are working as a volunteer for a particular class or classes.

Linda Wargo noted that we need assistants. If you are interested, please reach out to Donna Golemon. Sandy noted that trainers can also look to people they know as possible assistant (Marilane noted that our assistants and instructors must be club members).

Dena Parrish was approved to be a GM2 and Advanced Obedience trainer at the January board meeting.

Publicity – Vange Leonis

Linda Wargo notes that our rack cards need to be distributed to veterinarian offices, groomers, etc. If you're interested in distributing cards reach out to Vange.

Adrienne will research doing t-shirt sales as a fundraiser through Bonfire. Linda Luchsinger would like to see downtown walks/get togethers of members in NVDTTC logo wear to bring attention and advertising for the club.

Building – Debbie Hilton

Debbie has contacted Ross about lights that are out in the building. She is searching for new pet mess cleaners that work better than what we currently have.

Debbie has added Kay Hall's photo to the "in recognition" wall. Marilane did note that there are other members who have passed that aren't on the wall. Perhaps we can consider a memory wall.

Napa Valley Support Services cleans every other Friday from 9am – 11am (building is closed until 1pm after cleaning). Their fee for cleaning has increased from \$80 to \$84.

Pest control comes 3 times per year. The next time is at the end of February.

Sunshine – Debbie Hilton

Judy Miron is having surgery, a card has been sent.

Barbara and Don Nieman lost the dog Rapha. Don brought down all of Rapha's scent work equipment and donated it to the club.

Marcy Neller lost her husband.

Deassa Binstock's mother passed away

Roxann Gracia recently had her knee replaced

Newsletter & Website – Sue Osborn

The deadline for the next meeting announcement is January 22nd.

The deadline for the next newsletter is February 22nd

Old Business

The new board has been made aware of our insurance carriers.

Sue Osborn will chair the awards banquet. She would like to have it at La Strada. Sue will send a survey about getting help. She needs to figure out what day to have it, most likely in March.

Linda Luchsinger will update AKC with the new board member's info.

Debbie Hilton, Sue Osborn and Sandy Bonifield volunteered to make up this year's annual audit committee

Donna's request to be allowed to hold her scent work classes from 5pm – 6pm on the same Mondays as general meeting Mondays was approved at the January board meeting. Class members can stay for the general meeting with their dogs if they'd like.

Sick leave hours will not roll over year over year.

NACSW (Nat'l Assoc. of Canine Scent Work) Trial – Anne Stanley co-chair

NACSW has given tentative approval for our trial on May 31st and June 1st of this year.

Napa Valley College has given approval to hold the trial

We have current commitments for the Certified Official and Score Room Lead.

Debbie Hilton has volunteered to be the grounds manager, Linda Wargo has volunteered to be the Container Coordinator and Sharon Leos has volunteered to be the volunteer coordinator.

NACSW will assign a trial coordinator who makes sure everything is in line.

We need 4 – 5 vehicles for searches.

Those who volunteer for the trial can also enter their dogs in the trial on days they are not volunteering.

Marilane asked for the budget numbers to be shared with the membership.

New Business

A gift class was given to Napa Kiwanis for their Crab Feed

Mountain Mikes pizza in Napa can hold dine & donates for the club. Marilane and Vange will coordinate with Mountain Mikes

Building rental by outside groups:

At the last board meeting the board approved the rental of the building on February 9th to the Schnauzer Club

Sue Osborn is requesting building rental on behalf of the following groups:

Diane Parness of the California Collie Fanciers would like to rent the club on either June 14th or 15th or June 22nd. A calendar check notes that June 15th would work with NVDTTC. A motion was made that the Collier Fanciers have the option to rent the building on June 15th or June 22nd. Motion seconded, all in favor, motion approved. second motion was made to allow the Collie Fanciers to use our baby gates at no charge. Motion seconded, all in favor, motion approved.

Sara deCrevel of Paws for Healing would like to use the building for a half day on May 10th and September 20th starting at 1:30pm. A motion was made that Paws for Healing can rent the building on May 10th and Sept 20th and can use our baby gates At not charge. Motion seconded, all in favor, motion approved.

Braggs

Karen Jackson noted that the took their lab to a Farm Dog fun match and he did very well

Sue Osborn - Brooklyn, Morgan and I performed a dance routine brace for the most recent Dogs Can Dance® challenge and earned our Music Interpretation-World Traveler title. This dog dancing performance was the last of three performances we needed to pass to be awarded a musical Interpretation (DCD-MI) division title.

Carol – Pierre has two legs to go to get master elite in scent work. Louis almost has his novice elite.

Linda Wargo – At the PWDC AKC scent work trial on 12/15, Ziji qualified in Excellent Interior and Sonny qualified in Novice Interior, Exterior, and Containers.

At the TRACS AKC agility trial 12/28 Happy won his Masters Jumpers Class.

At the NorCal GRC AKC scent work trial ¼ Happy qualified in Masters Exterior, Interior, and Buried. Sonny qualified in Novice Interior, Exterior, Containers and Buried and finished his Novice scent work Interior, Container and Exterior titles.

At the ECSCNC AKC scent work trial Happy qualified in Master Container and Exterior earning his master exterior title.

At the Bay Team USDAA Agility Trial Ziji took first place in her masters gambler class, second place in Steeplechase and Third place in her masters jumpers class, finishing her P# Silver Jumpers title (25 qualifiers). Happy took first place in Steeplechase and Masters Jumpers.

Meeting adjourned at 7:43pm

Minutes submitted by Adrienne Amdahl

Napa Valley Dog Training Club
Board Meeting Minutes
January 28, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President. **Members at Large** – Sandy Bonifield, Donna Golemon, Debbie Hilton, Vange Leonis
Past President – Linda Wargo

Meeting called to order at: 1:05 pm

Additions or changes to the agenda

New Business – add discussion of LAPS building rental, a request from Judy Gamet and a discussion of the Bylaws.

Old Business – T-shirt sales

Treasurer's Report

Checking at 12/31/24 - \$18,682.52

Savings at 12/31/24 - \$22,369.14

CD @ 12/31/24 - \$21,578.73

P & L @ 12/31/24 Net loss of \$3,509.36

Checking account signers have not yet been switched. Once the updated Statement of Information is filed with the Secretary of State Adrienne and Vange will be able to sign at Umqua Bank.

A motion to approve the Board Meeting Minutes from January 7, 2025 was made by Linda Wargo. Donna seconded the motion. Aye 7, No 0, Ab 0 Motion passed

Board, Committee and Chair reports

President – Linda Luchsinger – nothing to report at this time

Membership/Coupons – Membership is currently at 35 people. Linda Wargo will handle the membership coupons at the next meeting. The treasurer keeps track of the coupons issued and redeemed. Vange needs the spreadsheet for the coupons from Lori Jackson. Donna has to reach to Lori on another topic and will ask about the spreadsheet.

Office – Sandy Bonifield

As of January 27th, all of the calls, paperwork and deposits we done and sign ups have been good.

Training – Donna Golemon

Sessions 3, 4 and 5 are all mapped out.

We need to make sure people wait outside when classes are in session and don't enter until they're asked to come in.

Donna has requested the Linda Wargo be approved as a scent work instructor so she can substitute when needed. She will work as a volunteer. Linda Luchsinger made

the motion to approve Linda Wargo as a scent work instructor, Vange seconded Aye 6, No 0, Ab 1 Motion approved.

Donna would like the club to institute using PayPal again as a payment method. Since PayPal charges a fee (roughly 2.9%) she suggests adding a nominal fee of \$4.00 if a student would like to use PayPal to pay for classes. Pros – it gives another payment option since less people now adays uses checks. Cons – it does create more work for the treasurer and office staff. The board should think about this and discuss more in the future.

Refunds – Donna feels we need to change our refund policy to possibly charge a nominal cancellation fee if we need to do a refund and at some point, in class no refunds will be issued. Credits for future class are a different story.

Donna worked with Sue to send a survey to the students in puppy, ado, GM1 and Mighty Might classes from sessions 6 & 7 asking what they liked and disliked. 61 surveys were sent and only 2 responses. Linda Luchsinger noted it would probably be more effective if we reinstate reviews at the end of classes.

Publicity – Vange Leonis

Rack cards were given to volunteers to distribute at our last general meeting.

Business cards are needed. If we need to order more it is done through Minute Man Press but the graphic will need to have the address updated before printing. Contact Sue Osborn about that.

Vange notes that she needs to be included in publicity conversations that happen between Donna, Marilane and Sue.

Puppy, Ado, GM1/2 need their own flyers. The current flyers only represent Vange's classes and the other classes need equal representation.

Vange will keep abreast of upcoming community events that we can possibly join in to increase our visibility.

Building – Debbie Hilton

Ross is hoping to gradually work on the lighting issues in the building (he's short on staff).

Debbie has been asked to remind Ross that the building was left unlocked and the lights were left on when he was in our building last.

Debbie would like to order 4 plexi glass holders through Amazon for \$28. Linda Wargo notes that she donated some in the past. Debbie will purchase if what we have won't work.

Donna notes we need more equipment for people to use when they rent the building

that is not NVDTTC class specific equipment. This equipment can be kept on a rolling cart. Debbie will research carts and confer with Donna about the details to make sure it will be adequate to hold the equipment. Linda Wargo motioned that once Donna and Debbie figure out the appropriate cart they can go ahead and purchase it. Sandy seconded. Aye 7, No 0, Ab 0 Motion passes.

Debbie passe out a sheet with hospitality themes for the general meetings. She'd like to get sign-ups for refreshments. Donna noted that more of the general membership need to volunteer to bring refreshments. Debbie will try and get more general members to sign up at the next meeting.

The following meetings will be 'Bring Your Dog' meetings:

March – Luck of the Irish

May – May Madness

October – Halloween Costume Contest

November – Holiday Pictures

July's meeting will be our club BBQ

Debbie asked if she can put Judy Gamet's photo back on the instructor wall. A 5" x 7" picture can go up (not larger).

Newsletter/Website

Feb 22nd is the deadline for items for the next newsletter

Vange will put old copies of the newsletter that were given to her in the 2023/2024 accounting file.

Old Business

NACSW Trial – May 31 – June 1 (Set up on May 30th)

We've been fully approved by NACSW

April 14th is the opening date for registration

Donna will send a link to the website

We will not be allowing volunteers to work and trial their dog

We have to sign a Host Agreement between NVDTTC and NACSW approving Anne Stanley to be our agent. The cost of filing is \$100.00. Anne will pay for it and put in a reimbursement request.

We're looking at a 60% gross profit

Workers can work a morning shift, and afternoon shift or a full day. We will provide lunch for full day shift workers but not for half day shift workers.

We will be serving the full day shift workers and officials Raley's sandwiches and salads prepared by Karen Jackson for lunch. We will also have morning croissants, fruit, afternoon snacks and water, tea and coffee available.

The judges' fees are set by NACSW and need to be paid to them at the event.

Donna will work on a list of things we need that people can donate/loan for the event.

Sharon Leos will have a sign-up form for volunteers.

T-Shirts

Adrienne presented the merchandise store with NVDTTC logo t-shirts on Bonfire.

The store currently has our logo on the front of royal blue unisex short and long sleeved t-shirts and a hooded sweatshirt. The board asked to add v neck t-shirts and noted that white was okay as royal blue isn't available in those styles.

Linda Luchsinger asked to check if women's long sleeve t-shirts are an option as well as baseball caps (not trucker hats). Adrienne will check on those things and has approval to move ahead with launching the store.

New Business

Judy Gamet has asked if we can go back and do promotions like we did in the past with details about her classes on our class session page and put out a flyer. Donna requested that all of the other classes get equal advertising. It was also noted that Judy's classes can't be more amplified (like presented in its own box like before) on our class session sheet. Donna also notes that this request needs to be directed to her in the future rather than be presented at the board meeting.

LAPS building rental. Vange has dates that LAPS would like to use the building and was informed that those requests need to go to Sue Osborn who is in charge of outside group building rentals. Vange will send the LAPS info about rentals to Sue. LAPS has been looking at different buildings to rent for some spring dates as there are conflicts with the Club's calendar. Linda Wargo noted that Sundays are always open but LAPS is unable to get volunteers on Sundays and Saturdays work best for their needs.

Mentis has asked for a donation of a class gift certificate for an upcoming Blue Skies Ahead Event. Linda Wargo motions to provide the gift certificate, Sandy seconds. Aye 7, No 0 motion passes. Linda Luchsinger will get the certificate to Adrienne to get to Hannah Wallenbrock at Mentis.

Guidelines & Procedures need updating. There are easy to fix things like fee amounts that need updated and multiple places where the word "voucher" needs to be changed to "coupon". Adrienne will take care of those simple updates. Linda Wargo notes that the G & P will need a total overhaul once the Bylaws are redone.

Next board meeting is Tuesday, February 25th at 11:30 am at the Club

Meeting adjourned at 3:18 pm

Minutes submitted by Adrienne Amdahl

Napa Valley Dog Training Club
General Meeting Minutes
February 10, 2025

Meeting was called to order at 6:32 pm

Board Members in attendance: **Officers** – Linda Luchsinger, President, Adrienne Amdahl, Vice President. **Members at Large** – Sandy Bonifield, Debbie Hilton, Vange Leonis **Past President** – Linda Wargo. A list of General Members in attendance is available in the Club office.

A correction was made to the minutes from the January General meeting to change wording about employees who periodically choose to work as volunteer indicating that they will note *on their time cards* that they are working as a volunteer *for a particular class or classes*. Marilane Bergfelt made a motion to accept the minutes as corrected; Debbie Hilton seconded. All present voted Aye. Motion approved.

Treasurer's Report – Vange Leonis

Checking: \$18,389.53
Savings: \$22,369.14
CD: \$21,578.73
December P&L: Net loss of \$3,509.36

New signers have both signed the bank signature cards and Vange is working on getting a new debit card and online access.

President's Report – Linda Luchsinger

We are still looking for any members interested in taking on the roll of Secretary. Please contact Linda Luchsinger if interested.

Vice President's Report – Adrienne Amdahl

We currently have 36 members. Marilane Bergfelt noted that our member numbers are low Our due date for members to renew was Feb. 1. Can we extend that date and send an email blast renewal reminder? David LeCount motioned to extend membership renewal to March 1st; Conrad Everheardt seconded. All present vote aye, motion passed. Adrienne will contact Sue about an upcoming email blast.

The NVDTTC t-shirts available thru Bonfire.com was presented to the membership. T-shirts are available with the logo in various positions. The club will profit between \$7 - \$9 per shirt. Printed info on how to order was made available. Info will go into the next newsletter.

Tonight's membership coupons will be issued by Linda Wargo.

Office – Sandy Bonifield

Sandy noted that no puppies are signed up for any session 2 daytime classes at this time.

Our GM1 nighttime classes are filling up. Carol Coawette noted that if her GM2 on Tuesday nights doesn't fill we could do a combined GM1/GM2 class if needed.

Training – Donna Golemon

Donna is not in attendance. The training chair highlights from the January Board Meeting were read as follows:

Sessions 3, 4 and 5 are all mapped out.

People cannot just walk into classes, please wait until you are recognized and asked to enter.

The board voted to approved Linda Wargo as a scent work instructor so she can substitute ' when needed. She will work as a volunteer.

There was a discussion about possibly bringing back PayPal as a payment option – tabled to a later date.

We should look at and tighten up our refund policy.

Donna and Sue did a recent online survey of students in puppy, ado, GM1 and Mighty Might's from sessions 6 & 7 last year asking what they liked and disliked. 61 surveys went out and only 2 responses. Linda Luchsinger noted that it would probably be more efficient to reinstate reviews at the end of classes.

Publicity – Vange Leonis

Vange noted we are going to have updated business cards printed. If anyone would like some to pass on, please let her know.

Debbie, Vange and Marilane are looking at the class was with flyers to rearrange it to better advertise our classes.

We are looking more into our Facebook and how it works. Marilane presented an outline to the board via email on how our FB has performed and who it reaches and what needs to happen to maximize our reach and interactions with our content.

Building – Debbie Hilton

Ross got all of our bad lights repaired

Pest control will be spraying the last Friday of this month

Hospitality – Debbie Hilton

Debbie passed around a meeting calendar asking the General Membership to sign up to bring refreshments. Each month is themed. Thank you to Dena Parrish and Marilane

Bergfelt for tonight's refreshments. Debbie and Adrienne will bring refreshments for the March meeting.

Sunshine – Debbie Hilton

Judy Gamet's (long time teacher of Dogs Can Dance at NVDCT) mother passed away last week. Our bereavement policy notes that if a member's family member passes we send a card and make a \$50 donation to the charity of the family's choice. Judy is not currently a member, but has been in the past and has a long relationship teaching at the club. A majority of the board responded via a previous email to make an exception to the rule of being a club member and to have Debbie contact Judy and make a donation to the charity of her choice in her mother's name. A card has been sent.

Old Business

PAWS for Healing has requested to use the club on March 22nd and to use the baby gates at no additional charge. Linda Wargo motioned; Sandy seconded. All present voted aye, motion approved

LAPS has requested use of the building on March 29th and April 12th (with access on April 11th to clean) and use of the baby gates as no additional charge. Linda Wargo motioned; Sandy seconded. All present voted aye, motion approved.

NACSW Trial – presented by Anne Stanley

We have been assigned a trial coordinator by the NACSW

The draw period for the trial has been set for Monday, April 14 and entries will close Wednesday, April 16

This week we are executing agreements for our Certifying Official, Score Room Lead and Judges.

Our trial premium has received tentative approval from the NACSW. We have created an online form for volunteers to sign up. When both those items are finalized, we will publish them online. We will also have printed signup sheets.

We will need many volunteers in a variety of jobs. We will also need vehicles for vehicle searches. The vehicles do not have to remain onsite overnight.

Budget – We have a draft budget per NACSW and will continue to refine. We have some fixed costs identified including payments to judges and score room lead (both determined by the NACSW). We don't have revenue estimates as we are waiting for approval from the NACSW on the number of teams we can accept and the amounts the teams will pay to enter.

We are seeking donations of some supplies and hospitality items.

We will use the Agility Gate app which provides online check-in, running order and maps.

Banquet – date has been pushed to April 5th (tentatively)

New Business

Deadline to submit items to Sue Osborn for the March/April Tattletales Newsletter is February 22

Per State of California – we must carry over sick leave hours for each employee up to 40 hours. Sick leave carry over will show in the next payroll.

Carol has a person who is signed up for one of her session 2 classes that has no contact info or paperwork. If that person's paperwork is not received by the close of registration, Carol has been given the go ahead to fill that space if needed.

Brag

David LaCount has done 5 agility trials with his 3 dogs and has earned 8 titles.

Anne Stanley decorated her Christmas tree with her dog's ribbons

Linda Wargo - At the Bay Team USDAA agility trial Ziji won Master Gamblers, placed second in Steeplechase and third in Jumpers. Happy won Steeplechase and Master Jumpers.

At the the Golden State Greater Swiss Mountain Dog AKC Scent Work Trial, Sonny finished his Novice Buried title and his overall Scent Work Novice title. He also earned legs in Advanced Interior and Exterior.

At the Sacramento Beagle Club AKC Scent Work trial Ziji earned legs in Excellent Interior, Exterior and Containers. Sonny earned a Novice B Interior leg and an Advanced Buried leg.

Meeting adjourned at 7:34 pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
Board Meeting Minutes
February 25, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl, Vice President, **Members at Large** – Sandy Bonifield, Debbie Hilton, Vange Leonis, Donna Golemon (via phone)
Past President – Linda Wargo

Meeting called to order at 11:45 am

Additions or changes to the agenda

New Business – add discussion of approval of 11/26/24 board minutes, incident report, and removal of items Marilane Bergfelt has loaned the club.

A motion to approve the Board Meeting Minutes from January 28, 2025 as presented was made by Linda Wargo, Sandy seconded. Aye 7, No 0, Ab 0 – motion passed

Treasurer's Report

Checking at 2/19/25 - \$12,006.44

Savings at 2/19/25 - \$22,369.52

CD @ 2/19/25 - \$21,579.65

P&L unavailable at the time of the meeting

Current payroll checks have the 2024 accrued sick hours listed and the employees are getting a stub showing their 2025 total sick time.

Linda Wargo asked Vange to see if Umpqua uses Zelle for money transfers. Vange will inquire

Board, Committee and Chair Reports

President – Linda Luchsinger – nothing to report at this time

Vice President – Adrienne Amdahl

We have sold a total of 5 t-shirts so far and a notice about the t-shirts will go out in the next newsletter. In order to pull our profits from Bonfire we need to reactivate our PayPal account. Once that the PayPal account is active, Adrienne can direct Bonfire to pay out our funds whenever we want. The info on the PayPal account is in the information binder put together by Sue Osborn. Donna will talk to Anne Stanley about managing PayPal since we will need to use it for the NACSW trial this year.

Office – Sandy Bonifield

Donna and Sandy both noted problems in the office. Information from phone messages are not being taken correctly and contact info, etc. is missing. Sandy will go over the process and details again with Vange.

Donna noted the office protocol must be if people call in and register, we must have their completed application, payment and shot records before they are written into the class. Linda Wargo showed a newly designed prototype registration form that once perfected will be able to be downloaded from the website.

Donna noted we need to remove the covid era videos from our website. Dena has updated our rules form and Donna would like that up on the website. Additionally, our current application (and any newly designed application) needs to be a fillable pdf, Donna made a motion to remove said videos from the website, post our updated rules form on the website and make our application a fillable pdf. Linda Wargo seconded. Aye 7, No 0, Ab 0. Donna will work with Sue Osborne on these items.

Mary Ash is in the hospital. Her Tuesday classes have been cancelled and Sandy is working on refunds or pulling checks prior to being deposited. Dena Parrish is teaching Mary's evening rally classes until the end of March. The training chair and committee will work on what to do going forward and work out a contingency plan for next session if Mary isn't well enough to teach next session.

Tentative possibilities for session 3 if Mary can't teach: a) Mary was going to do a Tuesday CGC class, which Linda Luchsinger could take over, b) Vange can teach a Tuesday 11 am GM2 class, c) Mary's Tuesday noon Advance Obedience class could be changed to something else that another trainer could take on.

Sandy will be calling everyone in Mary's session 2 cancelled classes and redo all of the income sheets.

Training – Donna Golemon

We had an incident report about a fall in the GM1 class on January 25, 2025. Linda Luchsinger made the report. A dog moved into the student who lost her balance and fell and bruised her tailbone. The student was fine and was walked to her car and it was agreed that she would be given a refund for the class session.

Debbie inquired about rally classes no longer being listed as "continuing" on our new schedule. Donna noted that it didn't make sense since we don't do a beginning or novice rally class. So, new people to rally are just worked into the existing class.

Publicity – Vange Leonis

Debbie, Vange and Marilane Bergfelt have been working on our club class ad board. They have large format, color coded class schedules and large format class description posters hung in plexi holders. The color coding indicates the class level. Entry level classes are red, intermediate classes are green, advances are purple and sport classes are blue. The flyers for each class will eventually incorporate the color-coding system. Donna would like to review how the classes are categorized and would like "specialty classes" colored differently and noted that she was unhappy that this project didn't flow through the training committee. It was noted we will work with what has been presented and see what changes need to be made.

At the upcoming General Membership meeting Vange will pass around a sheet asking for suggestions for speaker topics.

Vange presented small and large NVDTTC promotional flyers that that can be hung on community bulletin boards. She will work on getting these to people to post.

Building – Debbie Hilton

Debbie made repairs to the agility table and all the lattice screens have new cable ties.

The rolling cart for member equipment has arrived

Pest control will spray this Friday between 12 – 4. The building is closed for the day afterward.

Brochure holder for minutes, and flyers have been purchased and Judy's class info is up on the wall.

Next General Membership meeting theme is Luck of the Irish. Linda Wargo and Adrienne will help with recall races. Debbie will handle décor. Adrienne and Debbie will bring refreshments. Debbie requested \$50 for prizes. Linda Wargo made a motion to allot Debbie \$50 for the event, Sandy seconded. Aye 7, No 0, Ab 0 motion passed

Sunshine – Debbie Hilton

A donation has been made to Search & Rescue in memory of Kaye Hall.

When Mary Ash is home from the hospital, flowers and a card will be sent.

Membership – Adrienne Amdahl

We are currently at 42 members, one of which is a new member. Adrienne will notify the new member (Brenna Meko) that she needs to attend the next General Meeting to be voted in as a new member.

Old Business

NACSW Trial – Premium list is done. Entries will open April 14th. All is going well. We will need volunteers and vehicles. Volunteer registration will be online.

The 11/26/24 Board Minutes still need to be approved. Per Robert's Rules of Order this board must set up a subcommittee of prior board members to approve. Linda Luchsinger made a motion creating the subcommittee of Linda Wargo and Donna Golemon to handle This matter, Sandy seconded. Aye 7, No 0, Ab 0 motion passed.

Board Roles –

Donna noted we need clarity of what jobs board members and club members are taking on. Things in question are office items like: who is making copies of various forms? Linda Luchsinger said if a copy request is put in her box, she will do them at her office (she

requests that the club provides her some copy paper). Who orders training supplies? The Vice President generally finds meeting speakers, but Vange is taking that on. And, the Vice President issues meeting coupons at General Meetings. But since the VP is also the Secretary different board members are taking on that job. We need to discuss further and this topic is being tabled to a later date.

Marilane Bergfelt sent an email about items of hers that have been lent to the club. She noted that she's willing to leave things that the club would still like to use and will take back items not being used. Donna will discuss this in the next training committee meeting.

Perpetual Calendar check for February –

Review our lease – Linda Luchsinger will check on this

Annual awards are all taken care of and banquet is April 5th

Annual Audit – Linda Luchsinger will have things ready for the audit committee this week

Next Board Meeting will be Tuesday March, 25th at Noon at the club.

Meeting adjourned at 1:40 pm

Minutes submitted by Adrienne Amdahl

Napa Valley Dog Training Club
General Meeting Minutes
March 10, 2025

Board Members in attendance: **Officers** – Linda Luchsinger- President, Adrienne Amdahl - Vice President. **Members at Large** – Sandy Bonifield, Debbie Hilton, Vange Leonis, Donna Goleman
Past President – Linda Wargo. A list of General Members in attendance is available in the Club office.

Meeting called to order at 6:31 pm

Additions to the agenda: Update on audit. Member building use reminder

A motion was made to approve the minutes from the February 10, 2025 General Membership Minutes. Motion seconded. All present voted aye. Motion approved

Treasurers Report – Vange Leonis

Checking: \$14, 694.37 @ 2/28/25
Savings: \$22,369.14
CD: \$21,578.73
February P&L currently unavailable

Audit report update – Linda Luchsinger will get accounting information to the audit committee by this weekend.

Vice President's Report – Adrienne Amdahl

Club logo t-shirts can still be ordered. There is a link to the website in our latest newsletter or Adrienne can be contacted for the information.

The Club's Procedures & Guidelines have been updated to reflect the change in verbiage from voucher to coupon throughout the documents and the membership fee has been updated from \$35 to \$40. No other changes were made to the document.

We currently have 43 members. Neanna Garci, Dave Else and Pauline Seago were unanimously voted in as new members this evening.

Office – Sandy Bonifield

Everything in the office is caught up. Sign ups for next session opens on March 17th

Training – Donna Golemon

We are getting ready for session 3. Tuesday evenings at 7pm we will be offering a CGC class
We are working on session 4.
If you have any requests for classes, please let Donna know. She can be reached via email at info@nvdtc.org

Publicity – Vange Leonis

A sheet was passed around asking for ideas for speakers for our general meetings

Vange asked members if they could post our info on community bulletin board. See Vange for information.

The class information board at the club has been color coded to indicate class levels and each session will have flyers with descriptions about each class.

Building – Debbie Hilton

Pest control sprayed on 2/28/25

Building reminder – as members you can use the building. If you're coming down to the building, please check the building use calendar on the Club's website to ensure you're not interrupting someone else's scheduled time in the building. To schedule building use please contact Donna Golemon at info@nvdtc.org

Newsletter/Website – Sue Osborn

Some people aren't getting our newsletter even though their correct email is in our distribution list. If this is happening to you, let Sue know and she will try to figure it out. Otherwise, you can always access the most recent newsletter via our website or by scanning the QR code from any past newsletter.

Hospitality

Debbie set up and decorated the club for tonight's Luck of the Irish event. Debbie and Adrienne provided the refreshments. Refreshments for the April meeting will be provided by Sarah deCrevel and Pauline Seago.

Sunshine – Debbie Hilton

Mary Ash has been ill recently and in and out of the hospital. Debbie delivered a sunshine floral arrangement to Mary

Old Business

NACSW trial – presented by Anne Stanley

NVDTC will be holding NW1 and NW2 scent work trials at the Napa Valley College On May 31st and June 1st.

We have received 1800 views to our premium

Over the next 6-8 weeks we need to line up the following:
Volunteers for both days (full day and half day shifts available)

You can sign up via a paper sign-up sheet (available tonight) and online sign-ups are available. Info will go out in the next newsletter

Mid-sized vehicles to use for the vehicle search portion of the trial

Registration for the trial opens on April 14th at 9am. Entries are determined by a random draw.

Year End Banquet Update

Linda Wargo has all plaques at the engravers with a delivery date the week before April 5th.

Sue Osborne noted the La Strada is not available for the banquet on Saturday April 5th as originally planned, every other Saturday in April is available. Sue will also check with La Strada to see if Sundays are available.

Linda Luchsinger explained to the membership that the awards banquet is where those that trial their dogs in different areas such as scent work, rally, etc. receive plaques noting those accomplishments.

Brag

Roxann Gracia – her Portuguese Podengo Pequeno, Tanner is #1 in North America in Urban Locating and Trailing Locating. Tanner qualified in two of the the North American Sport Dog Association trials in both Urban Locating and Trailing Locating and 3 challenge games

Carol Coawette – Louis passed his ORTs (Odor Recognition Test) and Pierre has his Excellent Elite title.

Linda Wargo – Happy finished his Masters Buried title this past weekend

Linda Luchsinger – her 17th great grandchild is on the way.

Meeting adjourned at 7:17pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
Board Meeting Minutes
April 1, 2025

Attendees: **Officers** – Adrienne Amdahl, Vice President **Members at Large** – Sandy Bonifield (arrived late), Debbie Hilton, Vange Leonis, Donna Golemon **Past President** – Linda Wargo
Non-board member – Sue Osborn

Meeting called to order at 1:03 pm

The following amendments were requested to be made to the 2/25/25 board minutes. In the Vice President's report, the sentence "The info on the PayPal account is with Linda Wargo and was passed to Linda Luchsinger" was replaced with the more concise "The information on the PayPal account is in the binder put together by Sue Osborn". Also, the spelling of Kaye Hall's name was corrected

Debbie made a motion to approved the amended board meeting minutes from 2/25/25 and the emergency board meeting minutes from 3/10/25 as presented. Donna seconded. Aye 6, No 0, Ab 0 motion passes

Treasurer's Report – Vange Leonis

Checking at 3/31/25 - \$18,974.46

Savings at 2/19/25 - \$22,369.52

CD at 2/19/25 - \$21,579.65

P&L – unavailable at this time

Board, Committee and Chair Reports

Vice President – Adrienne Amdahl - We currently have 48 members in the club.

Office – Sandy Bonifield

Sandy has had some issues with prepared balanced deposits being added to and not rebalanced. No one but Sandy should be handling the deposit sheets.

Training – Donna Golemon

A private personnel matter was discussed

Donna had emailed Dave Else's application to be an assistant trainer to the board for review prior to the meeting. The board feels he will be a good fit. Sandy motioned to have Dave come in as a provisional training assistant for Puppy, Ado and GM1 in session 3. Donna seconded. Aye 6, No 0, Ab 0 – motion passed

Jennifer Vaughn was previously approved to be re-instated as a training assistant. Jennifer came to Vange's Mighty Mights class with her dog Elliot, at Vange's invitation, as a guest. Elliot is an excellent neutral large dog to give the smaller dogs exposure to a big dog. Jennifer misunderstood thinking she was a paid assistant for this class appearance. Donna noted her re-instatement requires Jennifer to first go through the provisional unpaid period as a training

assistant. Jennifer will be informed that she is not being paid for the guest appearance in Mighty Mights and that payment for assisting will happen after her provisional period is completed.

Donna noted that the intro videos for the club that were on the website have been removed and the fillable class registration form is now online.

Publicity – Vange Leonis

Vange presented an outside, waterproof literature holder for pre-made registration packets for people to pick up if they can't print from the website. Debbie will get the holder mounted.

Vange asked for our NACSW scent work trial information to be sent to Marilane so it can be posted on our Facebook page and shared on the NorCal Dog Training page. Donna will forward the information.

Donna noted that our fliers and our website must indicate all of our class requirements and must be identical in their information. Any changes must go through the training committee.

Building – Debbie Hilton

There is evidence of rats in the electric room and termites in a back corner. Ross is aware. A rat trap has been set.

Sue Osborn was given approval to post a flier from a member giving away a free large Vari-kennel crate.

Newsletter/Website – Sue Osborn

Information for the upcoming newsletter is due to Sue by April 22nd.

Old Business

NACSW Trial – Volunteers are needed to sign up. Linda Wargo has purchased all the needed containers. The N2 trial (Saturday) will have 45 dogs and the N1 trial (Sunday) will have 50 dogs.

Perpetual Calendar – the lease review still needs to be completed.

Roles and Responsibilities review – since this board has people doing multiple jobs and some positions are split, we need clarity on who is doing what. We will review at the next board meeting.

Annual Banquet – Sue Osborn

The banquet will be held April 19th at La Strada.

Vange needs to sign a credit card authorization for Sue.

There are 3 lunch items at the same price as last year.

In the past the club picks up the tip and tax. This may exceed \$250 and anything above \$250

requires a vote at the General Membership meeting. The board can approve up to \$250. Donna motioned to approve up to \$250 for tax and tip. Vange seconded. Aye 6, No 0, Ab 0 - motion passed. An additional funds request will be made at the upcoming General Membership meeting.

Sue requested \$100 for decorations and prizes. Vange motioned to approve the requested \$100, Donna seconded, Aye 6, No 0, Ab 0 – motion passed.

The board decided not to provide a cake for dessert this year due to the additional cost. The attendees are free to order and pay for their own dessert.

Annual Audit – Sue Osborn, on behalf of the Audit Committee, presented the Napa Valley Dog Training Club Audit Report for Fiscal Year 2024 (attached).

New Business

Sue Osborn requested a second key to the building. She would like to have the ability to give approved renters a key to the building as there are weekends when she is unavailable to unlock and lock the building. Donna motioned that we give Sue a second key and allow Sue to use her discretion when giving that key to renters. Vange seconded. Aye 6, No 0, Ab 0 – motion passed

Refund Request – A dog/people aggressive dog was turned away from an Ado session 2 class after attending 3 classes. Donna motioned that a full refund be made as we turned away this dog due to aggression. Debbie seconded. Aye 6, No 0, Ab 0 – motion passed

Vange took her Mighty Might's Saturday class outside in the mostly empty parking lot. Ross informed her that only training can happen in the building. Donna will talk to Ross about this matter.

Vange noted she has unlimited shredding available in her community two times per year. She has offered to take any items the Club needs to have shredded.

Vange asked if the Club can afford any kind of stand air conditioners for the upcoming summer season. It was noted that those are cost prohibitive. Donna will talk to Ross about the possibility of installing ceiling fans.

Donna suggested cancelling May Madness at our May General Membership meeting based on the low turnout at the Luck of the Irish meeting in March. This will be brought up with the membership at the General Membership meeting this month.

The next Board Meeting will be held in Tuesday, April 22nd at 12:15pm at the Club

Meeting adjourned at 2:pm

Minutes respectfully submitted by Adrienne Amdahl



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 2024

March 2025

Sue Osborn, Debbie Hilton, and Sandy Bonifield completed audit of the books for 2024 on Sunday, March 23, 2025.

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) Where “No receipt,” “No Request for Money” form, “No class refund request” or “No invoice” is noted does not necessarily mean they were not turned in.
- 2) Files and documents were nicely organized inside manila envelopes, one for each month, as done in 2023. Starting each month on a new page when entering transactions in check register and including a photocopy of each month from the check register in each month’s individual envelope was very helpful. Having the original check register provided for reference was also helpful.
- 3) A team of three people work well on audit committee as each transaction is selected for review, one checking bank statements and financials, the second person going through receipts, invoices, class refund requests, “Request for Money” forms, etc., to match up to selected transactions and a third person checking off a list of categories reviewed for each selected transaction after listing it on a ledger sheet.

Recommendation:

Write date of deposit and total amount deposited on money in a clear location on both log-in and recap sheets.

Month-to-Month Review:

January 2024— Review of 4 random transactions

Check #520 for \$32.57 to Minuteman—No invoice

February 2024— Review of 4 random transactions

No concerns

March 2024— Review of all transactions

Paperwork for two class refunds paid for with checks 521 & 522 written in January were filed in March envelope

April 2024— Review of 4 random transactions

POS Purchase GoFundMe for \$150—No invoice, receipt or documentation for this transaction

May 2024— Review of all transactions

Check #559 to Mary Ash for \$26 for rawhide sticks—No “Request for Money” form

June 2024— Review of 4 random transactions

IRS Tax Payment—Electronic Transaction—No Invoice/Receipt

Napa Valley Dog Training Club Audit Report for Fiscal Year 2024

March 2025

July 2024— Review of 4 random transactions

No concerns

August 2024—Review of all transactions

Check #599 for \$300 to Debbie Vigil—Not noted in check register as class refund

Check #603 not accounted for

Check #604 to Department of Justice—No invoice/receipt

ACH Debit to IRS for \$560.62—No invoice/receipt

ACH Debit to PCF Insurance for \$742.00—Associated paperwork did not show amount

Deposit for 74 cents to TikTok Fraud—No invoice/receipt

Bank statements for August misfiled in September envelope

September 2024— Review of 4 random transactions

Bank deposit for \$2200.00 located in August envelope

First time copies of pay stub copies showed up

November invoice for Doud Bookkeeping located in September folder

October 2024— Review of 4 random transactions

No concerns

November 2024— Review of 4 random transactions

No concerns

December 2024— Review of all transactions

ACH Debit to IRS for \$716.06—No invoice/receipt

ACH Debit to EDD for \$215.10—No invoice/receipt

ACH Debit to Dreamhost—No invoice/receipt

Check #646 to Vange Leonis for \$460.42—No pay stub

Check #647 to Sandra Bonifield for \$325.67—No pay stub

ACH Debit to EDD for \$224.82—No invoice/receipt

ACH Debit to IRS for \$792.14—No invoice/receipt

Log-in and recap sheets for a deposit made in January 2025 filed in December 2024 envelope

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

I. CALL TO ORDER

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

II. TREASURER'S REPORT

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

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

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

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

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

III. SECRETARY'S REPORT

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

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT - Sue Osborn

Reactive Rovers Motion was voted down via Slack.

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

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

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

B. VICE PRESIDENT - Sandy Bonifield

No report

B. MEMBERSHIP/VOUCHERS

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

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

C. OFFICE - Mary Ash

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

Linda Luchsinger will order return labels for envelopes.

D. TRAINING

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

let Kim know.

March 30th Training Meeting minutes attached.

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

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

E. PUBLICITY

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

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

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

F. BUILDING - Debbie Hilton

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

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

G. NEWSLETTER/WEBSITE - Sue Osborn

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

H. AOCNC

No report

VI. OLD BUSINESS

A. Scent Work Trial - Mary Ash

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

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

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

B. Joy Wood - On hold

C. Awards Banquet - On hold

D. Switching Insurance Company - on hold

VII. TABLED ITEMS FROM PAST MEETINGS

A. AB5 - on hold

B. Conformation Practice Sessions - Discuss in May

C. Joy Wood Memorial - on Hold

D. Toy Expenditures - on hold 2 more months

E. Review of Building Rental Charges - on hold

F. AKC ByLaws and Updates - on hold

VII. NEW BUSINESS

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

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

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

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

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

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

B. Karen Pryor Workshop

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

C. Audit Report

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

D. Review of Complaint Process - On Hold

E. Job Descriptions/Positions Review - On Hold

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

G. New Member Anonymous Voting - on hold

H. Student following format of class

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

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

VIII. MEEING ADJOURNED 8:13 pm

Attachments: February P&L
Kim Leslie Request
Training Committee minutes

Submitted by: Roxann Gracia, Secretary.

STATEMENT OF PROFIT AND LOSS

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

Year to Date As of 02/28/21

Sales or Income

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

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

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

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

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

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

March 30, 201

Page 1 of #

I. CALL TO ORDER

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

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

II. MONEY IN OFFICE—Mary Ash

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

III. DISCOUNTS, VOUCHERS, CLASS FEES

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

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

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

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

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

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

IV. REACTIVE ROVER CLASSES

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

V. REQUEST TO TEACH CGC CLASSES—Kim Leslie

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

VI. SPECIAL CLASS FLYERS

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

VII. AGILITY CLASSES

To go to Board regarding format change and signups.

VIII. AVAILABILITY STATUS FROM MARILANE

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

IX. CLASS SCHEDULING

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

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

X. SCHEDULING—Donna Golemon

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

XI. SETTING OF NEXT TRAINING MEETING

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

XII. MEETING ADJOURNED at 7:13 PM

Submitted by Sue Osborn

Attachments:

Kim Leslie's writeup for teaching CGC

Options for scheduling remaining 2021 sessions

From: Kim Leslie <picardlover@gmail.com>

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

Subject: CGC

I passed my CGC Evaluator test Dec 4, 2019.

I was a CGC Evaluator years ago 2001-2005

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

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

Thank you,

Kim

Napa Valley Dog Training Club
General Meeting Minutes
April 14, 2025

Board Members in attendance: **Officers** – Adrienne Amdahl – Vice President **Members at Large** – Sandy Bonifield, Debbie Hilton, Vange Leonis, Donna Golemon **Past President** – Linda Wargo. A List of the General Members in attendance is available in the Club office.

Meeting was called to order at 6:32 pm by Linda Wargo (sitting in for President, Linda Luchsinger)

A motion was made to approve the minutes from the March 10, 2025 General Membership Meeting. Motion seconded. Aye 20, No 0, Ab 1 – motion passed

Treasurer’s Report – Vange Leonis

Checking: \$18,974.46 @ 3/31/25
Savings: \$22,369.88
CD: \$21,578.73
March P&L currently unavailable

Vice President – Adrienne Amdahl

The Club currently has 48 registered members

Office – Sandy Bonifield

Classes for Session 3 start next Monday April 21st. Registration for Session 4 opens May 5th.

Training – Donna Golemon

Donna welcomed our two new assistant trainers – Jennifer Vaughn and David Else. The next training committee meeting is tomorrow.

Publicity – Vange Leonis

We are still looking for ideas for guest speakers. Please give Vange any ideas for speaker or topics.

Community bulletin board posters are still available. If you know of locations that you can post our information, please see Vange.

Building – Debbie Hilton

We have seen some pests and Debbie will talk to our pest control company. Rat droppings were seen in the electrical closet at the last pest control visit and a deterrent was put in place.

Newsletter/Website – Sue Osborn

The deadline for submissions for the May/June newsletter is April 22nd.

Sunshine – Debbie Hilton

Mary Ash was welcomed back after her recent hospitalization and gave thanks to the club for the flowers and food and visits she received while recuperating.

Debbie noted that the club received a nice letter from Napa County Search and Rescue for the donation the Club made in memory of Kaye Hall. The letter will be posted in the Club next to Kaye's picture.

Old Business

NACSW Trial – presented by Anne Stanley.

NVDCT will be holding the scent work trial on May 31st – June 1st at Napa Valley College.

Volunteers are needed. There are full and half day opportunities to volunteer.

Registration for the trial opened today. We expect each day to fill and have a waitlist.

Marilane Bergfelt asked about a projected budget for the event. Anne noted that once they know the results of the draw and number of entries, they'll be able to present budget numbers.

Annual Banquet – Sue Osborn

17 people are attending the banquet this year at La Strada. Sue is working on games for the event. She has plenty of volunteers for set-up at this time.

New Business

The membership was poled to see the desire to hold our May Madness event at next month's meeting. The Board decided to bring this decision to the membership based on the low turn out at the Luck of the Irish event at March's meeting. Discussion occurred about the event and the idea of inviting students in upper-level classes (GM1, GM2, Rally and Scent Work) who are not members to join us at the event was brought up.

Roxann Gracia motioned that we hold May Madness and we invite upper-level dog club students, who are not members, to attend. Mary Ash seconded. Aye 18, No 0, Ab 3 – motion passed.

Karen Jackson will be doing hospitality for the event.

Braggs

Roxann Gracia – Snickle, in several trials in his last AKC he got 1 first, 1 second, 1 third and 2 fourths. He earned his 1st Advanced Title. Tanner – Competed in NASDA trial and earned his Trailing Locating title level 2.

Anne Stanley – Fig qualified getting 2 legs in scent work.

Linda Wargo – Zip qualified getting 2 legs in scent work. Sonny finished his novice scent work title and Happy got his Master Bury.

Marilane Bergfelt – her son, Nathan, and daughter in law, Sarah purchased their first home.

Meeting adjourned at 7:11 pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
Board Meeting Minutes
April 22, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President, **Members at Large** – Sandy Bonifield, Vange Leonis, Debbie Hilton **Past President** – Linda Wargo **General Member** – Roxann Gracia

Meeting called to order at 12:20 pm

NVDTC member, Roxann Gracia, has come to the meeting to discuss the following items:

Guidelines and Procedures section XVIII Coupons – this section has some inaccuracies which has already caused some confusion. Roxann has suggested deleting the entire section and replacing it with a note indicating the topic is being revised.

Cancellation Fees – Roxann suggests that there should be a fee charged when a student cancels as there are costs incurred in the manpower to process these refunds. It was determined that a subcommittee needs to be formed to write up a new policy with respect to cancellation fees. Linda Luchsinger, Vange Leonis and Roxann Gracia will make up this subcommittee will report back at a later Board meeting.

Roxann asked about the approval of the November 2024 Board minutes. The subcommittee of Linda Wargo and Donna Golemon reviewed the minutes and found no errors. Linda Luchsinger motioned to approve the November 2024 Board minutes as written, Vange Leonis seconded. Aye 5, No 0, Ab 1. Motion passed.

Roxann noted that at the last training meeting the trainers want flyers for the upcoming March Madness General Meeting to give to their students. Debbie noted that this is in process with Sue Osborn.

Closed Session – a private personnel matter was discussed (non-board members were asked to leave for this portion of the meeting).

Treasurers Report – Vange Leonis
Checking at 3/31/25 - \$18,874.46
Savings at 2/19/25 - \$22,369.52
CD @ 2/19/95 - \$21,579.95
P&L @ Feb 2025 net loss of \$1,447.85

The following changes were requested to be made to the 4/1/25 Board meeting minutes. Fix the date typo on the front page and fix a vote count error in three places showing 5 Aye votes instead of 6 (two votes about the awards banquet and one about a refund request). Linda Wargo motion to approve the minutes as amended. Sandy seconded. Aye 5, No 0, Ab 1. Motion passed.

Vice President – Adrienne Amdahl – We currently have 48 members.

Membership/Coupons – It was discussed that there are errors in section XVIII COUPONS in the Guidelines & Procedures. Linda Wargo motioned that we remove the verbiage under section XVIII with a notation that the section is under revision. Debbie Hilton will provide a revised section Adrienne seconded. Ayes 5, No 0, Ab 1. Motion passed

Office – Sandy Bonifield

Linda Wargo noted that the office is currently working on the process of how someone is going to move from the waitlist to a class.

A request has been made to allow instructors to sign up current class members the Wednesday before the next session opens. The office staff will look into the pros and cons of allowing this practice.

Each instructor needs to maintain the attendance rosters for each of their classes.

Training

Donna Golemon has taken a leave of absence. Linda Wargo is now teaching Donna's classes and Roxann Gracia is assisting in those classes. The board needs to discuss how to handle managing Donna's training chair responsibilities.

Session 5 & 6 will be set at the next Training Committee meeting.

Trainers having dogs in class – Linda Wargo and Roxann Gracia are teaching and assisting (respectively) the scent work classes. Both would like permission to run their dogs when they are teaching class.

Linda Luchsinger motioned that if a scent work instructor and/or assistant are teaching as unpaid volunteers they should be allowed to run their dogs during scent work classes. Sandy seconded. Aye 5, No 0, Ab 1. Motion passed.

Linda Luchsinger amended her original motion to note that said instructors and assistants may run their dogs as long as there is room on the class roster. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Publicity – Vange Leonis. Please update Vange about places where publicity info has been placed.

Building – Debbie Hilton

During the training meeting a request was made to purchase 11 x 17 plexi holders for our class flyers for the board in the club. Debbie would need eight at a cost of \$20 each for a total of \$160 + tax. Sandy motion we buy eight 11 x 17 plexi holders. Vange seconded. Aye 5, No 0, Ab 1. Motion passed

Debbie has pulled items from 2010-2011 for shredding. She requested some guidance on what to keep. Linda Luchsinger requested that we save all of our newsletters.

Debbie talked to pest control about the cockroach issue. They can't determine if what we currently being sprayed will work on our cockroaches unless they see what kind we have. Our next spraying is supposed to be in June during break, but the company is booked that Friday. Debbie will try to reschedule to another suitable day in June.

NACSW Trial

Despite being on leave, Donna will still be able to run and work the upcoming trial.

NACSW set up a separate PayPal account for the trial. NVDTTC has a PayPal account that is currently inactive. We will address the two PayPal accounts issue after the trial.

New Business

Linda Luchsinger noted that employees must be paid for their time while completing their provision training period. The only time they would not be paid is if they have agreed and signed paperwork stating they are working exclusively as a volunteer.

Board Roles - As we don't have a full board, many members are doing jobs from multiple positions. We want to clarify who is doing what as follows:

President – Linda Luchsinger – Assuming all intended roles except is not the signer on the checkbook since she is also our bookkeeper.

Vice President – Adrienne Amdahl. Is also currently assuming the job as Secretary and is second signer on the bank account. She is unable to complete coupons at general meetings and is not recruiting guest speakers per the Vice President's responsibilities.

Publicity – Vange Leonis. In addition to her publicity position Vange is also assuming most of the responsibilities of the Treasurer. Vange is handling the checkbook, paying bills and treasurer's report pieces of that position. Vange has also taken on the recruiting of guest speaker.

Office – Sandy Bonifield. In addition, the running the office, Sandy has taken on the task of making deposits which is generally the responsibility of the Treasurer.

Building – Debbie Hilton. In addition to managing the building, Debbie is printing and posting the minutes in the building.

Various members take on the task of writing out the coupons issued to members who attend the General Meetings. This task is the responsibility of the VP who cannot do both minutes and coupons at the meetings.

Training Chair – Donna Golemon is currently on leave the Board will need to determine who is handling the various aspects of this job.

Webmaster/Newsletter – Sue Osborn

Building Use, External – Sue Osborn

Building Use, Members – Donna Golemon. Linda Wargo will verify if this is an item Donna can continue to do.

Mountain Mike's Dine & Donate – Marilane Bergfelt has noted in the past she would be happy to set this fundraiser up for us. Debbie will reach out to Marilane.

Guest Speakers – Anne Stanley has indicated she can get the Sherrif's K9 teams to come to an upcoming General Membership meeting. Vange will contact Anne.

Meeting adjourned at 2:27pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
General Meeting Minutes
May 12, 2025

Board Members in attendance: **Officers:** Linda Luchsinger – President, Adrienne Amdahl – Vice President **Members at Large:** Sandy Bonefield, Debbie Hilton, Vange Leonis. A list of the General Members in attendance is available in the Club office.

The meeting was called to order at 6:31 pm by Linda Luchsinger.

A motion was made to approve the minutes from the April 14, 2025 General Membership Meeting as presented; motion seconded. Aye 20, No 0, Ab 1 – motion passed.

Treasurer’s Report – Vange Leonis

Checking: \$15,707.39
Savings: \$22,369.88
CD: \$21,578.73
March and April P&Ls currently unavailable

Vice Presidents – Adrienne Amdahl

The Club currently has 48 registered members. Club logo t-shirts can still be ordered at <https://www.bonfire.com/store/napa-valley-dog-training-club/> or contact Adrienne at Vicepresident@nvdtc.org for information.

Office – Sandy Bonefield – all is going well.

Training – Linda Luchsinger

Donna Golemon has taken a leave of absence. Linda Wargo has taken over her classes. Linda Luchsinger has temporarily taken over a Training Chair.

The next training committee meeting will be set soon and will plan sessions 5, 6, and 7.

Sue Osborn is temporarily handling the scheduling of building use by members and Debbie Hilton will be taking over that job in Donna’s absence.

Publicity – Vange Leonis

Members have placed NVDTC info flyers on community boards in Sonoma, Napa, Vallejo and Benicia. Please contact Vange if you know of places to post our Club’s info flyer.

We will have Suzie Yokomizo as a speaker at our June 9th General Membership meeting. Suzie will talk on Behavioral Modification. Suzie works with Marin Humane and in private training specializing in fearful and reactive dogs.

Please check out our wall with class descriptions. We have color coded to help people know what level classes are being offered – red is level 1 (entry), green is level 2 (intermediate), purple is level 3 (advanced), and blue is level 4 (sport).

Building – Debbie Hilton

Debbie Crain still has Vari-Kennels she is giving away. A poster with information is in the building.

Debbie Hilton is working on getting old paperwork ready for shredding.

Newsletter/Website – Sue Osborn

Please submit anything for the July/August newsletter to Sue Osborn by June 22nd.

Hospitality

Our June 9th meeting theme is tropical. Sandy Bonefield and Linda Luchsinger will be providing the refreshments.

Thank you to Lori and Karen Jackson for our fabulous May Madness events and refreshments for tonight's meeting.

Old Business

NACSW Trial – presented by Anne Stanley

NVDTTC will be holding a scent work trial on May 31st – June 1st at Napa Valley College.

As of May 12th, both the level 1 and level 2 trials are full and we have a wait list of 6 for NW1 and a wait list of 27 for NW2. While there may be some additional churn of people dropping out and people moving up from the waitlist, we expect both trials to be full.

We are currently expecting a gross revenue of \$11,500. Our current known expenses are estimated to be less than \$3,800 (these are set fees and payments specified by NACSW like NACSW's fee, judges and officials, ribbons, etc.). Our current unknown fees include PayPay fees, mileage for judges and officials, hospitality, misc. supplies and printing costs.

We hope to see a net profit of \$8,000

Volunteers are still needed for both full and half days. Please contact Sharon Leos for volunteer opportunities.

Braggs

Dena Parrish – Zoe completed 3 legs master and 4 legs toward RAE

Roxann Gracia – Snickle earned his Advanced Exterior Title in AKC. Tanner is one point away (out of 100 needed) for his Urban Challenge Game #1 and 4 points away from Urban Challenge Game #3 in NASDA (North American Sport Dog Association).

Carol Coawette – Louis got his NW1 on his first try.

Linda Luchsinger – Her 15th great granddaughter was born Saturday. Two more are due, one In July and one in September.

The next General Membership meeting will be held June 9, 2025 at the Club

Meeting adjourned at 6:57 pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
Board Meeting Minutes
May 20, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President, **Members at Large** – Sandy Bonifield, Vange Leonis, Debbie Hilton, **Past President** – Linda Wargo

Meeting called to order at 12:25 pm

Closed session – an incident report was discussed and noted that proper action was taken

The following changes were requested to be made to the April 22, 2025 minutes: Fix the misspelling of Sandy's last name, fix a typo in the footer, and note that the correction to the April 1st minutes concerning the vote number on three of that meeting's votes was incorrect. Three votes were taken while only 5 voting members were present, the rest of the items requiring a vote happened with six members present (one member was late to the meeting). Linda Luchsinger motioned to accept the April 22, 2025 minutes as corrected, Vange seconded. Aye 6, No 0, Ab 0 – motion passed

Treasurer's Report – Vange Leonis

Checking at 4/30/25 - \$15,702.39

Savings at 4/30/25 - \$22,369.52

CD at 4/30/25 - \$21,579.95

P&L for March 2025 net profit of \$3,766.32

Vange has looked into Zelle at Umpqua. The bank will hopefully have that service available to businesses in June of this year.

Staff has been asking about direct deposit of their paychecks. Linda Luchsinger will look into how that work with the payroll program. Vange will be reaching out to all of the NVDTC employees to let them know that going forward, paychecks will be mailed to them rather than picking them up at the Club.

Vice President – Adrienne Amdahl

We currently have 49 registered members. Two (Brenna Meko and David LeCount) have paid as new members but have not been voted in at a General Meeting. Brenna paid in January 2025 and was informed by both Adrienne and Sandy that she needed to attend a General Meeting to be voted in. David paid after the member renewal period and has therefore become new member status. David was informed at the May meeting that he would need to attend the June meeting to be voted in. Linda Wargo noted she will leave a note for the instructor teaching Brenna Meko's class to let her know again that she needs to attend a General Meeting and be voted in and she will be unable to take the class discount until that happens.

Office – Sandy Bonifield

Too many people are helping in the office and things have become confusing. No one should touch sign up sheets except Sandy, Roxann and Linda Wargo.

Training – Linda Luchsinger (interim training chair)

The next training meeting will be June 4th at 12:30pm at the Club to set session 5, 6 and 7

Donna Golemon has officially resigned as training chair.

There will be no scent work classes in session 5 due to the summer heat.

A subcommittee will be put together at the training meeting to create new class evaluation forms.

Publicity – Vange Leonis

We want to move the club BBQ from the July General Membership meeting to the August meeting. Debbie will contact Ross (property mgr.) to see if it's ok with the BBQ being outside.

July and September General Membership Meetings are available to have guest speakers

NVDTC promotional information has been placed on community boards in Sonoma, Napa, Vallejo and Benicia.

Building – Debbie Hilton

A roach trap has been set by the refrigerator (so far only spiders have been caught)

The theme for our June 9th General Membership meeting is Hawaiian. Sandy and Linda Luchsinger will provide refreshments.

Marilane Bergfelt and Debbie are continuing to work on purging documents for shredding.

Newsletter/Website – the deadline for getting information to Sue Osborn for the next newsletter is June 22nd.

Old Business

NACSW Trial

Trial date is May 31 – June 1 at Napa Valley College.

Debbie is in charge of grounds and is getting needed items together.

Sharon Leos is the Volunteer Coordinator and she will be emailing all of the volunteers soon.

Publicity

A draft of the NVDTC class description document was presented showing the class level color coding. The draft was currently presented in “track changes” mode. The board requested that a clean document (accepting the current changes) be created

and presented to the training committee at the upcoming June 4th meeting.

New Business

The Club will purchase a basic first aid kit to trainers will take with them anytime they are taking a class offsite.

Vange has gotten a refund request from Carol. Carol has a student with two dogs that have attended two classes. The student's schedule has changed and they are asking for a full refund. Vange was instructed to follow our posted refund policy giving them a refund of \$200 of the \$300 they paid for the classes.

Dogs Can Dance – Judy Gamet would like to hold a 90-minute workshop at the club on August 23, 2025 from 9:30 am – 11:00 am. She will split the profit with the club 50-50. Linda Wargo motioned that, as long as the club calendar is clear that day, we allow Judy to hold her workshop and split the profit 50-50. Sandy seconded. Aye6, No 0, Ab 0. Motion passed.

Meeting adjourned at 2:25 pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
General Meeting Minutes
June 9, 2025

Board Members in attendance: **Officers** – Linda Luchsinger – President, Adrienne Amdahl – Vice President, **Members at Large** – Sandy Bonifield, Vange Leonis, Debbie Hilton, **Past President** – Linda Wargo. A list of the 24 General Members in attendance is available in the club office.

The meeting was called to order at 6:36 pm

It was noted that Dena's brag from the May meeting was not included in the meeting minutes. A motion was made to approve the May 12, 2025 meeting minutes as corrected. The motion was seconded. All present voted Aye, motion passed.

Treasurer's Report – Vange Leonis

Checking: \$26,277.41 @ 5/31/25
Savings: \$22,370.25
CD: \$21,383.19
April P&L: Net profit of \$101.69

Vice President – Adrienne Amdahl

Six people completed the membership process and were unanimously voted into the club by the membership this evening. Our new members are: Pat O'Brien, Miranda Clark, Andrea Carlson, Brenna Meko, Jena Knoblock and Candy Dusky. These 6 brings our total membership number to 53.

Office – Sandy Bonifield

Session 4 started today and sign-ups for session 5 will open on June 23rd

Training – Linda Luchsinger

The Training Committee met and set session 5, 6 and 7. Scent work classes are cancelled for session 5 only due to the summer heat. New for session 5: on Monday we will be offering a trick dog class at 10 am and 11 am and a GM1 class at 6pm.

Publicity – Vange Leonis

Our first guest speaker of the year will be presenting tonight. Suzie Yokomizo of Canine Academics will be speaking on canine behavior modification.

Building – Debbie Hilton

Debbie is continuing work on the purging and shredding of old Club records.

Newsletter/Website – Sue Osborn

The deadline for submissions for the next newsletter is June 22nd.

Hospitality – Debbie Hilton

Tonight's tropical theme décor is thanks to Debbie Hilton and our refreshments were provided by Linda Luchsinger and Sandy Bonifield. Sara DeCrevel and Pauline Seago volunteered to provide refreshments for July's meeting.

Old Business

NACSW Trial – presented by Anne Stanley

90 teams and handlers entered our scent work trial was held May 31st and June 1st at Napa Valley College. Because of the dedication of all involved the event was a huge success for the Club. The total revenue for the Club from the event was \$8301.59. A full written report from Anne is attached to these minutes as Appendix 1.

New Business

Dena has made covers for the front of the kennels to help reactive dogs. She is being challenged by how to secure the Velcro. Dena has placed a clipboard looking for opinions on if this project would be useful for you and your dog(s).

Braggs

Roxann Gracia – Tanner trialed in North American Dog Sports on May 18, 2025 in Loomis. He did 6 searches in Urban Locating and 3 searches in Challenge Games for a total of 9 searches and 9 qualifying. He received 1 third place, 1 fourth place and 1 fifth place. On May 27th he passed is Canine Good Citizen Test (AKC). On June 1st at our NACSW trial in Napa he placed 1st out of 50 dogs in Interior AKC Scent Work.

Linda Wargo - Sonny finished his AKC Advanced Interior title and Ziji finished her AKC Excellent Interior and Containers title.

Dena Parrish – In the last 10 days Zoe has been to 3 trials and got triple Qs in all three.

The next General Membership meeting will be held July 14, 2025 at the Club.

Meeting adjourned at 7:05 pm

Minutes respectfully submitted by Adrienne Amdahl

NVDTC/NACSW trials report

June 9 2025 | Anne Stanley

Most important thing: The event was a great success, and that's because the club members and scent work students came together to make it happen.

Next most important thing: The event netted more than \$8,000 for the club

Thanks

Special thanks to all the club members and scent work students who volunteered. This event would not have been possible without their help; it demonstrates how the Napa Valley Dog Training Club comes together to make these projects possible.

We also thank:

- Napa Valley College, Samantha Maddox, and the college police department for the generous use of great facilities.
- Frye's Printing and Kelly Johnson
- Chandon and Rachel Adler
- Napa Valley Chocolate Co. and Dodi Vincent

Recognition goes out to:

Karen Jackson, our hospitality manager – and who made sure everyone was happy, well-fed and hydrated through long days

Debbie Hilton, our grounds manager for the event

Linda Wargo, our containers manager – who went far beyond the call of duty to step in to offer extra help, especially in the weeks leading up to the trial

Sharon Leos, who managed more than 200 hours of volunteer time, more than 20 volunteers on each day of the trial and walked an estimated 22

miles or more over the event weekend – all with kindness, patience and smiles.

Brags: (I think I got everyone, but am not 100% sure – anne)

Our scent work students, most of whom also volunteered, did very well in the competition.

NW2, 42 teams

Carol Coawette and Pierre did very well with a score of 90, no faults and a total time of 8 minutes 56 seconds. For the containers element, Carol and Pierre placed second out of 42 teams, with a time of 24.45 seconds.

For the NW1 trial, 50 teams

Title winners:

Chris Mayer and Pepper

Patricia Sattui Nolan and Harper

Sarah Marriott and Odi

Element achievements:

Containers - **Patricia and Harper** in first place

Interior - **Roxann Gracia and Tanner** in first place

Vehicles - **Neanna Gracia and Tucker** placed fourth

Overall

In the overall placement for NW1, our own **Patricia and Harper** came in second!

Accolades:

We received many thank you notes from our competitors, as well as commendations from the judges and officials. Here are a few:

From our NACSW Certifying Official:

Anna and Donna,

Thank you so much for having me be the Certifying Official for your Inaugural NACSW Trial. I want to thank you and all your volunteers for

putting on a great trial. You and the volunteers, and in particular, Sharon, your VC, were so helpful and pleasant. They made my job so much easier. I appreciate how hard you and they worked to make the trial a pleasant experience for the competitors. Even though you were learning as you went, you all coped very well and remained pleasant and helpful throughout. I have received many compliments from competitors that the trial was well run and they really loved the site. So, thank you for having me. I had a great time.

Karen Connell, CNWI
NACSW Certifying Official



Dear Donna and everyone at NVDTTC,

Just writing to thank you for a lovely trial - one of my very favorites - at a beautiful location. It was beautifully run with every consideration to us competitors and our dogs, and I specially loved seeing so many friendly dear faces ... Clue and I had a wonderful time in the NW2 trial. His tail is still wagging from all the attention he got!

Congratulations on a beautiful weekend of trials and hope you will keep hosting. It was such a treat

Thank you
Ida Alamuddin and Clue



Dear Anne and all the volunteers,

I wanted to thank you for your kindness that you and all the volunteers showed today. It was so nice of you. Today, Bennie due to his medication, became overheated. You all were prepared to handle it in a very professional way. I can't thank you enough. He is now back to his old

vivacious self. What could have been a disaster, ended up being a little blip.

Thank you again,
Kathryn Boeddiker and Bennie



Thank you all for the hard work yesterday!
The location was awesome! Many thanks to all that volunteered! The CO and judges were excellent! We had a great time, earned our NW1 and were done by 3:30.

Judy Newman
ORO Bostons
Browns Valley, CA



Sharon,

Thank you so much for your time! I dedicated 1 day but you and the other key organizers dedicated months of your time to make this happen. You, Anne and Donna were the visible faces, but I know there were many other unsung heroes who gave weeks and months of their time. Not only for the benefit of the participants but for the benefit of the club. Thank you to all of you!

Dena



Napa Valley Dog Training Club
Board Meeting Minutes
June 24, 2025

Attendees: **Officers** – Linda Luchsinger – President, Adrienne Amdahl – Vice President, **Members at Large** – Sandy Bonifield, Vange Leonis, Debbie Hilton.

Meeting called to order at 12:17 pm

Sandy made a motion to approve the May 20, 2025 board minutes as presented, Vange seconded. Aye 5, No 0, Ab 0. Motion passed.

Treasurer's Report – Vange Leonis

Checking \$26,277.41 @ 5/31/25
Savings \$22,370.25
CD \$21,383.19
May P&L – Net profit of \$7540.24

Vange checked with Umpqua about when Zelle for businesses would be available, they have pushed it back to September.

Vice President – Adrienne Amdahl

We currently have 53 members in the Club.

Office – Sandy Bonifield

Session 5 registration opened yesterday.

Sessions 5, 6 and 7 were set at the last training committee meeting. Vange's session 6 Dining Out class will be at 11 am on Saturdays. Her Dining Out class for session 7 is TBD.

Publicity – Vange Leonis

Vange is working on arranging to Napa Humane's veterinarian to speak at either our July or September General Meeting.

We would like to promote the donations of new or gently used and clean pet items to give to Napa Humane to use at their Wellness Clinics. We have a bin in the club to collect the donations. Vange will see if Sue can get a blurb about this in our upcoming newsletter and possibly we can put small flyers about the donation request on the trainer's clipboards to be passed out to the students in class.

Building – Debbie Hilton

Debbie continues the huge task of purging old documents for shredding. Linda Luchsinger has requested that all past newsletters and minutes be preserved. Debbie will be taking 3 boxes of items to be shredded to the Redwood Credit Union shred event on August 16th.

Pest control will spray the building July 25th. Debbie has caught some cockroaches in the sticky traps she set behind the refrigerator.

One of the wall fans isn't working. Debbie will try to clean/repair it. One floor fan isn't functioning. Debbie has obtained a new (used) floor fan.

Vange has asked that we get bids for having ceiling fans installed in the building. It's possible the cost could be offset by our ability to hold year-round scent work classes and knowing this cost could be useful in future lease negotiations. Debbie will ask Ross about fans and electricians.

Debbie noted that the floor tape is in horrible condition and needs re-taped. Linda L will talk to Dante about doing this job between Session 5 and 6 on Saturday Sept 6 and Sunday September 7. We will purchase the wider green tape.

Hospitality – Debbie Hilton

Ross approved us having our BBQ outside on August 11th at the General Meeting. The Club will provide the hamburgers, hotdogs, buns and condiments. Vange will ask Sue to put a blurb about the BBQ in the newsletter. We will solicit food donations for the BBQ at the July General Meeting. We will ask Sue to send a survey later in July to try and gauge attendance.

With Ross' approval, Vange has taken classes out behind our building via the alley off the courtyard. Vange has noted that the alley needs swept. Debbie noted it is swept infrequently by the management company, any additional sweeping is up to us.

Old Business

The 7th iteration of the Class Description Flyers was presented to the board. Marilane Bergfelt noted via email that these were crafted with the following items in mind:

1. CLARITY – Color Coding and Levels allow owners to easily determine what classes fit their dog's needs and their pet's skill level.
2. Give CONCISE INFORMATION about each class.
3. Make the information EASY to READ.
4. And most importantly, offer FLEXIBILITY to owners and pets.

Debbie motioned that we approve the 7th version of the class description flyers. These will be posted in the club on the information board, posted outside on the rollup door and on the website. Sandy seconded. Aye5, No 0, Ab 0. Motion passed.

A confidential personnel matter was discussed. Linda Luchsinger will handle communication about this matter.

NACSW Trial

The Trial grossed \$13,486.03, had expenses of \$5,184.44 which leaves a profit of \$8,301.59 for the Club.

Anne Stanley has mentioned running a different kind of scent work trial later this year or early next year.

Access to the PayPal account that was set up for the Trial is needed for board members. Linda L. will ask Anne Stanley about access.

Perpetual Calendar

In May our non-profit tax return was e-filed and taxes were paid

Our Worker's Comp billing was not received and upon receiving a notice of cancellation, Vange contacted WC and paid our premium via debit card. Vange has asked if the WC premium can be set up for auto pay to avoid things lost in the mail in the future. Linda L. motioned to allow Vange to set up auto pay, Sandy seconded. Aye 5, No 0, Ab 0. Motion passed

June item is to review our insurance. We will check the safe for the liability insurance policy.

Dine and Donate at Mountain Mike's – Debbie will connect with Marilane about setting this up for September.

Revision of Refund and Class Credit Policy – Adrienne will join Vange and Linda L. to work on this project.

Class Evaluations - The discussion was tabled until the next board meeting.

New Business

Vange has requested that with the scent work trial making a profit and our triple net lease adjustments bringing us a refund for the past year's fees paid will it be possible to move money that the prior board had to move from savings to checking back into savings? Linda Luchsinger noted that all of the accounting for the trial is not yet complete. This discussion is tabled until the July board meeting when all accounting for the trial is finalized.

Coupons – Board members earn \$150 in coupons for a year of service. Vange will issue these incrementally 3 times per year, issuing \$50 in coupons each time.

Linda L. noted that the coupons used for class payment need to be marked off of the list of coupons issued. Vange will reconcile this year's coupon use.

Vange needs a master of the green coupons. Sandy suggested checking with Minute Man to see if they have our master on file.

Request from Barbara Montaldo from Moving Forward Toward Independence. Barbara inquired about the possibility for any volunteer opportunities at the Club for one of MFTI's clients who loves dogs. Lea Ronald from PSI joined our discussion about how this scenario could work. It was determined that having any volunteers in any of the classes at the club will take buy-in from the trainers and also will take

more thought as to how this can be implemented.

The next Board meeting will be held on July 22nd at 12:15 pm in the PSI board room.

Meeting adjourned at 3:30 pm

Minutes respectfully submitted by Adrienne Amdahl.

Napa Valley Dog Training Club
General Meeting Minutes
July 14, 2025

Board Members in attendance: **Officers** – Linda Luchsinger – President, Adrienne Amdahl – Vice President, **Members at Large** – Sandy Bonifield, Debbie Hilton, **Past President** – Linda Wargo. A list of the 14 General Members in attendance is available in the club office.

The meeting was called to order at 6:37 pm.

A motion was made to approve the June 9, 2025 General Membership Meeting minutes as presented. The motion was seconded. All present voted Aye, motion passed.

Treasurer's Report – Adrienne Amdahl for Vange Leonis

Checking \$30,619.22
Savings \$22,370.44
CD \$24,584.08
June P&L: Net profit of \$12,032.61

Vice President – Adrienne Amdahl

Terri Baumgaertel was referred to us by past member, De Brilz. Terri has a 5-month-old English Cream Golden Retriever named Maggie who is training to be a mobility dog. Teri applied for membership to NVDTTC this evening. A motion to approve Teri as a new member was made and seconded. All voted Aye, motion approved. This brings our membership number to 54.

Office – Sandy Bonifield

Class registration for session 5 was scheduled to close today but with it being summer classes aren't filling. Therefore, we will allow sign-ups for session 5 through July 28th. Due to low sign-ups the following session 5 classes are being cancelled: Wednesday morning puppy, Wednesday GM1, Tuesday 11 am GM2, and Monday 7 pm GM2.

This Friday (June 18th) at 6pm Dena will be doing a Rally demo during Linda Luchsinger's GM 1 class. Spectators are welcome to attend (without their dogs). Remember, spectators can observe any of our classes. Please let the class trainers know if anyone would like to observe a class.

Training – Linda Luchsinger

Classes are scheduled through session 7. Scent work classes are canceled for session 5 only due to the summer heat. Mondays for session 5 we are offering Trick Class at 10 am and 11 am and GM 1 at 6 pm.

Publicity – Debbie Hilton for Vange Leonis

Vange has scheduled a speaker from Napa Humane for our September General Membership Meeting. The speaker will present about Napa Humane's community outreach and veterinary services. Donations of items needed by Napa Humane will be collected.

Building – Debbie Hilton

Debbie is continuing the effort to shred old club documents and will be taking 3 boxes of shred items to the Redwood Credit Union shred event in August.

Pest control will be spraying the building on July 25th. The building will be closed all day.

Newsletter/Website – Debbie Hilton for Sue Osborn

Our August 11th General Membership Meeting will be a club BBQ. Sue will be sending a survey to gauge attendance and to allow people to sign-up to bring side dishes.

Hospitality – Debbie Hilton

Tonight's refreshments were provided by Sara Decrevel and Pauline Seago. Next month's meeting the club will be hosting our annual BBQ.

Old Business

Debbie, Vange and Marilane Bergfelt have worked on creating a color-coded system for our class description posters on the information wall and on the roll-up door at the club and on the website. The classes descriptions are grouped and color-coded by skill levels/class types with enlarged graphics for clarity. The board approved this final presentation of this project at their June meeting.

Our Non-profit corporation tax return was prepared and filed in May.

Our Workman's Comp audit was completed and the premium has been paid.

A potential revision of our refund policy is in process.

New Business

Judy Gamet/Dogs Can Dance will be presenting a seminar at the Club on August 23rd From 9 am – 11 am. Please contact Judy for more details.

The Mini Schnauzer Club MSCNC would like to use the Club on Sunday, August 24th all day for a grooming seminar. Motion to approve this use was made and seconded. All voted Aye, motion passed.

Brag

Sandy – The Mini Schnauzer Club went to Pt. Isabel. Slick ran off up a hill and responded immediately to Sandy's recall.

Linda Luchsinger – She may be getting a new Cocker Spaniel puppy soon. Great grandbaby number 16 is due any time great grandbaby number 17 is due in Sept.

Meeting adjourned at 7 pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
Board Meeting Minutes
July 22, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President. **Members at Large** – Sandy Bonifield, Vange Leonis, Debbie Hilton. **Past President** – Linda Wargo. **Other Attendees** – Marilane Bergfelt and Gwenn McKenzie, representing LAPS

Meeting called to order at 12:22 pm

Linda Wargo made a motion to approve the June 24, 2025 board meeting minutes as presented. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Treasurer's Report – Vange Leonis

Checking \$30,619.22 @ 6/30/25
 \$26,280.90 @ 7/22/25
Savings \$22,370.44 @ 6/30/25
CD \$21,584.08 @ 6/30/25
YTD P&L @ 6/30/25 – Net Profit of \$12,032.61

Vice President – Adrienne Amdahl

We currently have 54 members. David LeCount paid his dues after the member renewal date and was informed multiple times that he needs to attend a general meeting, turn in his new member form and be voted in by the general membership. To date this has not happened. He is not included in our total membership number.

Office – Sandy Bonifield

All paperwork is done and Linda Wargo and Sandy have the office under control.

Training – Linda Luchsinger

Scent work would like to extend class time to 1-1/2 hours (we have run scent work at 1-1/2 hours in the past and the class is currently 1 hour long). Linda Wargo is working with Donna Golemon on how to potentially structure the 1-1/2 hour long classes and possibly add a novice scent work class.

We are extending our class sign-ups to the Monday during the break week between sessions. Class sheets will be available for the trainers by the Wednesday of break week.

Publicity – Vange Leonis

Laticia Sahs from Napa Humane will be our guest speaker at the September general membership meeting. Debbie is working on getting our current microphone and speaker Working. Linda Luchsinger is going to look into the price of a headset microphone. Napa Humane needs a projector, Vange suggested borrowing one from the library.

At our November general membership meeting Joanne Osborne will be speaking on regenerative medicine. Because we're having a speaker, November will be a no dog meeting. We won't be doing holiday pictures at the meeting as previously planned. Instead, Debbie will set up the Christmas backdrop on or about 11/9/25 and people can do pictures of their dogs on their own time. We can also offer pictures with Santa (Linda Luchsinger's husband will be Santa) on another afternoon. We will have sign-ups for Santa pictures. Exact date to be determined.

Building – Debbie Hilton

This Friday pest control will spray and will also be spraying for cockroaches

The bulletin board has been updated.

BBQ survey info will be going to Sue soon.

Newsletter/Website

Sue emailed the most recent general meeting minutes and her request for any items for the August 11th meeting announcement.

New Business

Marilane Bergfelt and Gwenn McKenzie representing Loving Animals Providing Smiles (LAPS) joined for a portion of the board meeting.

LAPS requested use of the building from 9 am – 1 pm on the following days to provide a 3-session Introduction to Therapy Dogs Classes: September 6, 2025, September 13, 2025 and September 27, 2025. Linda Wargo motioned to approved these dates for LAPS to rent the building and hold these classes. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Marilane (LAPS President & Director) also presented about Training Opportunities for Potential Therapy Teams (her full presentation is attached to these minutes as Appendix 1). Marilane spoke to the long relationship between NVDTC and LAPS and how this partnership has waned and she would like to it rebuilt. She shared LAPS' future plans, suggestions for raising the rental fees for outside building rentals (like LAPS). She also suggested we again promote outside dog classes that may interest our students (that we don't offer) and reinstate our interest binder so that NVDTC builds its class schedules based on what kinds of classes people want to take with their dogs.

She also noted that should we put out promotional flyers for other NVDTC specialty classes or outside groups that those materials can only be removed by the Building and Publicity Coordinators (this is due to these items being thrown out by others in the past.).

The board will consider all that LAPS has presented.

Old Business

Refund Policy – Vange reviewed the number of class credits and refunds we have given since the beginning of the year. For class credits we have given 7 (4 puppy, 1 ADO, 1 GM1 and 1 Rally). For refunds we have given 6 student requested refunds (most due to personal schedule changes or injury or illness. Adrienne handed out a draft of a new refund policy she prepared for consideration. This topic is tabled until the next board meeting.

PayPal Account – the scent work trial used Anne's personal PayPal. We need to reactivate the Club's PayPal account and change is from a business to a non-profit account. Linda Luchsinger has the information about the Club's PayPal account and will get that information to Adrienne.

Paws for Healing would like to rent the building for morning use on the following dates: January 24, 2026, April 25, 2026 and September 19, 2026. Sandy motioned to approve these dates and Linda Wargo seconded. Aye 6, No 0, Ab 0. Motion passed.

Liability Insurance – Linda Luchsinger will look for our policy

Annual Banquet Expense Report – Linda Luchsinger

Dinner - \$867.61 - \$ 680 (pd by attendees) = \$187.61

Plaques - \$900

Supplies - \$98.04

Total expense to the Club - \$1,185.65

Linda Luchsinger suggests that the recipients pay some portion of the cost of plaques, plates and engraving. We will review all the costs for these items and decide on a cost sharing plan at next month's board meeting.

Bank Transfer – With the scent work trial making a profit for the Club, Vange will move \$5,000 from the Club's checking account to the savings account.

Dine & Donate – Debbie has arranged for a Dine and Donate at the Napa Mountain Mike's on September 7th and 8th.

Building – Debbie got an electrician reference from Ross to get a bid for ceiling fans in the building.

The next board meeting will be held on August 26, 2025 at 12:15 pm in the PSI board room

Meeting adjourned at 3:06 pm

Minutes respectfully submitted by Adrienne Amdahl

Date: July 22, 2025
From: Marilane Bergfelt, LAPS President & Director
RE: Training Opportunities for Potential Therapy Teams

In recent years Loving Animals Providing Smiles (LAPS) has seen a reduction in NVDTTC students interested in volunteering and/or pets who are not prepared for working in the public. In addition, the Club hasn't provided information about open Saturdays months in advance, making LAPS long-term planning for training classes impossible.

The two organization once had a balanced relationship, where each group supported and gave positive feedback about each other. LAPS is still open to that option, and we wanted to be upfront with our current intensions plus make suggestions on how the Club can help rebuild that bridge.

We would like to use the NVDTTC building for many, if not all, of the activities noted below. However, LAPS needs time to promote the activities months in advance. LAPS understands that this means open communication with the Club, and reliable response time from both parties.

What LAPS is currently working on:

- a. Teaching a 3-week Introduction to Therapy Team Skills two or more times each year. (I wrote a similar class description which was approved by the NVDTTC in 2017. It has been taught by the Club 3x.)
- b. Adjusting our standard 6-week Team Training Class into a 4-week format. We hope to teach this 2 times each year (Spring and Fall sessions).
- c. Team Evaluations would remain 2x yearly, following the Team Training Class.
- d. Continue hosting an annual Caring Canines to find potential teams and promote further training to those interested but not ready.

Suggestions for the NVDTTC Board:

- 1) Adjust the current nonprofit rental fees. Based on review of other open, local spaces my suggestion is:
 - a. Provide an hourly rental rate of \$15.00 per hour for outside groups so they can hold a meeting or short training session. These could be non-pet related activities.
 - b. Raise the 4 hour rental rate to \$55.00 (\$13.75/hr).
 - c. Raise the 8 hour rental rate to \$100.00 (\$12.50/hr).
 - d. Provide an option for nonprofits to negotiate the rental fee when they need the room more than 4 hours but less than 8 hours.
 - e. Remove the additional rental fee for kiddie gates, or other items like tables and chairs, that are regularly used in training classes / seminars / workshops onsite.

- f. Plan for another small fee raise in 2027 or 2028. Ensure that nonprofits know of the fee raise in advance so they can plan / adjust their funding.

2) Help promote non-NVDTC classes and workshops that are held onsite, this would include Training Partners.

- a. Allow fliers / small posters to be hung at the clubhouse; provide an accessible place for fliers to be found by interested people easily; share information via social media and club newsletter; etc.
- b. Reinstate the Interest List binder. When left on the counter weekly, students were encouraged to put their names and contact info under any class / canine sport of interest. This allowed clearer view of current clients' wants and helped with long-term class planning. This could also help the NVDTC build more Training Partners and expand the use of the building.
- c. Disallow the removal of PR materials for other groups, events, programs, etc. from the clubhouse by an employee, volunteer or student.
 - If an employee, volunteer or student has concerns, they will contact the Building and Publicity Coordinators. Those 2 individuals will decide if the materials are appropriate or should be removed.
 - If an employee or volunteer is found removing or destroying materials, the Club will address the issue quickly and directly. This includes when an employee or volunteer has encouraged a student / client to remove or destroy materials.

Napa Valley Dog Training Club
General Meeting Minutes
August 11, 2025

Board Members in attendance: **Officers** – Linda Luchsinger – President, Adrienne Amdahl – Vice President. **Members at Large** – Sandy Bonifield, Debbie Hilton, Vange Leonis, **Past President** – Linda Wargo. A list of the 17 General Members in attendance is available in the club office.

The meeting was called to order at 6:37 pm.

A motion was made to approve the July 14, 2025 General Membership Meeting minutes as presented. The motion was seconded. All present voted Aye. Motion passed.

Treasurer’s Report – Vange Leonis

Checking \$22,096.77 @ 7/31/25
Savings \$27,370.44
CD \$21,585.00
P&L not available at this time

With the income from the scent work trial and the refund from our annual adjustment in CAM (lease) charges, \$5000 was transferred from our checking account to our savings account in July.

Vice President – Adrienne Amdahl

David LeCount was present at tonight’s meeting and completed membership paperwork. A motion was made to vote David in as a club member. All voting members present voted Aye. Motion passed. Our membership count is now at 55.

Club t-shirts and sweatshirts are still available through Bonfire. You can see the selection at <https://www.bonfire.com/store/napa-valley-dog-training-club/> and if you have any questions about the t-shirts, please email Adrienne at vicepresident@nvdtc.org.

Office – Sandy Bonifield

Sign-ups for session 6 started today.

Training – Linda Luchsinger

Sign-ups for classes are done through the office, however in Advanced Obedience, Scent Work, and Rally the instructors are handling sign-ups for continuing students.

A training committee meeting needs to be scheduled to set sessions 1 & 2 for 2026.

Publicity – Vange Leonis

At our September General Membership Meeting we will have Laticia Sahs from Napa Humane as a guest speaker. We will be collecting donations for Napa Humane in an effort to support their work in our community. You can see their wish list of needed items at napahumane.org/get-involved/wish-list/ and in our most recent Club newsletter.

At the November General Membership Meeting we will welcome Joanne Osborn as a guest speaker. Joanne is a veterinary stem cell tech and will be speaking on regenerative medicine.

Building – Debbie Hilton

A memo to the instructors went out about upcoming road work that will affect entrance into our parking lot with request to get this information to our students. Beginning approximately Sept 1 the City will close our usual driveway entrance at the north end of the complex for road and tree work. Everyone will have to enter the complex through the south entrance. Our webmaster, Sue Osborn, will send out a blast with a map showing the location of the entrance and route through the back of the parking lot.

In December the pipes under the building will be replaced. The mats will need to be pulled up to facilitate this work by the landlord.

Newsletter/Website – Sue Osborn

Get any info to Sue by the 22nd of the month for the next newsletter.

Hospitality

Tonight is our annual Club BBQ and we want to thank Linda Luchsinger’s son Karl for being our BBQ master tonight and thank everyone who joined us and brought food.

Anne and Carol will be providing hospitality for the September meeting.

Old Business

Our liability insurance and our Directors & Officers insurance have both been paid.

The revision of our Refund and Class Credit policy is under review.

The Annual Audit for 2024 was done by Sue Osborn, Debbie Hilton and Sandy Bonifield and the findings from that was presented by Linda Luchsinger. The entire report can be viewed online on the NVDTTC website as an attachment to the April 1, 2025 Board Meeting minutes.

New Business

LAPS is requesting the use of the building on November 1, 2025 for 4-5 hours. A motion was made to allow LAPS to rent the building on November 1. Motion was seconded and all present vote AYE. Motion passed.

Annual Banquet report – 17 club members attended the annual banquet at La Strada this past April. The expense report for the banquet is as follows:

Dinner	\$ 187.61 (\$867.61 less \$680.00 paid by attendees)
Plaques	\$ 900.00
Supplies	<u>\$ 98.04</u>
	\$1,185.75 total expense to the Club

Our Workman's Comp audit was completed a month or so ago and we received a refund of about \$450.

We received a common area adjustment with our lease anniversary this year giving us a refund (credit on one month's rent) of approximately \$4,000.

Anne Stanley noted that a request has been sent to the Napa Valley College to possibly hold another scent work trial at the college next year.

Brag

Karen Jackson – Cole got his advanced tricks title

Linda Luchsinger – she is looking at a red/white cocker spaniel puppy tomorrow
Jazz and Sassy both got novice trick and Sassy also got
Intermediate trick.

Linda Wargo – Sonny got both novice and intermediate trick and Happy got intermediate
trick.

David LeCount – His pup has a "litter" of 1 puppy

Meeting adjourned at 7:13 pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
 Board Meeting Minutes
 August 26, 2025

Attendees: **Officers** – Linda Luchinser, President, Adrienne Amdahl – Vice President. **Members at Large** – Sandy Bonifield, Debbie Hilton. **Past President** – Linda Wargo

Meeting called to order at 12:15 pm

Linda Wargo motioned to approve the July 22, 2025 board meeting minutes as presented. Sandy seconded. Aye 5, No 0, Ab 0. Motion passed.

Treasurer’s Report – Linda Luchsinger for Vange Leonis

Checking \$23,075.73 @ 7/31/25
 Savings \$27,369.39 @ 7/31/25
 CD \$21,581.39 @ 7/31/25
 P&L for July a net loss of \$3,200.44. YTD profit of \$8,832.17

Vice President – Adrienne Amdahl

We currently have 55 members

Office – Sandy Bonifield

Sandy provided the numbers of current sign ups for session 6 classes. Sign ups close on September 1st and class numbers are low right now. Linda Wargo will work with Sandy to move people in low number classes to fuller classes the week after sign-ups close.

Training – Linda Luchsinger

The next training committee meeting will be on September 9th at 12:30 pm at the Club. Linda Wargo presented the proposed session schedule for 2026:

Session	From	To	Notes
1	January 12	February 21	Due to major repairs to building Session 1 may not begin until 1/19 and be 5 weeks long.
Break	February 23	February 28	
2	March 2	April 11	
Break	April 13	April 18	
3	April 20	May 30	
Break	June 1	June 6	
4	June 8	July 18	July 4 th is on a Saturday
Break	July 20	July 25	
5	July 27	September 5	
Break	September 7	September 12	Labor Day is September 7

6	September 14	October 24	
Break	October 26	October 31	
7	November 2	December 19 (6 weeks) or December 12 (5 weeks)	No classes week of November 23 (Thanksgiving)
Break	12/12 or 12/19	End of year	Depends on whether session 7 is 5 or 6 weeks long.

Sue Osborn sent Linda Luchsinger the 2025 session 7 schedule with Vange’s classes still showing TBA. Linda will connect with Vange to get a decision on her classes

The implementation of class reviews will occur at the Sept 9th training committee meeting.

Publicity – Linda Luchsinger for Vange Leonis

Laticia Sahs from Napa Humane will be a guest speaker at the September general membership meeting.

Building – Debbie Hilton

Six years of old documents have been purged and shredded (2010 – 2015). Debbie needs help storing existing documents in tubs on shelves. Adrienne will help Debbie with this project.

Pest spraying was done and should take care of the cockroaches.

Debbie met with Grafton Electrics (our property management’s electricians) to get a bid on installation of two large “Big Ass Fans 72” Mammoth model. The price of the fans is \$1,693.37 each plus labor of

We need a punch list for the pipe replacement/cement work that will be done by the landlord in December.

Our past car cling decals were brought up at the last general membership meeting. Sue gave Debbie the info about our past order. The cost at that time was \$82 for 50 clings. These are clings not stickers that go on the inside of the car window.

Debbie is going to have 11 x 17 class advertising posters made at Staples for the slat wall.

Old Business

Nominating committee for next year’s board – Sandy will chair the committee and we will need to find two people from our general membership to be on the committee.

Awards Banquet – in the future recipients need to pay a portion of the plaque cost. This year 58 tags were engraved at a cost of \$2.50 each for a total of \$145. Nine 10 x 13 perpetual

plaques (each with a picture and 12 tags + engraving) were made at \$75 each for a total of \$675 for the plaques. With shipping of \$80 the total expense was \$900. Linda Luchsinger has suggested that the club pay for the small tags and anyone getting a large plaque pays \$35 and the club will pay the remainder. Sandy motioned to accept Linda Luchsinger's suggestion. Linda Wargo seconded. Aye 5, No 0, Ab 0. Motion passed.

We still need to reconnect with Moving Forward toward Independence about having their clients involved with our club. Linda Luchsinger will reach out to Moving Forward to let them know that this needs to be discussed at our upcoming training committee meeting.

It has been suggested by a club member that we have an HR professional come in to review our documents and employment materials now that we are officially employers. Linda Luchsinger will talk to her daughter Marnie (an HR professional) about working with us.

We will promote a downtown dog walk for club members on Saturday, October 4th at 10 am
More info to follow.

New Business

The piping in the cement floor under our main training area (under the mats) must be replaced. The management is going to schedule the work for our down time during December. We need hard dates to determine if we have to make changes to Session 1 in 2026. Debbie is working with Ross on the dates and timing. Management will be providing us with some storage space and a crew to move items into said space and then move back after the repairs are complete. Debbie will find out how much space is going to be provided.

The Cairn Terrier Club of Northern California would like to rent our building on either September 14th or September 21st (the 14th is preferred) from 11 am – 3 pm. In addition to members from their club, they will be hosting members of the Northern California West Highland Terrier Club. Linda Wargo motioned to rent the building to the Cairn Terrier Club of Northern California for the all-day rate of \$75 on either September 14th or 21st. The Cairn Terrier Club of Northern California must obtain a certificate of insurance naming both the Napa Valley Dog Training Club and the Northern California West Highland Terrier Club as additional insureds. Adrienne seconded the motion. Aye 5, No 0, Ab 0. Motion passed.

Class refund/class credit policy. Adrienne presented a draft policy to the board modifying the current policy and allowing no refunds after 3 weeks of class. After discussion Adrienne was asked to redraft the policy and send to the board for approval via email. After board approval the new proposed policy will be sent to the general membership via email blast so it can be reviewed by the membership prior to a full vote at the September general membership meeting.

The next board meeting will be held on Tuesday September 23, 2025 at 12:15 pm at the PSI conference room.

Meeting adjourned at 2:34 pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
General Meeting Minutes
September 8, 2025

Board Members in attendance: **Officers** – Liinda Luchsinger, President, Adrienne Amdahl – Vice President. **Members at Large** – Sandy Bonifield, Debbie Hilton, Vange Leonis, **Past President** – Linda Wargo. A list of the 11 General Members in attendance is available in the club office.

The meeting was called to order at 6:40 pm

A motion was made to accept the minutes from the August 11, 2025 General Membership meeting with the following correction: Correct the spelling of Karl Luchsinger's first name. The motion was seconded. Aye 16, No 0, Ab 1. Motion passed

President's Report – Linda Luchsinger

Linda read Sue Osborn's letter indicating that at the end of the year she would not be renewing her club membership and would not continue on with her volunteer positions handling the club's website, newsletter, graphics, eblasts, outside club rentals, etc. Her resignation is effective on 12/31/25 and she will work to transition those jobs to other volunteers through the remainder of this year. Linda requested volunteers from the general membership to take on these jobs. Debbie Hilton will go through our membership binder to see what members noted interest in any of these subjects.

Treasurer's Report – Vange Leonis

Checking \$20,811.93 @ 8/31/25
Savings **
CD **

P&L for July net loss of \$2,785.38. YTD profit of \$8,832.17

**Umpqua Bank has been acquired and is now Columbia Bank. Vange was unable to get current information from the bank today as their system wasn't available today.

Vice President – Adrienne Amdahl

We currently have 55 members in the club.

Office – Sandy Bonifield

Class registration of session 6 is slow. We have cancelled the 11 am puppy class, Wed GM1 @ 9am, Fri GM1 @ 6pm, Tue GM2 @ 10am and, Fri GM2 @ 7 pm. Linda Wargo and Sandy are working to move students in classes with low enrollment to other available class times.

Training – Linda Luchsinger

Session seven classes are set. The next training meeting in Friday 9/9/25 at 12:30 pm at the club. Sessions 1 & 2 for 2026 will be set at this meeting.

Publicity – Vange Leonis

Tonight's guest speaker will be Laticia Sahs the Director of Marketing and Communication from

Napa Humane.

At the November General Membership meeting we will welcome Joanne Osborn as a guest speaker. Joanne is a veterinary stem cell tech and will be speaking on regenerative medicine.

Building – Debbie Hilton

Debbie met with Ross Mini (property manager). The closure of the north entrance into the complex will probably continue for 10 – 12 days.

Two pipes under our building need to be replaced. This repair is set to take place in December but not definite dates are available at this time. The building management will clear our building and move our items and our floor mats into a storage unit. We are hoping to start our January classes as scheduled, but we won't know until we get a timeline for the repairs.

Debbie got a bid for having large ceiling fans installed in the building – the details will be discussed at the next board meeting and then brought to the general membership in October. Debbie and Vange are going to go see similar fans in action that are installed at Planet Fitness.

Debbie has completed the purging of old documents. All but two years of the remaining documents have been boxed and put on the shelves in the office.

Old Business

A revision to our refund policy is going to the board for approval this month. The results will be presented at the next General Membership meeting.

New Business

Anne Stanley asked for approval for a two-day NACSW trial at the college the weekend after Memorial Day in 2026. A motion for the club to approve our application to NACSW for an event the weekend after Memorial Day 2026 was made and seconded. Aye 17, No 0, Ab 0. Motion passed

At the August Board Meeting the board approved LAPS building use on November 1st. the Board also approved building use on September 14th for the Cairn Terrier Club of Northern California.

Sandy Bonifield will be chairing this year's nominating committee and will be joined by Dena Parrish. We need one more volunteer for the nominating committee

Awards Ceremony costs – At the August Board Meeting the board voted to pass a portion of the cost of awards on to the recipients. The Club will continue to pay the full cost of the small tags and each plaque recipient will pay \$35 of the total cost of the plaque (this year each plaque cost approximately \$75).

Club Dog Walk – all members are encouraged to gather for a group dog walk downtown on October 4, 2025 at 10 am. Starting location TBD.

Brag

Linda Luchsinger got a new cocker spaniel puppy name Charleigh.

Meeting adjourned at 7:05 pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
Board Meeting Minutes
September 23, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President. **Members at Large** – Sandy Bonifield, Vange Leonis, Debbie Hilton, **Past President** – Linda Wargo

Meeting called to order at 12:45 pm

Linda Wargo motioned to approve the minutes from the August 25, 2025 board meeting, Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Treasurer's Report – Vange Leonis

Checking \$20,811.93 @ 8/31/25
Savings \$27,370.86 @ 8/31/25
CD \$21,585.91 @ 8/31/25
P&L for August not available at this time

Vange noted that online banking has been set up and she set up overdraft protection between the checking and the savings accounts. She also noted the importance of updating all emails with things like insurance companies, etc. as each new board comes in at the beginning of each year.

Vice President – Adrienne Amdahl

We currently have 55 members. We will have our 2026 membership forms printed on pink paper at Minuteman. Adrienne will reach out to Sue Osborn about a blast about membership renewal

Our NVDTTC PayPal account has been reactivated. Adrienne is working on getting the business account non-profit status. Now that PayPal is activated the proceeds from the Bonfire t-shirt sales can be transferred to the NVDTTC bank account. Adrienne will get the PayPal information to Vange.

Office – Sandy Bonifield

Sandy changed the outgoing answering machine message with information for session 7. Registration for session 7 opens September 29th.

Linda Wargo gave the reminder that for Scent Work, Rally and Advance Obedience classes the instructors are responsible to get payment for the classes and for putting the students on the log.

Publicity – Vange Leonis

The speaker for our November General Membership meeting will be Joanne Osborn, a veterinary stem cell tech who will be speaking on regenerative medicine.

Debbie Hilton noted that we have 11" x 17" graphics up for our classes on the slat boards.

Debbie is working with Mary Ash, Dena Parrish, Marilane Bergfelt and Sue Osborn to create a poster for rally. We are short three to four 11" x 17" holders. They cost \$13.99 + shipping. Linda Luchsinger motioned to approve the purchase of 4 additional 11" x 17" poster holders. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed

Building – Debbie Hilton

As of this morning Ross (property manager) has no information on the scheduling of the pipe project.

The final cost estimate to place two overhead "Big Ass Fans" on the ceiling at the club has come in at \$5,000. We are tabling any further discussion of this matter as this purchase is not financially feasible.

Some of our wall fans are dying. Home Depot has 24" wall fans for \$54. Linda Luchsinger motioned for Debbie to purchase one 24" wall fan from Home Depot so we can try it out. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Newsletter/Website

We need a blast to the membership about our October dog walk and our October General Meeting's Halloween costume contest. Debbie will reach out to Sue Osborn.

Training – Linda Luchsinger

Session 1 and 2 have been set for 2026. Session 1 will begin January 19th.

Old Business

The final draft of our new refund and class credit policies was presented to the board (see attached Guidelines & Procedures section XIV noted as appendix A) Linda Wargo motioned to approve the new class refund and class credit policies with this update becoming effective on January 1, 2026. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

The board revisited the topic of award plaque cost sharing. Linda Wargo was able to obtain the cost of small plaques from our trophy supplier. A small plaque costs \$50 and has 6 spaces for engraved tags. Last month she noted that the large plaque with 12 spaces costs \$75.

Last month the board voted that recipients of the large plaques would pay \$35 of the \$75 cost.

Sandy motioned that starting with the 2025 trial plaques each recipient will pay \$24 of the \$50 Cost. Vange seconded. Aye 5, No 0, Ab 1. Motion passed.

Discussion on the topic continued as it became apparent that the cost sharing needs to be based on a percentage rather than a dollar amount in light of costs changing in the future. Sandy amended her prior motions as follows: the cost sharing for both the large and small trial plaques beginning with the 2025 trial plaques (awarded in Spring 2026) shall be 60% to NVDTC and 40% to the plaque recipient (see attached Guidelines and Procedures section

XXI noted as appendix B).

Adrienne will reach out to Sue Osborn to blast out both Appendix A and Appendix B, noted above, to the general membership prior to the upcoming October meeting.

Moving Forward Toward Independence had reached out about a client of their possibly helping in some of our classes. It is possible that the Moving Forward client could come in as an observer (with an assistant from Moving Forward) in one of Linda Wargo's 9:45 am, 11:00 am, or 12:30 pm scent work classes. Linda Luchsinger will reach out to Moving Forward.

There was prior discussion of purchasing more of the 50th anniversary window clings, but we have decided not to move forward with this purchase.

New Business

The nominating committee is comprised of Sandy Bonifield and Dena Parrish. They will be reaching out to see what board members want to stay on and what spaces need to be filled and will be looking for people to fill open positions.

The board has set a tentative meeting on Friday, Oct 10th at 2:30 pm at the club to meet with Sue Osborn and discuss all she has been doing for the club and how to transition her jobs to new people.

Debbie will be heading up all the decorating and set-up for our Halloween costume contest at the October meeting. She has asked for money to put on the event. Linda Luchsinger motioned that Debbie can use up to \$75 toward the Halloween event. Adrienne seconded. Aye 6, No 0, Ab 0. Motion passed

Our October 4th dog walk will meet at 10 am at Veterans Park. Please bring a lunch and if you have an NVDTTC logoed t-shirt or royal blue shirt, please wear that.

Vange's community has another upcoming free document shredding day. The board told Debbie it is ok to dispose of 2016 paperwork (please keep all of the newsletters).

Vange passed out information about California Labor Laws as it pertains to payroll timing. Vange motioned that we follow California Labor Law and run payroll every two weeks rather than after each session. The motion died for lack of a second.

The next regular board meeting will be held on Tuesday October 28th at 12:15 pm at the PSI conference room.

Meeting adjourned at 3:43 pm

Minutes respectfully submitted by Adrienne Amdahl

XIV. CLASS REFUND REQUESTS

Use a Class Refund Request form if an owner (aka “student”) cannot complete a class and is not planning on taking another class in the near future. The blank forms are in the office file cabinet in the drawer marked “Office Documents” in the folder marked “Class Refund Request Forms.” All refund requests to be completed in duplicate. **Refunds can be offered as follows:**

A. Class refunds will be processed as follows:

	6 Week Session	5 Week Session	4 Week Session	3 Week Session
Registration thru week 1	\$125	\$100	\$75	\$50
2 weeks	\$100	\$75	\$50	0
3 weeks	\$75	\$50	0	0
4 weeks	0	0	0	n/a
5 weeks	0	0	n/a	n/a
6 weeks	0	n/a	n/a	n/a

1. Steps required for issuance of a refund:
 - a. Instructor will fill out the Class Refund Request form in duplicate and place it in the office drop box.
 - b. Instructor will notify the Treasurer that the completed form is has been placed in the drop box.
 - c. Office staff will route the completed form to the Treasurer so a refund can be made. It will be the Treasurer’s responsibility to file the duplicate form in the appropriate location.

B. Any refund requests differing from the above require Board approval.

Steps required:

1. Instructor facilitates the completion of a Class Refund Request form in duplicate and places it in the office drop box.
2. Instructor will notify the Training Chair or President that the form is ready for board consideration.
3. If the refund is APPROVED, the Treasurer will:
 - a. Notify the instructor of the Board’s decision.
 - b. Attach a check for the proper amount to the original, completed form and mail to the owner, or credit to the student’s card if paid electronically.
 - c. File the duplicate form in the appropriate location.
4. If a refund is DENIED, the Treasurer will:
 - a. Notify the instructor and it will be the instructor’s responsibility to connect with the owner.
 - b. File the original completed form in the appropriate location, with notations as to reason(s) for the denial.

XV. CLASS CREDIT COUPONS

If an owner (aka ‘student’) cannot complete a class, and a Class Credit Coupon is not in order, then the instructor has the option to issue a ‘Class Credit Coupon’. The blank forms are

in the office file cabinet in the drawer marked 'Office Documents' in the folder marked 'Class Credit Coupons Forms'. All credit coupons to be completed in duplicate.

A. Credits will be processed as follows;

	6 Week Session	5 Week Session	4 Week Session	3 Week Session
Registration thru week 1	\$125	\$100	\$75	\$50
2 weeks	\$100	\$75	\$50	0
3 weeks	\$75	\$50	0	0
4 weeks	0	0	0	n/a
5 weeks	0	0	n/a	n/a
6 weeks	0	n/a	n/a	n/a

Attachment to NVDTTC Board Minutes 9/23/25 – Appendix A

XXI. CLUB AWARD QUALIFICATIONS

A. COMPETITION YEAR END AWARDS:

1. Must have attended a minimum of four (4) Club General Meetings
2. Must be a current member in Good Standing with the Napa Valley Dog Training Club (NVDTC) and American Kennel Club (AKC), and
3. Participate in at least one NVDTC sponsored activity (as listed below).
4. No later than the January general meeting, members are responsible for filling out and submitting award form (as shown at link below) to include desired picture/data and dates of approved sponsored activities completed (as listed below) and dates general meetings were attended.
5. NVDTC sponsored activities include:
 - a. Serve on Board of Directors
 - b. Volunteer as an approved assistant for 1 six-week session
 - c. Provide refreshments & drinks for a general meeting
 - d. Serve as Newsletter/Webmaster
 - e. Volunteer in office for one six-week session
 - f. Participate in the annual fiscal audit
 - g. Chair an activity or serve on a committee pre-approved by Board of Directors as follows:
 - Annual Banquet
 - Annual Awards Coordinator
 - Annual BBQ or Pizza Party or other festivities, such as May Madness, March Luck of the Irish, Christmas Potluck, Booth at Walk for Animals, Club Clean-up Day
 - Or any other activity approved by the Board of Directors
 - h. The cost of the award plaques will be shared between NVDTC and the recipient. NVDTC will pay 60% of the cost and the recipient will pay 40% of the cost.

Napa Valley Dog Training Club
General Meeting Minutes
October 13, 2025

Board members in attendance: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President. **Members at Large** Sandy Bonifield, Debbie Hilton. A list of the 7 General Members in attendance is available in the club office.

The meeting was called to order at 6:38 pm

Treasurer's Report – Adrienne Amdahl for Vange Leonis

Checking \$15,007.90 @ 9/30/25
Savings \$27,372.09 @ 9/20/25
CD \$21,586.80 @ 9/30/25
P&L for September net loss of \$2,539.39. YTD net profit \$4,508.04

A motion was made to approve the minutes from the September 8, 2025 General Membership meeting. The motion was seconded. Aye 11, No 0, Ab 0. Motion passed

Vice President – Adrienne Amdahl

We have 55 registered members for 2025. The 2026 membership forms are available at the club and on the website. Current members can renew now through January 31, 2026. If you renew after January 31st you will need to come to a meeting and be voted back in like a new member.

Shari Newhart presented her new membership form today. A motion was made to vote Shari in as a club member. All voting members present voted Aye. Motion passed.

Office – Sandy Bonifield

Everything in the office is caught up. Session 7 sign-ups are slow. The closing date for session 7 is October 20th.

Training – Linda Luchsinger

The 2026 schedule has been approved. Session 1 and 2 are set. Session 3 and 4 will be set in January 2026.

Publicity – Adrienne Amdahl for Vange Leonis

Our Mountain Mike's Dine and Donate fundraiser raised \$131.18. The guest speaker at our November General Membership Meeting will be Joanne Osburn who is a vet tech working in stem cell technology and will speak on regenerative medicine.

Building – Debbie Hilton

The building management has provided no information on the pipe project that is supposed to happen in December. Our 2026 session 1 will start the 3rd week of January to try and

Accommodate the re-piping project.

Pest control will be spraying on October 31st and the building will be closed

Newsletter – Sue Osborn

Any information for the newsletter needs to get to Sue by the 22nd of the month.

Linda mentioned again the Sue will be retiring from her many jobs that she does for the Club effective December 31st. She is our webmaster, creates our newsletter, maintains our member database among other things. We need people to step up to take on some of these jobs. Attached is a summary of a recent meeting Sue had with the board to detail the jobs she does, the time it takes to do them and how long it would take her to train for these jobs. Please review what jobs are available and if you have any interest, please reach out to a board member. You can email info@nvdte.org.

Old Business

A new refund and class credit policy that will become effective 1/1/26 was passed at the last board meeting. The new policy was emailed to all members for reference prior to tonight's meeting. Debbie will post the new policy in the office.

Board nominating committee – Sandy Bonifield, Chair and Dena Parrish. Sandy encouraged new (and younger) members to consider joining the 2026 NVDTC Board of Directors. The board is made up of the President, Vice President, Secretary, Treasurer and up to 5 members at large.

Our October 3rd downtown dog walk was fun. Six members participated.

New Business

Linda noted in the coming year we will not be able to put on another scent work trial. She thought maybe we could do a scent work or rally show and go. We are always looking for new ideas for fundraisers.

Meeting adjourned at 7:05 pm

Minutes respectfully submitted by Adrienne Amdahl

Sue Osborn's Notes & Comments from October 10, 2025 Special Board Meeting

For reference, the 2 pages of "NVDTC Roles" handed out at meeting are on the next two pages of this PDF.

Role #1 Databases: Will be advertised in the newsletter and brought up at next general meeting to ask for volunteer. If it is decided not to maintain MailChimp databases, I can download all names in the databases and provide to the board for repurposing to another database manager. Information now sent out to databases can be emailed instead if whoever sends out has a mail program that can handle sending out a large number of emails. This may not work with the student database being it contains a large number of recipients. MailChimp is a free account and currently has almost 2,000 recipients. The limit for a free MailChimp account is 2,000 recipients. To keep it pared down, I have been archiving older addresses a feature inside MailChimp. Archived addresses do not count toward the 2,000 limit.

Role #2 Newsletter & Meeting Announcements: Will be advertised in the newsletter and brought up at next general meeting to ask for volunteer. Newsletter templates can be used and found for free on the internet. I can convert the latest edition of the newsletter to Word if it helps. The newsletter does not have to be as grand as it has been. The club has been receiving a cadillac version and a dodge truck version is just fine. The main focus is to relay club news to the membership. The newsletter as well as meeting avouchments can go out via email rather than through MailChimp.

Role #3 Website: Will be advertised in the newsletter and brought up at next general meeting to ask for volunteer. Looking at making the current desing of the website static and all links to anything that changes will link to a PDF which can be changed. The name of the PDF will always remain the same. This is how the current class and upcoming class scheudles are now set up. I recommend staying with DreamHost which hosts the NVDTC site and also manges the four domains for club: nvdtc.org, nvdtc.com, napadogtraning.org, and napadogtraining.com. Even if another host is used, these domains must be paid for on an annual basis. I am looking into if hositng and domain management has to be in a specific individual's name or if it can be in the name of the Napa Dog Training Club, Inc. To get changed PDFs onto the webiste, someone needs to know how to FTP (file transfer protocol) them into the website. I will show whoever takes this on how to do this. Also someone needs to be assigned to receive bills from DreamHost.

Role #4 Building Group Use : Debbie Hilton will take over.

Role #5 Flyers & Posters: Marilane Bergfelt will continue doing this job with assistance from Vange Leonis and Debbie Hilton.

Role #6: Facebook Will be advertised in the newsletter and brought up at next general meeting to ask for a co-adminstrator as a backup. Marilane is the current adminstrator.

Role #7 Class Selection Sheet: The registration application is currently provided as an online fillable PDF and includes a class sheet fill-in sheet for each session which is created in Word with fillable fields and has to be converted to a PDF out of Word to be added to the two fillable pages of the registration application. This can be convereted to a PDF from Word. Unfortunately Acrobat does not pick up the fillable fields created in Word so they have to be recreated using Acrobat Pro. The club would need to license Acrobat Pro at a set cost per month. Instead, suggestion was to no longer provide the registration application as an online fillable PDF and to make it so it has to be downloaded, printed, and filled out by hand. The complete registration application packet of 3 pages would then be provided as a PDF download.

One other note: I recommend changing info@nvdtc.org to a fully hosted email so anyone who has the user name and password can log into <https://webmail.dreamhost.com> to view info@nvdtc.org emails coming in and respond to them from info@nvdtc.org so responses are not coming from their own personal email address. At this time, I will. be giving the user name and password to Linda Luchsinger. If someone else is appointed to handle info@nvdtc.org. emails, the user name and password can be passed on to them. This can be done through the club's website host, DreamHost.

Sue Osborn
NVDTC Roles — Page 1 of 2 *Version 2*

1. **Manager of both member and student databases - includes sending out related emails**
 - A. **Time needed to accomplish this job:** Up to 4 hours a month.
 - B. **Difficulty Level to learn to do:** Moderate if familiar with working on databases
 - C. **Approximate time needed to learn each job:** 1 to 2 hours.
 - D. **Selling or sharing programs with NVDTC:** Online app; I can share administration information and password(s).
2. **Newsletter & Meeting Announcements editor**
 - A. **Time needed to accomplish this job:** 8 to 10 hours for newsletter sent out odd months and up to 2 hours for meeting announcement sent out on even months.
 - B. **Difficulty Level to learn to do:** Moderate if using a pre-made template. High level of technical skill if continuing the format newsletter is now in.
 - C. **Approximate time needed to learn each job:** 1 to 2 hours if using template or if going with current format
 - D. **Selling or sharing programs with NVDTC:** I can research newsletter templates to share OR I can share the current format of newsletter as a Word document for editing.
3. **Website webmaster and website design (includes posting of minutes and important documents and access to online calendar).**
 - A. **Time needed to accomplish this job:** Up to 5 hours a month.
 - B. **Difficulty Level to learn to do:** High level of technical computer & website skills. WordPress knowledge a huge bonus if continuing the Wordpress format is now in.
 - C. **Approximate time needed to learn this job:** Up to 15 hours or more depending on technical knowledge of assigned webmaster.
 - D. **Selling or sharing programs with NVDTC:** The current website is in WordPress and I will share admin info and password for it or I can research free or low cost website templates that can be used independently or tied into the WordPress version.
4. **Manage building group use**
 - A. **Time needed to accomplish this job:** 1 to 2 hours per each party renting the building.
 - B. **Difficulty Level to learn to do:** Moderate
 - C. **Approximate time needed to learn each job:** 1 to 2 hours
 - D. **Selling or sharing programs with NVDTC:** I can share all current documents used for group use.
5. **Design posters, flyers, and other graphics**
 - A. **Time needed to accomplish this job:** Up to 3 hours a month.
 - B. **Difficulty Level to learn to do:** Moderate if using pre-made templates, high level of graphic design skills if creating original layouts.
 - C. **Approximate time needed to learn each job:** Varies anywhere from 1 to 2 hours if using templates to a full course on how to do graphic design (no way to calculate this in hours).
 - D. **Selling or sharing programs with NVDTC:** With AI, there are many avenues for creating graphics and templates; there are also free templates available for making flyers.
6. **Co-administrator of club's Facebook page**
 - A. **Time needed to accomplish each job:** Up to 1 hour a month.
 - B. **Difficulty Level to learn to do:** Easy to moderate if familiar with facebook setup and parameters
 - C. **Approximate time needed to learn each job:** Time for this depends on how long it would take the current main administrator to teach someone the ropes.
 - D. **Selling or sharing programs with NVDTC:** I can share administration information and password(s) or refer you to Marilane Bergfelt who can set up a co-administrator.

continued on back.

Sue Osborn
NVDTC Roles — Page 2 of 2 *Version 2*

7. Convert Word formatted class selection sheet for reregistration packet to a fill-in PDF

- A. **Time needed to accomplish this job:** Up to 1 hour every 7 weeks.
- B. **Difficulty Level to learn to do:** Moderate - if have access to Acrobat Pro.
- C. **Approximate time needed to learn each job:** Up to 1 hour.
- D. **Selling or sharing programs with NVDTC:** I cannot sell Acrobat Pro to anyone, would have to be purchased from Adobe. Alternative is to provide the class selection sheet as a fill-in Word document online, which may not work for all users.

8. Items beneficial for the board to know for this transition

- A. I am willing to teach anyone interested in learning each job.
- B. The domain names (nvdtc.org, nvdtc.com, napadogtraining.org, & napadogtraining.com) will need to be transferred to someone else whether DreamHost is used for hosting or not.
- C. The current website as it is now set up can be made static with a new easier to manage website from a template that can point to items on the current website that do not change. Items that change can be included on the templated website. Or the entire website can be rebuilt by someone who knows how to do websites or who can build a new website from a template.
- D. Currently info@nvdtc.org emails are sent directly to me and I forward them to the training chair. This email, if it is to remain the same as shown on the current website, needs to be forwarded directly to someone who can answer such emails who is not on Comcast, AOL, Verizon or Outlook.com being these providers are known to block forwarded mail. OR, a fully hosted email can be set up wherein whoever is assigned to answer info@nvdtc.org emails can log in and pick up such emails as well as answer them from info@nvdtc.org.
- E. For reference, I can provide my current Excel spreadsheet file listing most current groups who have used the building showing receipt of checks, insurance coverage, liability releases, etc. Also I have a recommendation regarding signed off liability releases. Ask that they be put into the drop box right at the end of each day an event is held. Groups have been very lax about turning them in and I have been lax in pushing the issue.
- F. I can copy NVDTC files I currently have on my computer system to thumb drive(s) and provide to NVDTC. For documents provided as PDFs, Adobe Acrobat Pro can be used to convert them to Word wherein they can be edited. PDFs can also be edited in Adobe Acrobat Pro however there are limits to what can be edited.
- G. Update IDs and passwords of club accounts for book I have provided to club president.

Napa Valley Dog Training Club
Board Meeting Minutes
October 28, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl, Vice President. **Members at Large** – Sandy Bonifield, Debbie Hilton, Vange Leonis. **Past President** – Linda Wargo

Meeting called to order at 12:30 pm

Linda Wargo motioned to approve the minutes from the September 23, 2025 board meeting as presented. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Treasurer's Report – Vange Leonis

Checking \$15,007.90 @ 9/30/25 and \$15,248.07 @ 10/28/25
Savings \$27,271.09 @ 9/30/25
CD \$21,586.80 @ 9/30/25
P&L for September – net loss of \$2,539.29 YTD profit of \$4,508.04

Vice President – Adrienne Amdahl

We currently have 56 members. Shari Newhart presented her 2026 application at the past General Membership meeting.

Office – Sandy Bonifield

Sign-ups are looking good except we've had to cancel all three GM2 classes for lack of sign-ups. This is the 2nd or 3rd session in a row we've had to do this. We should look at a replacement for that class.

6 pm Rally was cancelled for low sign-ups and the 5 pm and 6 pm rally classes were merged into one class at 5:30 pm

Puppy classes on Wednesday at 11 am has 3 students and the 5 pm class has 8 students. Ado classes on Wednesday at 10 am has 6 students and 6 pm has 5 students. GM1 on Wednesday at 9 am has 4 students and at 7 pm has 8 students. GM1 on Friday at 6 pm has 6 students.

Publicity – Vange Leonis

Joann Osburn will be a guest speaker at November's General Membership Meeting. Vange is borrowing a projector from the library for her presentation.

We need to consider future advertising opportunities. Perhaps getting into the Christmas Parade, 4th of July Parade or having a presence at First Thursdays at the Oxbow. We Should try to get pictures in the Napa Valley Registers Faces & Places. Vange will look into getting pictures into the Register.

Vange will work on getting rack and business cards to all the veterinary offices.

Building – Debbie Hilton

We still have no timing on when the pipe replacement at the building will commence. Management will let us know as soon as they know.

Newsletter/Website – Sue Osborn

Get any info for the newsletter to Sue by the 22nd.

Miranda Clark will be helping Marilane Bergfelt with Facebook and Instagram

Training – Linda Luchsinger

Debbie presented a request from Dena and Mary to change the pre-requisite for Rally class. Currently any new rally students need to have completed GM1. Mary and Dena are asking for the pre-requisite to be the completion of GM2 (or equivalent class) *and* instructor approval.

Discussion noted that this could seem exclusionary. However, the proposal does make some sense based on the fact the we do not currently offer an introduction to rally class for students new to rally. We should look into offering an introduction to rally class on a different day than our current rally classes next year. Linda Luchsinger and Vange have expressed interest in teaching this introductory class.

Linda Wargo made a motion to approve the rally prerequisites to read: Successful completion of GM2 or an equivalent class and instructor approval with the caveat that in 2026 we offer an introduction to rally class. Adrienne seconded. Aye 6, No 0, Ab 0. Motion passed.

Dave Else has put in an application to be a trainer. He has been Carol's assistant for 4 sessions of puppy, ado, GM1 and Linda L's assistant for CGC class. This application has to go to the training committee. The next training meeting will be in January or February. In the mean time Linda L will respond to Dave about the need for this to go through the training committee before coming to the board. She will also suggest that he assists other instructors until then. Linda will ask him to assist her Friday night GM1 class.

Class reviews for Carol's classes for session 6 were not completed as requested. Linda Luchsinger will follow up and make sure Carol has the forms to have her students complete.

Moving Forward Toward Independence has not been contacted yet about having their client observe in Linda Wargo's scent work class. Linda Wargo will reach out to Barbara at Moving Forward.

Dena has reached out to the board about a personal issue that will preclude her from teaching her Friday classes in session 1 & 2 in 2026. Linda Luchsinger will reach out to Mary Ash about teaching Dena's classes.

Old Business

Vange passed out a folder to each member with items we've brought up in the past that Haven't been completed. Please review and let Vange know where each of us can help.

An email was received from Lori Jackson about the updated refund/class credit policy. Linda Luchsinger will respond to Lori.

Emails were received from Donna Golemon, Mary Ash, Lori Jackson and Roxann Gracia About the adoption of cost sharing for award plaques. They all felt that this change should take effect for the 2026 award season rather than the 2025 award season. The board discussed and agreed. Adrienne made a motion to change the commencement of the cost sharing for award plaques from the 2025 award season to the 2026 award season (awards being presented in 2027). Linda Wargo seconded. Aye 6, No 0, Ab 0. Motion passed.

Sandy Bonifield is chairing the nominating committee with Dena Parrish. The slate as of Today is as follows: President – Linda Luchsinger, Vice President – open, Secretary – open, Treasurer – Vange Leonis, Building – Debbie Hilton, Publicity – Vange Leonis, Office – Sandy Bonifield, Training Chair – Linda Luchsinger (if no one else will take the job), Members at Large – two position available. Sandy has some people in mind for the open position and will continue to contact. The slate will be sent out in the upcoming newsletter.

Gerry Glantz award committee is comprised of the last 3 recipients, the President of the board and 1 person from the general membership. We will ask for a member from the general membership to join the committee at the next board meeting. Information about nomination for the award will go out in the upcoming newsletter. Nomination forms will be available at the November general meeting.

The end of the year award form needs updated. Debbie will get the updated information to Sue.

New Business

Sunshine - Debbie Hilton

Toni Belt passed away. The club will be sending a \$150 donation to a rescue group in the East Bay in her memory.

Margie Volk's daughter passed away. Debbie will send a condolence card from the club.

Bobbie Honsvick's dog, Buddy, passed away. Debbie will send a condolence card from the club.

Fundraising

Pauline Seago mentioned to Debbie that she runs casino night fundraisers and could possibly be a fundraiser for the club. Debbie will get details from Pauline and perhaps We could do this in late January or early February.

Linda Wargo brought up the possibility of holding an AKC scent work trial at the college On the same weekend in May as we held this year's trial. She noted perhaps DeeDee

Anderson or Laurie Isaacson would be our trial secretary.

Miranda Clark sent a proposal about holding a holiday vendor fair. Debbie will reach out to Miranda.

We need to ask the general members to be on a committee to head up fundraising.

The next regular board meeting will be held on Tuesday November 25th at 12:15 pm at the PSI Board room.

Meeting adjourned at 2:39 pm

Minutes respectfully submitted by Adrienne Amdahl

Napa Valley Dog Training Club
General Meeting Minutes
November 10, 2025

Board Members in attendance: **Officers** – Linda Luchsinger, President., Adrienne Amdahl, Vice President. **Members at Large** – Debbie Hilton, Vange Leonis. **Past President** – Linda Wargo. A list of the 8 members in attendance (only 7 members were present for all votes) is available in the club office.

The meeting was called to order at 6:34 pm

A motion was made to accept the minutes from the October 13, 2025 General Membership meeting. The motion was seconded. Aye 11, No 0, Ab 1. Motion passed

Treasurer's Report – Vange Leonis

Checking \$13,855.43 @ 10/31/25
Savings \$22,371.32 @ 10/31/25
CD \$21,587.72 @ 10/31/25

P&L for October is not available. P&L for September is a net loss of \$2,539.29 and a YTD profit of \$4,508.04.

Vice President – Adrienne Amdahl

We currently have 56 members. Current members can renew now. Renewal forms are in the holder by the refrigerator. Deadline to renew is January 31, 2026.

Office – Linda Luchsinger for Sandy Bonifield

Most of session 7 has filled.

Publicity – Vange Leonis

Our guest speaker today will be Joanne Osburn. She will be speaking on regenerative medicine for dogs.

The veterinary offices have been given NVDTC business and rack cards. Community bulletin boards will be refreshed.

Building – Debbie Hilton

No new updates on the upcoming pipe replacement project.

Newsletter/Website

We are still seeking volunteers to take on some of the jobs that Sue Osborn has been doing. Most importantly managing our newsletter, website and database.

Miranda Clark has volunteered to assist Marilane Bergfelt with our social media accounts.

Training – Linda Luchsinger

Sessions 1 & 2 for 2026 have been set and approved. Session 3 & 4 will be set at the next training committee meeting which will hopefully be in mid-January.

We always welcome suggestions for training classes. There are suggestion forms in the Club office. Marilane Bergfelt noted that there is a binder in the office with the suggestion forms and with previously approved short classes.

Old Business

Nominating Committee – Sandy Bonifield and Dena Parrish. The following is the slate for the 2026 NVDTC board:

President – Linda Luchsinger
Vice President – position open
Secretary – Sara DeCrevil
Treasurer – Vange Leonis
Member at Large – Sandy Bonifield
Member at Large – Debbie Hilton
Member at Large – position open
Member at Large – position open
Past President – Linda Wargo

Nominations for the open positions we welcomed from the floor.

A motion was made to accept the current slate as presented. The motion was seconded Aye 12, No 0, Ab 0. Motion passed

Gerry Glantz award committee is comprised of the past 3 award recipients, the current club President and one person from the general membership. We need a volunteer from the general membership. Roxann Gracia said her son Joe Gracia would like to be the representative from the general membership on the award committee.

New Business

Miranda Clark has conveyed that she would be willing to facilitate the club holding a holiday craft fair as a fundraiser. She has been doing vendor shows for 9 years. She will present her entire plan at the November board meeting.

Napa Christmas Parade – NVDTC has participated in the parade in the past and would like to do so again this year. The parade is on Saturday December 6th at 5 pm. The theme is Joy to the World and Peace on Earth. Our application is due by November 28th. Debbie Hilton needs to know who would like to be involved.

Braggs

Roxann Gracia dog Tanner earned 4 titles last weekend and 3 titles 2 weeks before in

NASDA (North American Sport Dog Association) USA & Canada. His is in contention For Podengo of the year in several events. He placed in several events in both weekends. Final results are pending.

Carol Coawette's dog Pierre took 3rd place this past weekend in an NACSW (National Association of Canine Scent Work) NWS trial.

Linda Luchsinger's puppy Charleigh was in her first baby puppy (4 – 6 months) show and got the best opposite ribbon.

Meeting adjourned at 7:06 pm

Minutes respectfully submitted by Adrienne Amdahl

.NAPA VALLEY DOG TRAINING CLUB

BOARD MEETING (minutes approved 12/16/25)

NOVEMBER 25, 2025; PSI office, Napa CA

PRESENT: Linda Luchsinger President; Sara DeCrevel Secretary;

MEMBERS AT LARGE: Sandy Bonifield, Vange Leonis, Debbie Hilton;

ABSENT: Adrienne Amdahl and Linda Wargo

Guest Miranda Clark

Meeting called to order at 12:22 pm

MINUTES: Debbie asked for a change in minutes of October 28, 2025 meeting –

- 1) Under new business on page 4, change “Sandy” will reach out to Miranda to “”Debbie” will reach out to Miranda.**
- 2) typos under Office on page 1, second paragraph...correct ‘on’ class to “one” class and under Old Business page 3, third paragraph...correct “The” all felt to ‘They’ all felt. Debbie will send corrections to Adrienne since she took those minutes.**

Sandy Bonifield motioned to approve the minutes with the change, Vange Leonis seconded. Motion approved unanimously.

TREASURER’R REPORT: Vange Leonis. As of 10/31/25:

Checking: \$13855.43

Savings: \$22371.32

CD \$21587.72

Checking balance November 25th corrected from October is now \$17407.06.

Changes to date on accounts YTD:

Opened the banking account to online

Vange Leonis also reported that she has opened the banking account online , added some of the additional accounts to automatic payment, and has added overdraft protection between the savings and checking accounts. She has started an email account for the Treasurer position on the Board through Dreamhost. This is for vendors that bill and/or send correspondence by email. treasurer@nvdtc.org

Linda Luchsinger said that we have a loss for October so far of \$441.85. And our year to date net profit is \$4066.19.

VICE PRESIDENT REPORT: It is understood that we still have 56 members. Debbie Hilton reported that someone had contacted her about membership and plans to come to the December meeting to join.

OFFICE: Sandy Bonifield reported that two people have already signed up for the January classes.

PUBLICITY: Vange Leonis said she is working on summiting pictures to the Faces and Places column in the Napa Registe. There are possible plans to do a sequential Instagram segment as dogs join in the Napa Art Walk downtown Napa this winter. Miranda Clark and Marilane Bergfelt are working on that. More information to follow. Miranda Clark suggested that she do a video of a class for Instagram or facebook. This would need participant and instructor approval but after discussion it was decided it was okay to proceed with this proposal. Further discussion suggested that she could start with a puppy class, and proceed to adolescent, and then GM1 , progressing up the scale to the other classes.

BUILDING: Debbie Hilton reported that Diane Parness requested to use the building June 14, 2026 for a Collie Club event. Sandy Bonified moved to approve this rental; Debbie seconded; motion was approved unanimously.

No definite date for the drainage repairs for the building yet. It is supposed to be done while we are closed and they are supposed to provide a rental adjustment if our unit is not open when we have classes scheduled. The January cleaning date is scheduled for January 10 and the new classes are scheduled to begin week of January 19, 2026.

NEWSLETTER: We are still seeking volunteers to take on Sue's jobs.

TRAINING: Linda Luchsinger said a temporary date for the new session will be January 7th at 1215, possibly here at PSI if available. Dave Else has requested to be a trainer and his application will be issued to the training committee.

OLD BUSINESS:

- 1) The Gerry Glantz award committee members are Linda Luchsinger, Lea Ronald, Cheryl Meyer, Joe Gracia, and Dena Parrish. They will meet after the award nominees come in.
- 2) December club meeting is December 8th. It is a potluck for members to bring a dish to share and a \$20 suggested price limit for the gift for the gift exchange.
- 3) Sue Osborn jobs:

Debbie Hilton will handle building rentals and will meet with Sue for transition details..

Marilane Bergfelt wil help with flyers, pictures.

Miranda Clark will help with facebook and maybe initiate an Instagram account.

Debbie Hilton and Dena Parrish will organize the awards banquet and Linda Wargo will take care of the award plaques. She will order the plaques in January. Debbie and Dena will coordinate with Linda on that project—date will be determined after Linda Wargo lets them know when the awards will be ready . On that item it has been proposed to have the banquet as a potluck at the facility. Proposal made that the club could order the main dish and everyone else bring appetizer, side dishes, dessert. This would save considerable amount of money. This proposal will be emailed to the awards recipients for their opinion.

NEW BUSINESS:

- 1) There is a possibility of a 2026 AKC scent work trial but we have no details on that yet.**
- 2) A Christmas Santa picture display has been set up at the club for use by anyone to take pictures.**
- 3) Miranda Clark has helped with craft fairs in the past and would like to have a small craft fair in the club probably in the spring. We would charge rental of space about \$30 each and could get several crafters to participate, making a nice amount of money. Publicity, date, and details need to be worked out but the discussion was positive to proceed with this idea. Sara DeCrelvel has helped with a larger craft fair and so could help out and another club member, Pauline Seago, was active in the other craft fair and could also help.**
- 4) Miranda Clark has accepted the invitation to join the board as a Member at large. She will be nominated and voted on at the December meeting.**

5) Debbie Hilton proposed that unapproved board minutes should be online. Linda Luchsinger will check with Sue to continue this. In discussion Vange Leonis wanted it noted that she objects to this because of potential errors until the minutes are approved. It will be taken to the general meeting to see if members want it sent.

6) Membership list needs to be updated regularly. Adrienne Amdahl has been doing this and will be asked to continue.

7) Debbie Hilton recommended that training meeting minutes are necessary.

8) Regarding the January session 1 classes:

Session 1 classes have been published and changes will be made as necessary. Sandy Bonifield noted there are 4 GM1 Classes scheduled but after discussion this was probably in anticipation of new dogs gifts at Christmas time.

Dena Parrish will cover Linda Luchsinger's Friday evening classes during tax season.

Publicity for the classes should be at the shelter and a continuation of the 'voucher for one session' (puppy, ado,GM1 class) with adoption needs to be publicized.

NEXT MEETING: TUESDAY DECEMBER 16, 1215 AT THE PSI OFFICE

MEETING ADJOURNED AT 2:32PM

Respectfully submitted by Sara DeCrevel