

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

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

I. CALL TO ORDER: 5:23 PM

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

III. TREASURER'S REPORT - Lori Jackson

A. Checking: \$23,164.77

B. Savings: \$22,367.08

C. \$20,659.77

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

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

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

IV. MINUTES - Donna Golemon

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

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

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS - Carol

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

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

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

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

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

B. OFFICE - Mary

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

C. TRAINING - Donna

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

D. PUBLICITY

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

E. BUILDING - Karen

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

F. NEWSLETTER/WEBSITE

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

VI. OLD BUSINESS

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

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

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

3. EDUCATIONAL STIPEND - to be reviewed.

4. OTHER - None

B. UPDATE TO AB5 IMPLEMENTATION - Mary

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

2. OTHER POTENTIAL ACTIONS TO BE ADDRESSED

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

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

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

B. UPDATE CRITERIA YEAR END AWARDS - Roxann to draft

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

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

E. MEMBERSHIP PACKET UPDATES - tabled

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

G. REVIEW OF RULES FOR ABSTENTION - tabled

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

I. KEY CONTROL - Tabled

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

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

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

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

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

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

BOARD RECONVENED:

Established Goals /Projects for 2024

-Review Gerry Glantz Award - Continued Use and criteria

-AB5

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

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

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

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

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

-Yearly Cleanup - Schedule in warm weather

-Membership Packet update

-Update By-Laws

-Review Educational Stipend

-Employee Handbook (Part of AB5)

TOP THREE IN PRIORITY TO START:

AB5 ISSUES

UPDATE YEAR END AWARD CRITERIA

REVIEW EDUCATION STIPEND

MEETING ADJOURNED: 8:16 PM

ATTACHMENTS:

2023 Changes and Additions to NVDTTC GUIDELINES AND PROCEDURES VERSION
12

Minutes Submitted by:

Roxann Gracia

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

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

X. TRAINING REFERRALS

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

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

The following verbiage deleted from XIV-C:

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

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