

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

January 6, 2020

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I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:36 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Marion Sigel. Guest: Mary Ash

II. SCENT WORK TRIAL, April 18 & 19, 2020—Update from Mary Ash

- A. Trial will move forward as planned and all the jobs JMD Sports has taken on will now be done by Donna Golemon and Mary Ash.
- B. Linda Luchsinger will take care of getting insurance documents to JMD.
- C. As of today, premium has been sent to AKC for final approval Once finalized, it will be posted on the AOCNC and NVDTC websites.
- D. Marion Sigel volunteered to take care of ribbons. Linda Wargo will mentor her.
- E. De Brilz is in charge of hospitality and will be given a budget to work with.

III. SECRETARY'S REPORT—Sue Osborn

MSC to approve the December 2, 2019 board minutes as published.

IV. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of December 31st:
 - 1. Checking: \$41,900.29
 - 2. Savings: \$22,323.58
 - 3. Paypal: \$4,726.34
- B. Profit for year: approximately \$2,700
- C. MSC to approve class refund to Lindee Treewick. Class fee of \$96.60 was paid via Paypal
- D. Financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger
 - 1. *Board members took a moment to remember Joy Wood.*
 - 2. **Conformation Classes**
 - a. Linda has spoken to Diane Collings to set up Monday night conformation classes as soon as possible.
 - b. Diane charges \$40 a class. Linda will contact Diane to clarify if classes are a half hour or an hour long.
- B. **VICE-PRESIDENT**—Sandy Bonifield
No Report
- C. **MEMBERSHIP/VOUCHERS**—Carol Coawette
 - 1. Carol will publish the 2020 Membership list next week. Two trainers have yet to turn in membership renewal for 2020.
 - 2. Reminder to renew membership will be given at next general meeting
- D. **OFFICE**—Sandy Bonifield
 - 1. All is going well in the office.
 - 2. Linda will contact Donna to see about changing time a session opens up for online registration.
- E. **TRAINING**
 - 1. Classes have filled up nicely.
 - 2. Marilane Bergfelt to move away from all activities related to training chair responsibilities.

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3. Linda Luchsinger is willing to make copies of training materials as needed. Anyone needing such copies, let Linda know.

F. **PUBLICITY**—Marion Sigel

Marion Sigel will take on publicity. Sue gave her the publicity notebook (updated by Marilane Bergfelt in 2019).

G. **BUILDING**—Debbie Hilton

1. Debbie has touched base with Maria Giaccio and received her notebook on building duties.
2. Maria also turned over keys list & keys to Debbie. Due to some uncertainty of who has what keys, Debbie will make up a new list and have everyone resign for keys.
3. Linda Luchsinger will be contacting property management to obtain a full lease, which is up in April.
4. Stefanie reported the last two utility bills show the exact same amount charged.

H. **NEWSLETTER/WEBSITE**—Sue Osborn

Newsletter to go out in next couple of days.

I. **AOCNC**—Sue Osborn, Mary Ash

1. Next quarterly meeting is January 11, 2020 hosted by Napa Valley DTC at the NVDTCC clubhouse.
2. AOCNC will have an educational table at the Golden Gate Kennel Club Show at Cow Palace coming up January 25th & 26th.
3. AOCNC's annual winter workshop will be held February 9, 2020 at the Cow Palace. Flyers have been posted/emailed.

V. OLD BUSINESS

A. **VST Test**—Stefanie Meinhardt, Chair

Since Kaye Hall is currently having health issues, Stefanie will touch base with her later.

B. **Gerry Glantz Memorial Club Service Award**

Service award nominations go to Stefanie Meinhardt.

VI. NEW BUSINESS

A. **Year End Awards Dinner**

1. Possible dates are February 23rd or Sunday, February 24th.
2. Sandy Bonifield and Linda Luchsinger will be on committee to organize the year end awards dinner.

B. **Sue McGuire Workshop Volunteers**

Marilane Bergfelt needs help for cleaning and setting up on Saturday, January 11, 2020, after the AOCNC meeting for the workshop and has sent out an email to ask for help..

C. **Critter Comforters Request**

1. Check has been written to Critter Comforters in response to request they made for labels for blankets they make for Napa County Animal Shelter.
2. Critter Comforters is looking for someone to take over Gwen McKenzie's position.

D. **2020 Projects Committee**

Committee will be formed to come up with different projects/activities the club can do in 2020, i.e., Christmas parade, downtown dog walk. More on this at next board meeting.

E. **Awards Display**

Sue presented an alternate method for displaying awards and flyers, a system used by the li-

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brary called a slat wall. Board agreed to have Sue move forward with pricing.

F. AT&T Price Increase

Sandy will contact AT&T for details about price increase.

G. Santa Photo Shoot Vouchers

Linda Luchsinger, Sue Osborn, Stefanie Meinhardt, Donna Golemon, and Linda Wargo will receive vouchers for working the November 16, 2019 Santa photo shoot.

H. PSI Contract

Cost of cleaning is increasing.

I. Daytime Parking for Students

Lixit may be contacted to see if their parking lot can be used.

VII. MEETING ADJOURNED at 8:30 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for December
- 2) Profit & Loss YTD Comparison
- 3) PNL by Class
- 4) PNL Previous Year Comparison

1:15 PM
01/11/20
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	41,900.29
105 · Savings - Rabobank	22,323.58
110 · Paypal Clearing Account	4,726.34
Total Checking/Savings	<u>68,950.21</u>
Total Current Assets	<u>68,950.21</u>
TOTAL ASSETS	<u>68,950.21</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	13,468.35
Net Income	2,509.73
Total Equity	<u>68,950.21</u>
TOTAL LIABILITIES & EQUITY	<u>68,950.21</u>

1:14 PM
01/11/20
Accrual Basis

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
December 2019

	Dec 19	Jan - Dec 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	1,625.00	22,605.00
402 · Puppy	2,250.00	17,232.50
403 · GM1	2,115.00	19,455.00
404 · GM2	375.00	4,620.00
405 · Rally	375.00	6,821.50
406 · Puppy Playtime	0.00	710.00
407 · Small Dog Social	0.00	615.00
408 · Scent Work	375.00	11,378.50
409 · Dog Dancing	324.00	8,529.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	650.00	2,200.00
413 · Tricks & Games	0.00	680.00
414 · Tracking	0.00	435.00
416 · Obedience	0.00	1,000.00
417 · Jumps & Tunnels	0.00	850.00
418 · Agility	750.00	1,000.00
419 · Delightful Distractions	125.00	125.00
Total 400 · Class Fees	8,964.00	100,131.50
425 · Equipment	29.00	1,888.67
430 · Dues	315.00	2,046.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	165.00	1,542.00
445 · Donation	0.00	141.50
470 · Scent Work Trial	0.00	929.09
490 · Class Credit	0.00	0.00
Total Income	9,473.00	106,686.76
Cost of Goods Sold		
448 · Instructor Fees	960.00	16,659.00
450 · Discounts	340.00	4,222.30
460 · Vouchers	150.00	8,387.50
Total COGS	1,450.00	29,268.80
Gross Profit	8,023.00	77,417.96
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	335.11
505 · Building		
506 · Repairs & Maintenance	207.44	1,889.77
507 · Renovation	0.00	102.51
505 · Building - Other	0.00	167.82
Total 505 · Building	207.44	2,160.10
510 · Bank Charges	213.10	1,390.42
513 · Class Supplies	487.94	1,811.36
515 · Events & Trials		
515a · Scentwork	0.00	477.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	503.27

Napa Valley Dog Training Club
Profit & Loss by Class
 January through December 2019

	Ado Dog	Agility	Beyond ...	CGC	Delightf...	Dog Dan...	GM1	GM2	Jumps &...	Obedien...	Puppy
Ordinary Income/Expense											
Income											
400 · Class Fees											
401 · Ado Dog	22,605.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402 · Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,232.50
403 · GM1	0.00	0.00	0.00	0.00	0.00	0.00	19,455.00	0.00	0.00	0.00	0.00
404 · GM2	-115.00	0.00	0.00	0.00	0.00	0.00	0.00	4,735.00	0.00	0.00	0.00
405 · Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
406 · Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
407 · Small Dog Social	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
408 · Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
409 · Dog Dancing	0.00	0.00	0.00	0.00	0.00	8,529.00	0.00	0.00	0.00	0.00	0.00
410 · CGC	0.00	0.00	0.00	1,875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
411 · Beyond Basics	0.00	0.00	2,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
413 · Tricks & Games	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
414 · Tracking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
416 · Obedience	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
417 · Jumps & Tunnels	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00	0.00	0.00
418 · Agility	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
419 · Delightful Distractions	0.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 400 · Class Fees	22,490.00	1,000.00	2,200.00	1,875.00	125.00	8,529.00	19,455.00	4,735.00	850.00	1,000.00	17,232.50
425 · Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
435 · Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440 · Building Rental	0.00	0.00	0.00	0.00	0.00	126.00	0.00	0.00	0.00	0.00	0.00
445 · Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
470 · Scent Work Trial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
490 · Class Credit	0.00	0.00	-125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	22,490.00	1,000.00	2,075.00	1,875.00	125.00	8,655.00	19,455.00	4,735.00	850.00	1,000.00	17,232.50
Cost of Goods Sold											
448 · Instructor Fees	3,944.00	0.00	0.00	0.00	0.00	4,563.00	384.00	192.00	128.00	0.00	3,176.00
450 · Discounts	814.10	20.00	110.00	110.00	0.00	40.00	940.50	155.20	58.10	60.00	592.30
460 · Vouchers	850.00	0.00	255.00	170.00	0.00	780.00	1,160.00	290.00	185.00	240.00	220.00
Total COGS	5,608.10	20.00	365.00	280.00	0.00	5,383.00	2,484.50	637.20	371.10	300.00	3,988.30
Gross Profit	16,881.90	980.00	1,710.00	1,595.00	125.00	3,272.00	16,970.50	4,097.80	478.90	700.00	13,244.20
Net Ordinary Income	16,881.90	980.00	1,710.00	1,595.00	125.00	3,272.00	16,970.50	4,097.80	478.90	700.00	13,244.20
Net Income	16,881.90	980.00	1,710.00	1,595.00	125.00	3,272.00	16,970.50	4,097.80	478.90	700.00	13,244.20

1:14 PM

01/11/20

Accrual Basis

Napa Valley Dog Training Club
Profit & Loss Prev Year Comparison
 January through December 2019

	Jan - Dec 19	Jan - Dec 18	\$ Change
Ordinary Income/Expense			
Income			
400 · Class Fees			
401 · Ado Dog	22,605.00	23,096.50	-491.50
402 · Puppy	17,232.50	27,215.03	-9,982.53
403 · GM1	19,455.00	19,176.80	278.20
404 · GM2	4,620.00	4,170.00	450.00
405 · Rally	6,821.50	8,490.00	-1,668.50
406 · Puppy Playtime	710.00	1,966.80	-1,256.80
407 · Small Dog Social	615.00	1,785.00	-1,170.00
408 · Scent Work	11,378.50	9,146.80	2,231.70
409 · Dog Dancing	8,529.00	8,536.00	-7.00
410 · CGC	1,875.00	625.00	1,250.00
411 · Beyond Basics	2,200.00	2,780.00	-580.00
412 · Community Walks	0.00	390.00	-390.00
413 · Tricks & Games	680.00	470.00	210.00
414 · Tracking	435.00	725.00	-290.00
415 · Trick Dog	0.00	55.00	-55.00
416 · Obedience	1,000.00	0.00	1,000.00
417 · Jumps & Tunnels	850.00	0.00	850.00
418 · Agility	1,000.00	0.00	1,000.00
419 · Delightful Distractions	125.00	0.00	125.00
Total 400 · Class Fees	100,131.50	108,627.93	-8,496.43
425 · Equipment	1,888.67	2,059.00	-170.33
430 · Dues	2,046.00	1,365.00	681.00
435 · Miscellaneous	8.00	0.00	8.00
440 · Building Rental	1,542.00	2,190.00	-648.00
445 · Donation	141.50	369.00	-227.50
470 · Scent Work Trial	929.09	0.00	929.09
490 · Class Credit	0.00	-625.00	625.00
Total Income	106,686.76	113,985.93	-7,299.17
Cost of Goods Sold			
448 · Instructor Fees	16,659.00	17,831.57	-1,172.57
450 · Discounts	4,222.30	4,749.00	-526.70
460 · Vouchers	8,387.50	6,665.00	1,722.50
Total COGS	29,268.80	29,245.57	23.23
Gross Profit	77,417.96	84,740.36	-7,322.40
Expense			
500 · AOCNC	225.00	270.00	-45.00
503 · Advertising	335.11	154.63	180.48
505 · Building			
506 · Repairs & Maintenance	1,889.77	384.76	1,505.01
507 · Renovation	102.51	6,133.06	-6,030.55
505 · Building - Other	167.82	0.00	167.82
Total 505 · Building	2,160.10	6,517.82	-4,357.72
510 · Bank Charges	1,390.42	911.17	479.25
513 · Class Supplies	1,811.36	769.61	1,041.75
515 · Events & Trials			
515a · Scentwork	477.35	0.00	477.35
515b · Tracking	25.92	50.00	-24.08
Total 515 · Events & Trials	503.27	50.00	453.27