

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

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

I. CALL TO ORDER at 4:34 PM

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

III. TREASURER'S REPORT - Lori Jackson

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

IV. MINUTES

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

V. BOARD, COMMITTEE AND CHAIR REPORTS

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

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

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

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

A former instructor is waiting for the Employee Agreement.

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

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

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

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

VI. OLD BUSINESS

A. GUIDELINES & PROCEDURES CHANGES

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

B. UPDATE ON AB5 IMPLEMENTATION

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

C. BOARD GOALS AND PROJECTS FOR 2024

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

D. NEW BUSINESS

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

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

F. MEETING ADJOURNED: 7:15 PM

Minutes submitted by
Roxann Gracia

Attachments:

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

CHANGES AND ADDITIONS
NVDTC GUIDELINES AND PROCEDURES VERSION 12

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

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

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

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

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

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

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

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

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

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

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

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

POLICY SECTION:

XXI.

A. COMPETITION AWARDS

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

REQUIREMENTS CONSIST OF:

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

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

4. Volunteer in a Club sponsored activity.

Some of the following meet the Requirement for Sponsored activity:

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

the BOD such as:

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

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

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

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

KEY POLICY

1. Keys to the NVDTC will be issued by NVDTC Building Manager upon approval of the Board of Directors majority vote in attendance.

2. The NVDTC Building Manager will do a yearly audit of the keys in the month of December each year for use in the new year as approved by the Board of Directors to the following:

- Board Members
- Instructors agreeing to teach the minimum classes per year, as determined by the Board of Directors.
- Office Staff Support
- Others necessary as approved by the BOD

3. Upon accepting the key, the individual recognizes their responsibilities for proper key utilization and that a \$25 replacement fee will be charged for lost key replacement.

4. When contacted by the Board of Directors upon termination of Instructor status, Office Staff Support or other related termination, the key will be turned into the Keeper of the Keys, no more than 7 days after contact. Failure to turn in the key can result in disciplinary action, up to and/or including suspension of membership, suspension of voting rights, issuance of a \$25 delinquent fee as determined by the Board of Directors. This fee can be added to the following year's membership bill for collection prior to full membership status approval.

5. Keys shall not be loaned out to any other individual than for whom it was issued.

6. Keys will not be duplicated.

7. The Keeper of the Keys will be determined by the Board of Directors per majority vote in attendance.