

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 passed 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