

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED
FEBRUARY 25, 2024

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

- I. CALL TO ORDER at 6:30PM
- II. ADDITIONS OR CHANGES TO AGENDA
 - Voucher Policy Review under Old Business
 - Key Policy Wording change from suggestion at General Meeting to Old Business
 - Change "Sept., Oct, Nov. under Treasurer's Report to: December and January
 - Add Approval of Board Minutes from November 7, 2023 (Mary and Karen)
 - Copies to Training
- III. TREASURER'S REPORT - Lori Jackson
 - A. Checking = \$22,159.09
 - B. Savings = \$23,367.08 (Same as last month)
 - C. CD = \$20,659.77 (Same as last month)
 - D. December Profit = \$139.37 YTD Profit = \$1054.46
January Loss and YTD = (-\$4625.17)
- IV. MINUTES
 - A. January 23, 2024 Minutes Approved without changes. (7Y, 0N,0A)
 - B. November 7, 2023 Karen and Mary to supply next month.
- V. BOARD AND COMMITTEE & CHAIR REPORTS
 - A. MEMBERSHIP/VOUCHERS - Carol and Lori
 - Membership was reported as 43 currently.
 - Secretary of State Filing was bounced back pending ID of a Secretary. Donna Golemon will be Secretary of Record. Lori to resubmit.
 - B. OFFICE - Mary
 - Debbie Hilton is in training.
 - Accuracy is imperative for student contact information.
 - For Scent work inquiries, office staff to email Donna at: NVDTCdonna@gmail.com (Mary to put in office.)
 - For Rally inquiries, office staff to call Mary and give information.
 - C. TRAINING - Donna Golemon
 1. June 23rd, 2023 Board Meeting Minutes regarding limiting 3 week sets of classes was discussed. It was decided Sessions that are 3 weeks in length, will be 3 weeks in a row. No skipping weeks. Some Students had shown up on off days. (7Y, 0N,0A)
 2. -Copies and Updating of Forms for Class Rosters will be done by Mary and Sue.
-Copies of Class Handouts will be updated as needed and placed on-line by Sue and Donna.
-Karen to search and inventory what copies are in boxes in the office.
 3. Training Committee Report:
(Minutes Submitted and Supplied by Donna)

4. Board Approved New curriculum to begin in Session #4. (There will not be two separate pathways in GM 1 classes. This will not occur during the first two sessions, but will be reserved for future use.) Donna to set up training sessions for the trainers and assistants. (4Y, 0N, 3A)
5. Session #3 and #4 are set.
6. The Class Schedule Sheet needs to be redesigned. Wording: Dogs Can Dance are Offered on Tuesdays....Call Judy Gamat for Information can be placed on the form. Sue to design. Schedule to be removed. (7Y, 0N,0A)
7. Class Size will be increased to 10 dogs for a trial period of two sessions, after which the Training Chair will review and report back to the Board. This will be for Puppy, ADO, GM 1 only. (4Y, 0N, 3A)
8. Person who requested to Assist Classes needs to be a Member of the Club first.
9. Employee Agreements - Subcommittee supplied by Donna. Approved with the addition of the signature and date of the Club President in addition to the Training Chair. Donna to Supply Copies. (Attachments)
10. Time Sheets - Donna and Linda Luchsinger to finalize.

D. PUBLICITY

Linda to research and develop a list of places to put brochures. Roxann placed in two vets offices and Chris to place in another. Suggestions include, vets, groomers, pet stores etc.) Debbie Hilton may be a resource.

E. BUILDING

-Building manager needs to close the Club for 2 days for air quality testing. Suggestions were April 19, 20, or 21) Mary to confirm.

-Karen volunteered to Clean Fans and Crates with respect to annual cleaning practice.

F. NEWSLETTER/WEBSITE

No Report

VI. OLD BUSINESS

A. GUIDELINES & PROCEDURES CHANGES

1. Update from committee to propose changes to promotion requirements. The committee consisting of Mary, Roxann and Marilane met. Minutes will be provided by Mary. Not ready at this time.
2. Voucher Policy Changed to Coupons - Policy was reviewed and approved as submitted. (7Y, 0N,0A) (See Attached)
3. Key Policy Review with regard to suggestion at General meeting. Board decided to change method of notification to "contact person". (Attached) (6Y, 1N, 0A)
4. Member usage of Building and Outside groups using the building was discussed. For now, the Outside group usage is covered. Sue, Donna, and Linda to form a subcommittee going forward for building usage procedures.

B. AB5 UPDATE

1. Instructor status - no change
2. Coupons - already addressed. See above.
3. Employment Agreements - Donna provided. (See Attached) With the addition of a line for the President of the Club to sign and date, the Agreements were approved. This includes one for instructors and one for Assistants. (4Y, 0N, 3A)
4. Required Education & Signage - Tabled (Linda and Roxann to develop)
5. Assistants - no change.
6. Workmans Comp Insurance payment. David is still awaiting 2023 Board to answer a set of questions. Linda to contact David.
7. Instructor and Assistant Time Sheets - Time card policy noted in employee agreement with sick leave rate and maximum carryover need to be addressed.

C. FINANCIAL AUDIT

Mary Ash presented the report. (See attached.) Recommendations included:

- Start a new check register for each new year.
- Start a new page for each month
- Watch legibility
- Folders are needed

D. BOARD GOALS AND PROJECTS FOR 2024

1. Gerry Glantz Award - Roxann has developed a Draft. Linda is awaiting input from the current committee.
2. Educational Stipend - Tabled

E. NEW BUSINESS

1. Class Credit/Voucher requests were reviewed and approved. One for \$100. (7Y,0N,0A) and two Class Credit Vouchers for \$100 each. (6Y,0N,1A)
2. Letter reviewed regarding Friday, April 5th Building Use. It was decided to allow the organization to rent the building for 4 hours for setup for \$40. (5Y, 1N, 1A) Linda or Sue to notify the organization.
3. Schedule conflict on Building usage between PAWS and LAPS to be resolved by Linda, Sue and Mary.
4. Accounting for Coupons - tabled
5. Quarterly "Bring your dog" idea. Donna suggested Santa Pictures for November Meeting.
6. Carol requested next step pay increase as she has fulfilled requirements. Approved. (4Y,0N,3A)

7. Next Board Meeting March 26th at 4:30.
8. Motion to Adjourn: 8:55 pm
(7Y,0N,0A)

Minutes Submitted by:

Roxann Gracia

ATTACHMENTS:

- Training Committee Minutes
- Employee Agreement Instructors
- Employee Agreement Assistants
- Voucher Policy
- Key Policy
- Fiscal Audit
- Gerry Glantz Award First Draft



Napa Valley Dog Training Club, Training Meeting Minutes
Wednesday, February 21, 2024 at 12:30 pm

1. Season 1 and 2 – Mary Report, *Mary explained why we had to make changes to classes in Session 1 and 2. The changes were made due to lack of interest. Puppy classes were cancelled and were placed by adding more GM1 classes. We will continue to watch the trend of our classes.*
2. New Formatting of Puppy, Adolescent and GM 1 classes – *After reviewing and discussion of the proposed changes, it was decided by unanimous vote to change the class format (what is taught in each class) so that the classes are not duplicates of each other) We will be starting in Session 4 after board approval and lesson plans are drawn up. There will still be time for the enrichment part of the class to be taught.*
3. Session 3 and 4 set up *Sessions 3 and 4 have been set-up and will be finalized for posting on the website ASAP (Attachment 1 and 2)*
4. Class Size – Mary, *brought up the size of our puppy, adolescent and GM1 classes. It was discussed to increase the class size to 10. After discussion the vote was to increase the size to 10, with a review of the size in two sessions after implemented. Will address with the board.*
5. Possible new assistant- *Donna brought up the possibility of a new assistant, someone outside of the club. The first step would be for the person to become a club member. This was for information only will report as more info is received.*
6. Review of Employee Contract for Instructors and Assistance (attachment 3 and 4)– *only change that was suggested was to adjust the first sentence on the assistant agreement. Done and both will be sent to the board for approval.*
7. Review of Guidelines and Policy's that affect instructors and assistants. *Attachment 5*
8. Time sheets, *the timesheet I received from Linda was passed out to all. Ideas were given. I, Donna will work on the ideas for changes to the form and forward after they have been made. Should be intime for the next time, timesheets are due.*
9. Platform training – *Platform training will be scheduled at two different times so that everyone can attend. Times will be emailed in the near future.*

Attachment 1

Session: 3

Weeks: April 15 - May 25, 2024

Monday	Class	Instructor	Comments
9:00 am	Scent Work	Donna (continued class)	
10:00 am	Scent Work	Donna (continued class)	
11:00 am	Scent Work	Donna (continued class)	
12:00 pm	Scent Work	Donna (continued class)	
1:00 pm	Scent Work	Donna (continued class)	
4:00 pm	Scent Work	Donna (continued class)	
5:00 pm	Scent Work	Donna (continued class)	
Tuesday			
10 am	Good Manners 1	Mary	
11 am	Good Manners 2	Mary	
3:30 pm	Private Coaching - DCD	Judy	
4:30 pm		Judy	
5:30 pm		Judy	
6:30 pm		Judy	
7:30 pm			
Wednesday			
9 am	Overflow	Carol	
10 am	Adolescent	Carol	
11 pm	Puppy	Sandi	
12pm	Adolescent	Sandi	
4 pm			
5 pm	Puppy	Carol	
6 pm	Adolescent	Carol	
7 pm	GM1	Carol	
Thursday			
10:30 am	Rally - All Levels	Mary (continued class)	
11:30 am	Rally -	Mary (continued class)	
4:00 pm			
5:00 pm	Rally - Novice	Mary (continued class)	
6:00 pm	Rally - Novice	Mary (continued class)	
7:00 pm			
Friday			
Saturday			
Sunday			

Registration Opens: March 11

Registration Closes: April 1

Attachment 2

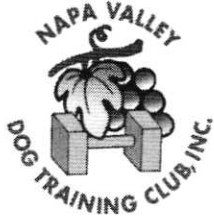
Session: 4

Weeks: June 3, no classes week of the 4th, July 13, 2024

Monday	Class	Instructor	Comments
9:00 am	Scent Work	Donna (continued class)	
10:00 am	Scent Work	Donna (continued class)	
11:00 am	Scent Work	Donna (continued class)	
12:00 pm	Scent Work	Donna (continued class)	
1:00 pm	Scent Work	Donna (continued class)	
4:00 pm	Scent Work	Donna (continued class)	
5:00 pm	Scent Work	Donna (continued class)	
Tuesday			
10 am	Good Manners 1	Mary	
11 am	Good Manners 2	Mary	
3:30 pm	Private Coaching - DCD	Judy	
4:30 pm		Judy	
5:30 pm			
6:30 pm		Judy	
7:30 pm		Judy	
Wednesday			
9 am	Overflow	Carol	
10 am	Adolescent	Carol	
11 pm	Puppy	Sandi	
12pm	Adolescent	Sandi	
4 pm			
5 pm	Puppy	Carol	
6 pm	Adolescent	Carol	
7 pm	GM 1	Carol	
Thursday			
10:30 am	Rally - All Levels	Mary (continued class)	
11:30 am	Rally -	Mary (continued class)	
4:00 pm			
5:00 pm	Rally - Novice	Mary (continued class)	
6:00 pm	Rally - Novice	Mary (continued class)	
7:00 pm			
Friday			
Saturday			
Sunday			

Registration Opens: May 15

Registration Closes: May 26



NAPA VALLEY DOG TRAINING CLUB

68 Coombs Street #7, Napa CA 94559 • (707) 253-8666 • www.nvdtc.org

Employment Agreement Assistants

**DRAFT 2
2/13/24**

Page 1 of 2

XXXXXX 0, 2024

Dear XXXXXXX,

Napa Valley Dog Training Club (NVDTC) is pleased to welcome you as an employee in an instructional-assistant to assist classes the NVDTC Board has approved for you to assist.

As an employee of NVDTC, you will be responsible for the following:

1. Fill out NVDTC's time sheet per time keeping policy.
2. Use current methods/best practices for dog training.
3. Maintain good standing with NVDTC and AKC and be knowledgeable of and in compliance with NVDTC Guidelines and Procedures, <http://nvdtc.org/pdfs/NVDTCGuidelinesAndProceduresVer12.pdf>.
4. Make recommendations for equipment, ensure proper fit and instruct/guide students of correct use.
5. Partner with instructors to complete responsibilities successfully.
6. Help, maintain attendance roster and follow up with students as needed.
7. Monitor to assure building and training equipment is in good working order. Ensure safe use of equipment; return equipment to its designated location after use, notify training committee chair or building manager when equipment is broken or damaged.
8. Ensure that crating and training areas are left clean for the next class; take out trash as needed and on designated collection days.
9. Arrange for substitute assistant if needed from the approved assistant list. Inform instructor of change in coverage.
10. If unable to complete a session as scheduled, notify instructor and the instructor will notify the training committee chair immediately.
11. Attend and complete required training classes.

Here are the employment details:

1. Wages: \$00.00 per each hour of student instruction.
2. Classification: Non-exempt Employee
3. You will report directly to the NVDTC instructor of the class and the instructor to the training chair.

NVDTC Employment Agreement

DRAFT
1/7/24

Page 2 of 2

Your employment at NVDTC is “at will” employment, which is, either you or the company may terminate the employment relationship at any time, with or without cause. Employment with the company is at the mutual consent of the employee and the company.

This offer of employment is contingent upon your ability to provide verification of your eligibility for employment in the U.S., which meets the requirements of the Immigration Reform and Control Act of 1986.

We look forward to working with you. Your signature below indicates acceptance of this employment agreement. Please return a signed copy of this agreement to me within three (3) business days.

Sincerely, Original copy

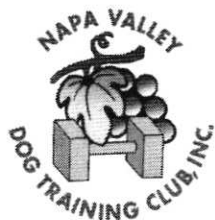
Name of chair
Napa Valley Dog Training Chair

I have read and accept NVDTC’s Employment Agreement as presented.

Signature: _____

Print Name: _____

Date of Acceptance: _____



NAPA VALLEY DOG TRAINING CLUB

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Employment Agreement Instructors

DRAFT 2
2/13/24

Page 1 of 2

XXXXXX 0, 2024

Dear XXXXXXX,

Napa Valley Dog Training Club (NVDTC) is pleased to welcome you as an employee in an instructional position to teach all classes the NVDTC Board has approved for you to instruct.

Instructors meet with the Training Committee Chair to decide the scheduling of each session's classes.

As an employee of NVDTC, you will be responsible for the following:

1. Fill out NVDTC's time sheet per time keeping policy.
2. Use current methods/best practices for dog training.
3. Maintain good standing with NVDTC and AKC and be knowledgeable of and in compliance with NVDTC Guidelines and Procedures, <http://nvdtc.org/pdfs/NVDTCGuidelinesAndProceduresVer12.pdf>.
4. Make recommendations for equipment, ensure proper fit and instruct/guide students of correct use.
5. Partner with assistants to complete responsibilities successfully.
6. Ensure that class paperwork is complete and accurate including training class application, payment, proof of vaccination and signed liability waiver.
7. Maintain attendance roster and follow up with students as needed.
8. Monitor to assure building and training equipment is in good working order. Ensure safe use of equipment; return equipment to its designated location after use, notify training committee chair or building manager when equipment is broken or damaged.
9. Ensure that crating and training areas are left clean for the next class; take out trash as needed and on designated collection days.
10. Arrange for substitute instructor if needed from the approved instructor list. Inform training committee chair of change in coverage.
11. If unable to complete a session as scheduled, notify the training committee chair immediately.
12. Attend and complete required training classes.

Here are the employment details:

1. Wages: \$00.00 per each hour of student instruction.
2. Classification: Non-exempt Employee
3. You will report directly to the NVDTC training chair.

NVDTC Employment Agreement

DRAFT
1/7/24

Page 2 of 2

Your employment at NVDTC is “at will” employment, which is, either you or the company may terminate the employment relationship at any time, with or without cause. Employment with the company

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This offer of employment is contingent upon your ability to provide verification of your eligibility for employment in the U.S., which meets the requirements of the Immigration Reform and Control Act of 1986.

We look forward to working with you. Your signature below indicates acceptance of this employment agreement. Please return a signed copy of this agreement to me within three (3) business days.

Sincerely, Original copy

Name of chair

Napa Valley Dog Training Chair

I have read and accept NVDTC’s Employment Agreement as presented.

Signature: _____

Print Name: _____

Date of Acceptance: _____

COUPON POLICY

Delete Entire Section: XVIII VOUCHERS

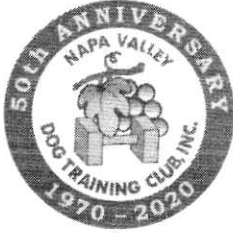
NEW POLICY

XVIII. COUPONS/VOUCHERS

- A. Club members can earn coupons to use toward classes and building use.
- B. For each paid family membership, only one adult member in a membership household can receive a coupon for attending a meeting.
- C. Coupons have no expiration date and can be transferred to NVDTC members only.
- D. "Vouchers" will expire December 31, 2024. However, "vouchers" given for Board of Director service or for NVDTC General Meeting Attendance, do not expire and will be treated same as "COUPONS".
- E. Coupons will be given to each:
 - 1.) NVDTC Board Member for one year of service, in the amount of \$150. This amount can be prorated for partial year service.
 - 2.) NVDTC Member in Good Standing in the amount of \$10 for each General Meeting attended.

KEY POLICY

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



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Napa Valley Dog Training Club Audit Report for Fiscal Year 2023

February 2024

Mary Ash, Debbie Hilton, and Sue Osborn completed audit of the books for 2023 on Sunday, February 11, 2024.

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) Actual Mechanics Bank check register not provided. Instead, photocopies were provided making it hard to track where one month ended and another started because of repeating same sections of months while photocopying
- 2) Where "No receipt," "No class refund request" or "No invoice" is noted does not necessarily mean they were not turned in.
- 3) In comparison to the last two audits, provided files and documents for the audit of 2023 books was better organized.

Recommendations:

- 1) Keep vendors in their own envelopes or file folders.
- 2) When entering transactions in check register, start each month on a new page.
- 3) Provide the original register not photocopies.
- 4) Make handwriting in check register readable, clear, and legible.

Month-to-Month Review:

January 2023— Review of 4 random transactions

No concerns.

February 2023— Review of 4 random transactions

No concerns.

March 2023— Review of all transactions

Check #405 for \$100 to Karen Jackson for Zio Fraedos deposit— No receipt

April 2023— Review of 4 random transactions

No concerns.

May 2023— Review of all transactions

No concerns.

June 2023— Review of 4 random transactions

No concerns.

Napa Valley Dog Training Club Audit Report for Fiscal Year 2023

February 2024

July 2023— Review of 4 random transactions

No concerns.

August 2023— Review of 4 random transactions

Check #469 for \$125— No Class Refund Request.

September 2023— Review of all transactions

No concerns.

October 2023— Review of 4 random transactions

Check #490 for \$432.00 to Sandy Bonifield— No invoice.

November 2023— Review of all transactions

Check #498 for \$23.10 to Minuteman Press—No invoice.

December 2023— Review of 4 random transactions

No concerns.

DRAFT

B. ANNUAL SERVICE AWARD (Omit entire Old section B. New section to read....)

1. SCOPE:

The NVDTTC Gerry Glantz Memorial Club Service Award recognizes and celebrates members who have made a significant contribution to the Club and promotes a culture of excellence. The Award process begins when appropriately indicated to the BOD, but no more often than yearly.

2. NOMINATIONS:

- a. Any member in good standing with the NVDTTC may nominate another member when significant contributions have been identified.
- b. Nominations must be given in writing to the BOD and include the contributions made by the nominee.
- c. Criteria for the Nominee includes:
 - 1.) Must be a current club member in good standing
 - 2.) Must follow and uphold NVDTTC By-Laws and Rules
 - 3.) Has contributed to the overall well-being and growth of the NVDTTC
 - 4.) Represents the NVDTTC in a professional and positive way.

3. SELECTION COMMITTEE:

- a. Upon receipt of a nomination from a member, the BOD will establish a Five member committee from general membership. This may consist of no more than 2 members on the current BOD.
- b. A chairman can be selected by committee members, or appointed by the BOD.
- c. The chairman will meet/communicate with committee members to review submitted candidates. Selection is confirmed by a majority vote.
- d. The Award will be presented at the Annual Banquet by the President of the BOD.