

Napa Valley Dog Training Club
Board Meeting Minutes
February 25, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl, Vice President, **Members at Large** – Sandy Bonifield, Debbie Hilton, Vange Leonis, Donna Golemon (via phone)
Past President – Linda Wargo

Meeting called to order at 11:45 am

Additions or changes to the agenda

New Business – add discussion of approval of 11/26/24 board minutes, incident report, and removal of items Marilane Bergfelt has loaned the club.

A motion to approve the Board Meeting Minutes from January 28, 2025 as presented was made by Linda Wargo, Sandy seconded. Aye 7, No 0, Ab 0 – motion passed

Treasurer's Report

Checking at 2/19/25 - \$12,006.44

Savings at 2/19/25 - \$22,369.52

CD @ 2/19/25 - \$21,579.65

P&L unavailable at the time of the meeting

Current payroll checks have the 2024 accrued sick hours listed and the employees are getting a stub showing their 2025 total sick time.

Linda Wargo asked Vange to see if Umpqua uses Zelle for money transfers. Vange will inquire

Board, Committee and Chair Reports

President – Linda Luchsinger – nothing to report at this time

Vice President – Adrienne Amdahl

We have sold a total of 5 t-shirts so far and a notice about the t-shirts will go out in the next newsletter. In order to pull our profits from Bonfire we need to reactivate our PayPal account. Once that the PayPal account is active, Adrienne can direct Bonfire to pay out our funds whenever we want. The info on the PayPal account is in the information binder put together by Sue Osborn. Donna will talk to Anne Stanley about managing PayPal since we will need to use it for the NACSW trial this year.

Office – Sandy Bonifield

Donna and Sandy both noted problems in the office. Information from phone messages are not being taken correctly and contact info, etc. is missing. Sandy will go over the process and details again with Vange.

Donna noted the office protocol must be if people call in and register, we must have their completed application, payment and shot records before they are written into the class. Linda Wargo showed a newly designed prototype registration form that once perfected will be able to be downloaded from the website.

Donna noted we need to remove the covid era videos from our website. Dena has updated our rules form and Donna would like that up on the website. Additionally, our current application (and any newly designed application) needs to be a fillable pdf, Donna made a motion to remove said videos from the website, post our updated rules form on the website and make our application a fillable pdf. Linda Wargo seconded. Aye 7, No 0, Ab 0. Donna will work with Sue Osborne on these items.

Mary Ash is in the hospital. Her Tuesday classes have been cancelled and Sandy is working on refunds or pulling checks prior to being deposited. Dena Parrish is teaching Mary's evening rally classes until the end of March. The training chair and committee will work on what to do going forward and work out a contingency plan for next session if Mary isn't well enough to teach next session.

Tentative possibilities for session 3 if Mary can't teach: a) Mary was going to do a Tuesday CGC class, which Linda Luchsinger could take over, b) Vange can teach a Tuesday 11 am GM2 class, c) Mary's Tuesday noon Advance Obedience class could be changed to something else that another trainer could take on.

Sandy will be calling everyone in Mary's session 2 cancelled classes and redo all of the income sheets.

Training – Donna Golemon

We had an incident report about a fall in the GM1 class on January 25, 2025. Linda Luchsinger made the report. A dog moved into the student who lost her balance and fell and bruised her tailbone. The student was fine and was walked to her car and it was agreed that she would be given a refund for the class session.

Debbie inquired about rally classes no longer being listed as "continuing" on our new schedule. Donna noted that it didn't make sense since we don't do a beginning or novice rally class. So, new people to rally are just worked into the existing class.

Publicity – Vange Leonis

Debbie, Vange and Marilane Bergfelt have been working on our club class ad board. They have large format, color coded class schedules and large format class description posters hung in plexi holders. The color coding indicates the class level. Entry level classes are red, intermediate classes are green, advances are purple and sport classes are blue. The flyers for each class will eventually incorporate the color-coding system. Donna would like to review how the classes are categorized and would like "specialty classes" colored differently and noted that she was unhappy that this project didn't flow through the training committee. It was noted we will work with what has been presented and see what changes need to be made.

At the upcoming General Membership meeting Vange will pass around a sheet asking for suggestions for speaker topics.

Vange presented small and large NVDTTC promotional flyers that that can be hung on community bulletin boards. She will work on getting these to people to post.

Building – Debbie Hilton

Debbie made repairs to the agility table and all the lattice screens have new cable ties.

The rolling cart for member equipment has arrived

Pest control will spray this Friday between 12 – 4. The building is closed for the day afterward.

Brochure holder for minutes, and flyers have been purchased and Judy's class info is up on the wall.

Next General Membership meeting theme is Luck of the Irish. Linda Wargo and Adrienne will help with recall races. Debbie will handle décor. Adrienne and Debbie will bring refreshments. Debbie requested \$50 for prizes. Linda Wargo made a motion to allot Debbie \$50 for the event, Sandy seconded. Aye 7, No 0, Ab 0 motion passed

Sunshine – Debbie Hilton

A donation has been made to Search & Rescue in memory of Kaye Hall.

When Mary Ash is home from the hospital, flowers and a card will be sent.

Membership – Adrienne Amdahl

We are currently at 42 members, one of which is a new member. Adrienne will notify the new member (Brenna Meko) that she needs to attend the next General Meeting to be voted in as a new member.

Old Business

NACSW Trial – Premium list is done. Entries will open April 14th. All is going well. We will need volunteers and vehicles. Volunteer registration will be online.

The 11/26/24 Board Minutes still need to be approved. Per Robert's Rules of Order this board must set up a subcommittee of prior board members to approve. Linda Luchsinger made a motion creating the subcommittee of Linda Wargo and Donna Golemon to handle This matter, Sandy seconded. Aye 7, No 0, Ab 0 motion passed.

Board Roles –

Donna noted we need clarity of what jobs board members and club members are taking on. Things in question are office items like: who is making copies of various forms? Linda Luchsinger said if a copy request is put in her box, she will do them at her office (she

requests that the club provides her some copy paper). Who orders training supplies? The Vice President generally finds meeting speakers, but Vange is taking that on. And, the Vice President issues meeting coupons at General Meetings. But since the VP is also the Secretary different board members are taking on that job. We need to discuss further and this topic is being tabled to a later date.

Marilane Bergfelt sent an email about items of hers that have been lent to the club. She noted that she's willing to leave things that the club would still like to use and will take back items not being used. Donna will discuss this in the next training committee meeting.

Perpetual Calendar check for February –

Review our lease – Linda Luchsinger will check on this

Annual awards are all taken care of and banquet is April 5th

Annual Audit – Linda Luchsinger will have things ready for the audit committee this week

Next Board Meeting will be Tuesday March, 25th at Noon at the club.

Meeting adjourned at 1:40 pm

Minutes submitted by Adrienne Amdahl