

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED
MARCH 26, 2024

1 of 3

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

I. CALL TO ORDER at 4:32 PM

II. ADDITIONS OR CHANGES TO AGENDA

Add: Goldie's Law Notification

Add: We Care

Add: Report on Annual Banquet

Add: Toys

Change P&L review to February under Treasurer's Report

III. FINANCIAL REPORT

(Karen reporting for Lori)

A. Checking: \$16,379.06

B. Savings: \$22,367.45

C. CD: \$20,817.99

D. February P&L: February Profit: \$2697.13 and YTD Loss (-\$1928.04)

It was noted that printing costs were approximately 1/2 of the yearly amount. Receipts to be pulled and reviewed. There was a question as to the Building entries. (Should be \$4710 and \$531 per lease and then additional itemized expenses.) This should be reviewed and clarified.

IV. MINUTES

A. Approval of January 25, 2024 Minutes. (Approved with no changes) (6 Y, 0N,0A)

B. Approval of November 7, 2023 Special Board Meeting - Pending

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS

Carol - No report

Karen - Lori is updating the Voucher Book

B. OFFICE

Mary reported sign-ups are on going. Class rosters were reviewed. An additional Advance Obedience class is to be added at 12 Noon on Tuesdays. It was also noted that when class entries are incomplete it is very time consuming to complete the process and contact students. Instructors are reminded to fill out the form in its entirety.

C. TRAINING

1.) Donna reminded that all dogs entering the club need to have shot records on file and handlers need to sign waivers. This includes visiting dogs. Instructors to be reminded.

2.) No response from Inquiring Assistant to become a member.

3.) A beginning Scent work class will be offered in Session 4.

4.) There's a Fit Dog program with Patch to be earned. Can be accomplished in groups or individually. Might be a good idea for a monthly walk idea. Donna to talk to Sue to add to potential idea to the Newsletter.

5.) No new trainer applicants.

6.) Employee Agreement - It was approved to change the length of time for the employee to return the signed agreement to 7 days. (6Y, 0N,0A)

- 7.) Donna presented Instructions for Time Sheet. Revised this to: Circle Assistant or Instructor was approved. (6Y,0N,0A) Donna will send to Sue so she can put with the documents and Forms.
- 8.) New Curriculum - Lesson plans to be brought to the next Board Meeting. Training for platform work will be held during the off week in April.
- 9.) Judy's contract was reviewed.
- 10.) There was a request for a Trick's Class.

D. PUBLICITY

Linda Wargo is working on a list to place Rack Cards.

E. BUILDING

Karen is working through old papers to discard and scheduling crate cleaning.

F. NEWSLETTER/WEBSITE

Deadline is April 22nd.

VI. OLD BUSINESS

A. Trainer Promotion Subcommittee Report - Pending

- B. Building Opening and Closing Procedure
-Linda and Donna are looking into electronic key entry possibilities.

- C. AB5
-Instructor Status - no change
-Agreements - Done
-Workers Comp - Linda is getting a quote from our current insurance company (Mourer Foster) Payment to Workers Comp was previously approved. Linda to notify Lori when information obtained.
-Mandatory Training - Donna to obtain Harassment manager training. Employees need to complete by June 1st. (Management training is 2 hours and Employee is 1 hour every 2 years.)
-CAL-OSHA - Roxann will work with Karen for labeling of products. Roxann to forward training requirements for employees to the Board for information.

- D. Board Goals and Projects for 2024
- Linda provided information from Leah which suggested positive feedback to people.
-Motion was made to send to General Meeting to Discontinue the Gerry Glantz Award. (5Y, 1N,0A)
-Educational Stipend - on hold
-Financial Review - Linda, Marilane, Roxann will schedule

- E. Report of Annual Banquet
Flyers were made and emails sent. Mary volunteered to donate the cost of the cake and cutting. Sue to arrange for ordering and pick up.

- F. Flyers for Class Schedules - it was decided to only print a dozen and place on table out front for Session #4 and then revisit the need.

VII. NEW BUSINESS

- A. Accounting for coupons - Linda, Roxann and Marilane to Schedule with fiscal review.
- B. MSDS - Karen and Roxann to start

- C. We Care Request - Our current donations go to Napa Shelter
- D. Goldie's Law Request from AKC - To be placed in Newsletter. Roxann to send to Sue.
- E. Toys - Due to Financial constraints, no toys will be given out to any classes after Session #3 (6Y,0N,0A)

VIII. MOTION TO ADJOURN: 6:43PM

Submitted by:

Roxann Gracia

Note:

Revised Employee Agreements - Posted on Line

Time Card Sheet - Under Revision

Time Card Instructions - Under Revision