

Napa Valley Dog Training Club
Board Meeting Minutes
April 1, 2025

Attendees: **Officers** – Adrienne Amdahl, Vice President **Members at Large** – Sandy Bonifield (arrived late), Debbie Hilton, Vange Leonis, Donna Golemon **Past President** – Linda Wargo
Non-board member – Sue Osborn

Meeting called to order at 1:03 pm

The following amendments were requested to be made to the 2/25/25 board minutes. In the Vice President's report, the sentence "The info on the PayPal account is with Linda Wargo and was passed to Linda Luchsinger" was replaced with the more concise "The information on the PayPal account is in the binder put together by Sue Osborn". Also, the spelling of Kaye Hall's name was corrected

Debbie made a motion to approved the amended board meeting minutes from 2/25/25 and the emergency board meeting minutes from 3/10/25 as presented. Donna seconded. Aye 6, No 0, Ab 0 motion passes

Treasurer's Report – Vange Leonis

Checking at 3/31/25 - \$18,974.46

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

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

P&L – unavailable at this time

Board, Committee and Chair Reports

Vice President – Adrienne Amdahl - We currently have 48 members in the club.

Office – Sandy Bonifield

Sandy has had some issues with prepared balanced deposits being added to and not rebalanced. No one but Sandy should be handling the deposit sheets.

Training – Donna Golemon

A private personnel matter was discussed

Donna had emailed Dave Else's application to be an assistant trainer to the board for review prior to the meeting. The board feels he will be a good fit. Sandy motioned to have Dave come in as a provisional training assistant for Puppy, Ado and GM1 in session 3. Donna seconded. Aye 6, No 0, Ab 0 – motion passed

Jennifer Vaughn was previously approved to be re-instated as a training assistant. Jennifer came to Vange's Mighty Mights class with her dog Elliot, at Vange's invitation, as a guest. Elliot is an excellent neutral large dog to give the smaller dogs exposure to a big dog. Jennifer misunderstood thinking she was a paid assistant for this class appearance. Donna noted her re-instatement requires Jennifer to first go through the provisional unpaid period as a training

assistant. Jennifer will be informed that she is not being paid for the guest appearance in Mighty Mights and that payment for assisting will happen after her provisional period is completed.

Donna noted that the intro videos for the club that were on the website have been removed and the fillable class registration form is now online.

Publicity – Vange Leonis

Vange presented an outside, waterproof literature holder for pre-made registration packets for people to pick up if they can't print from the website. Debbie will get the holder mounted.

Vange asked for our NACSW scent work trial information to be sent to Marilane so it can be posted on our Facebook page and shared on the NorCal Dog Training page. Donna will forward the information.

Donna noted that our fliers and our website must indicate all of our class requirements and must be identical in their information. Any changes must go through the training committee.

Building – Debbie Hilton

There is evidence of rats in the electric room and termites in a back corner. Ross is aware. A rat trap has been set.

Sue Osborn was given approval to post a flier from a member giving away a free large Vari-kennel crate.

Newsletter/Website – Sue Osborn

Information for the upcoming newsletter is due to Sue by April 22nd.

Old Business

NACSW Trial – Volunteers are needed to sign up. Linda Wargo has purchased all the needed containers. The N2 trial (Saturday) will have 45 dogs and the N1 trial (Sunday) will have 50 dogs.

Perpetual Calendar – the lease review still needs to be completed.

Roles and Responsibilities review – since this board has people doing multiple jobs and some positions are split, we need clarity on who is doing what. We will review at the next board meeting.

Annual Banquet – Sue Osborn

The banquet will be held April 19th at La Strada.

Vange needs to sign a credit card authorization for Sue.

There are 3 lunch items at the same price as last year.

In the past the club picks up the tip and tax. This may exceed \$250 and anything above \$250

requires a vote at the General Membership meeting. The board can approve up to \$250. Donna motioned to approve up to \$250 for tax and tip. Vange seconded. Aye 6, No 0, Ab 0 - motion passed. An additional funds request will be made at the upcoming General Membership meeting.

Sue requested \$100 for decorations and prizes. Vange motioned to approve the requested \$100, Donna seconded, Aye 6, No 0, Ab 0 – motion passed.

The board decided not to provide a cake for dessert this year due to the additional cost. The attendees are free to order and pay for their own dessert.

Annual Audit – Sue Osborn, on behalf of the Audit Committee, presented the Napa Valley Dog Training Club Audit Report for Fiscal Year 2024 (attached).

New Business

Sue Osborn requested a second key to the building. She would like to have the ability to give approved renters a key to the building as there are weekends when she is unavailable to unlock and lock the building. Donna motioned that we give Sue a second key and allow Sue to use her discretion when giving that key to renters. Vange seconded. Aye 6, No 0, Ab 0 – motion passed

Refund Request – A dog/people aggressive dog was turned away from an Ado session 2 class after attending 3 classes. Donna motioned that a full refund be made as we turned away this dog due to aggression. Debbie seconded. Aye 6, No 0, Ab 0 – motion passed

Vange took her Mighty Might's Saturday class outside in the mostly empty parking lot. Ross informed her that only training can happen in the building. Donna will talk to Ross about this matter.

Vange noted she has unlimited shredding available in her community two times per year. She has offered to take any items the Club needs to have shredded.

Vange asked if the Club can afford any kind of stand air conditioners for the upcoming summer season. It was noted that those are cost prohibitive. Donna will talk to Ross about the possibility of installing ceiling fans.

Donna suggested cancelling May Madness at our May General Membership meeting based on the low turnout at the Luck of the Irish meeting in March. This will be brought up with the membership at the General Membership meeting this month.

The next Board Meeting will be held in Tuesday, April 22nd at 12:15pm at the Club

Meeting adjourned at 2:pm

Minutes respectfully submitted by Adrienne Amdahl



NAPA VALLEY DOG TRAINING CLUB

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

Napa Valley Dog Training Club Audit Report for Fiscal Year 2024

March 2025

Sue Osborn, Debbie Hilton, and Sandy Bonifield completed audit of the books for 2024 on Sunday, March 23, 2025.

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) Where “No receipt,” “No Request for Money” form, “No class refund request” or “No invoice” is noted does not necessarily mean they were not turned in.
- 2) Files and documents were nicely organized inside manila envelopes, one for each month, as done in 2023. Starting each month on a new page when entering transactions in check register and including a photocopy of each month from the check register in each month’s individual envelope was very helpful. Having the original check register provided for reference was also helpful.
- 3) A team of three people work well on audit committee as each transaction is selected for review, one checking bank statements and financials, the second person going through receipts, invoices, class refund requests, “Request for Money” forms, etc., to match up to selected transactions and a third person checking off a list of categories reviewed for each selected transaction after listing it on a ledger sheet.

Recommendation:

Write date of deposit and total amount deposited on money in a clear location on both log-in and recap sheets.

Month-to-Month Review:

January 2024— Review of 4 random transactions

Check #520 for \$32.57 to Minuteman—No invoice

February 2024— Review of 4 random transactions

No concerns

March 2024— Review of all transactions

Paperwork for two class refunds paid for with checks 521 & 522 written in January were filed in March envelope

April 2024— Review of 4 random transactions

POS Purchase GoFundMe for \$150—No invoice, receipt or documentation for this transaction

May 2024— Review of all transactions

Check #559 to Mary Ash for \$26 for rawhide sticks—No “Request for Money” form

June 2024— Review of 4 random transactions

IRS Tax Payment—Electronic Transaction—No Invoice/Receipt

Napa Valley Dog Training Club Audit Report for Fiscal Year 2024

March 2025

July 2024— Review of 4 random transactions

No concerns

August 2024—Review of all transactions

Check #599 for \$300 to Debbie Vigil—Not noted in check register as class refund

Check #603 not accounted for

Check #604 to Department of Justice—No invoice/receipt

ACH Debit to IRS for \$560.62—No invoice/receipt

ACH Debit to PCF Insurance for \$742.00—Associated paperwork did not show amount

Deposit for 74 cents to TikTok Fraud—No invoice/receipt

Bank statements for August misfiled in September envelope

September 2024— Review of 4 random transactions

Bank deposit for \$2200.00 located in August envelope

First time copies of pay stub copies showed up

November invoice for Doud Bookkeeping located in September folder

October 2024— Review of 4 random transactions

No concerns

November 2024— Review of 4 random transactions

No concerns

December 2024— Review of all transactions

ACH Debit to IRS for \$716.06—No invoice/receipt

ACH Debit to EDD for \$215.10—No invoice/receipt

ACH Debit to Dreamhost—No invoice/receipt

Check #646 to Vange Leonis for \$460.42—No pay stub

Check #647 to Sandra Bonifield for \$325.67—No pay stub

ACH Debit to EDD for \$224.82—No invoice/receipt

ACH Debit to IRS for \$792.14—No invoice/receipt

Log-in and recap sheets for a deposit made in January 2025 filed in December 2024 envelope