

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES  
APRIL 5, 2021**

**I. CALL TO ORDER**

President Sue Osborn called the meeting to order via Zoom at 6:31 pm. Additional members in attendance were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger.

**II. TREASURER'S REPORT**

As Of March 31st. Mechanics Bank Savings \$22344.14, Umpqua Checking \$32775.10, Mechanics Bank Checking \$1031.82 and Pay Pal \$5225.32.

It was decided that Linda Luchsinger would request the money would be transferred via a bank to bank transfer to Umpqua The savings account, which charges a monthly fee would be changed to a money market account.

The auto pay function of the monthly rent would be checked that it was functioning correctly.

It was noted to include the P&L to the Feb. Board minutes.

It was noted that the current Business License on the wall at the club is expired. Discussion was held as to the status of the license as the new one had not been received. Linda explained the Paperwork had been submitted.

**III. SECRETARY'S REPORT**

March Board Minutes were approved as written, with a typo correction of AKC instead of AKS.

**IV. BOARD, COMMITTEE & CHAIR REPORTS**

**A. PRESIDENT - Sue Osborn**

Reactive Rovers Motion was voted down via Slack.

Incident Report was resolved during a closed Board meeting, excluding any parties named. The parties were notified via letter.

Elsa replaces Chelsea to help Anne Stanley. Elsa not being a club member will not receive a voucher.

Reminder that agenda items are due by 12 noon the Friday before the meeting. [NVDTC.org/agenda](http://NVDTC.org/agenda).

**B. VICE PRESIDENT - Sandy Bonifield**

No report

**B. MEMBERSHIP/VOUCHERS**

Member voted in last month has not responded and has not turned in the paperwork.

Motion was made and carried that the paperwork needs to submitted ahead of time and then after review, a vote would be made.

**C. OFFICE - Mary Ash**

Discussion was held as to how to handle the absence of the office manager. Phones are not caught up at this time. In the future, Mary will send an email for help when needed.

Linda Luchsinger will order return labels for envelopes.

**D. TRAINING**

Kim requests status as CGC instructor. Approved unanimously. Sue will

let Kim know.

March 30th Training Meeting minutes attached.

Training handouts have not been assigned to replenish, but there are reportedly many copies currently available.

The agility instructor has requested that the class be relabeled so as to increase class participation. Currently there are 2 students which is a 1/2 hour class with 1/2 pay for instructor.

#### **E. PUBLICITY**

Debbie has agreed to be the board liaison with Marilane for publicity.

Flyers are posted on the website and available at the club. Debbie to ask Marilane for ideas how to promote the classes. It was suggested that trainers hand out flyers.

Apparel has been received and delivered with about \$100 profit as they were personally delivered and no shipping fee was charged. Roxann took the person out to lunch in appreciation.

#### **F. BUILDING - Debbie Hilton**

Debbie is reviewing with the new pest company and will coordinate times. They will treat every couple months with no down time as the spray is not toxic. There is no charge to the club.

Key has not been obtained from Deassa. Marilane offered to pick it up. Big shout out and THANK YOU to Leah for cleaning the tunnels!

#### **G. NEWSLETTER/WEBSITE - Sue Osborn**

Reminder the Newsletter deadline is the 20th of the month.

#### **H. AOCNC**

No report

### **VI. OLD BUSINESS**

#### **A. Scent Work Trial - Mary Ash**

Debbie has volunteered to be in charge of bringing what is needed from the club to the trial site starting after 2:30 pm on April 16th. Mary to communicate the list of items needed.

Club has agreed to supply two workers on Friday and Sunday. Debbie has volunteered for Friday and Sunday. Carol has volunteered on Sunday after taking her dogs home. One more worker needed and Sue will email membership.

Lindia will get together on Wednesday, April 7th, at 5:30, at the club, to go over the Ribbons.

B. Joy Wood - On hold

C. Awards Banquet - On hold

D. Switching Insurance Company - on hold

### **VII. TABLED ITEMS FROM PAST MEETINGS**

A. AB5 - on hold

B. Conformation Practice Sessions - Discuss in May

C. Joy Wood Memorial - on Hold

D. Toy Expenditures - on hold 2 more months

E. Review of Building Rental Charges - on hold

F. AKC ByLaws and Updates - on hold

## **VII. NEW BUSINESS**

### **A. Vouchers, Discounts, Fees for Session 3, On line Orientation & minimum Students**

Much discussion was held including the percentage of vouchers per class. (\$60 voucher off a class is 48% of the class write off. \$80 voucher off a class is 64% of the class written off. This does not include additional discounts, such as 2nd dog or senior discounts, which would increase the writeoff percentages.)

Motion was made and carried to accept \$60 in vouchers when class size is limited to 8 dogs and vouchers are only transferrable to other members only.

Motion was made and carried to leave the discounts on hold when class size is limited to 8 dogs with the exception of the one time paper discount presented from the Napa Animal Shelter.

Motion was made and carried that just because the people do an online orientation, there would be no change in procedure and fees. Class fee to remain at \$125 for a 6 week class. For Judy's speciality classes the registration free remains at \$135/ 6 week class and a maximum voucher receipt remains at \$40.

Motion was made and carried for classes with the maximum of 8 dogs, there will be a minimum of 4 registered dogs and any less than that, the class will be cancelled. (Note: this is a change from past practice of cutting the class to 1/2 hour and 1/2 the pay.)

### **B. Karen Pryor Workshop**

Motion was made and carried to allow a total of 8 students and 2 instructors for a total of 10 people in the workshop.

### **C. Audit Report**

Motion was made and carried to have a Special Board Meeting , at the club, on Sunday, April 25th at 1pm to go over the report.

### **D. Review of Complaint Process - On Hold**

### **E. Job Descriptions/Positions Review - On Hold**

### **F. Voucher Log in/Tracking - Linda to bring up to date after taxes - on hold**

### **G. New Member Anonymous Voting - on hold**

### **H. Student following format of class**

Motion was made and carried that students shall follow the curriculum of the class ONLY. Sue to update the procedures, and announce at the general meeting and notify the training committee of the Board decision.

I. Instructors as Club Members - This was held over from previous discussions. - on hold pending review of current procedures.

## **VIII. MEEING ADJOURNED 8:13 pm**

Attachments: February P&L

Kim Leslie Request

Training Committee minutes

Submitted by: Roxann Gracia, Secretary.

**STATEMENT OF PROFIT AND LOSS**

From 02/01/21 to 02/28/21

Year to Date As of 02/28/21

**Sales or Income**

CLASS FEES	\$ 265.00	31.5%	\$ 3,960.00	62.1%
SCENT CLASS	160.00	19.0%	1,130.00	17.7%
DUES	175.00	20.8%	1,015.00	15.9%
EQUIPMENT	39.50	4.7%	75.50	1.2%
CLUB APPAREL	200.50	23.9%	200.50	3.1%

Total Sales or Income	<u>840.00</u>	100.0%	<u>6,381.00</u>	100.0%
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**Cost of Sales**

ADOLESCENT DOG/VOUCHERS & DISCOUNTS	0.00	0.0%	40.00	0.6%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	0.00	0.0%	40.00	0.6%
SCENT WORK/VOUCHERS & DISCOUNTS	0.00	0.0%	80.00	1.3%

Total Cost of Sales	<u>0.00</u>	0.0%	<u>160.00</u>	2.5%
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<b>GROSS PROFIT</b>	<b>840.00</b>	<b>100.0%</b>	<b>6,221.00</b>	<b>97.5%</b>
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**Operating Expense**

SUPPLIES & MINOR EQUIP.	142.72	17.0%	142.72	2.2%
OFFICE EXPENSE	89.98	10.7%	89.98	1.4%
HOSPITALITY	50.00	6.0%	50.00	0.8%
PAYPAL FEES	9.60	1.1%	9.60	0.2%
BUILDING	0.00	0.0%	133.24	2.1%
NAPA SAWYER PROPERTIES	4,288.00	510.5%	4,288.00	67.2%
NAPA VALLEY PSI/BUILDING CLEANING	0.00	0.0%	168.75	2.6%
PAYPAL FEES	0.00	0.0%	28.80	0.5%

Total Operating Expense	<u>4,580.30</u>	545.3%	<u>4,911.09</u>	77.0%
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<b>NET INCOME OR &lt;LOSS&gt;</b>	<b><u>\$ -3,740.30</u></b>	<b>-445.3%</b>	<b><u>\$ 1,309.91</u></b>	<b>20.5%</b>
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**NAPA VALLEY DOG TRAINING CLUB  
TRAINING COMMITTEE MEETING MINUTES**

**March 30, 201**

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**I. CALL TO ORDER**

A. Sue Osborn called the meeting to order at **6:07 PM**.

B. Attendees: Mary Ash, Donna Golemon, Sandy Bonifield, Lea Roanld, Carol Coawette, Linda Luchsinger, Cheryl Meyer, De Brilz, Judy Gamet, Vange Leonis, and Sue Osborn.

**II. MONEY IN OFFICE—Mary Ash**

Reminder that money for equipment, etc. does not go in change box. Instead it is to be put into an envelope with a note describing what it is for and then dropped into slotted cabinet door.

**III. DISCOUNTS, VOUCHERS, CLASS FEES**

With classes gong to six weeks, input/ideas from tonight's attendees for board consideration on discounts, vouchers, and class fees is shown below:

A. Limit vouchers to \$60—favored by several people.

B. Discounts for members only with exception of rescues (doing this may encourage people to become members)—favored by several people.

C. Return to same set up as done before COVID-19.

D. Increase class fees especially given orientation is now online.

E. Make vouchers non-transferable to non-members.

**IV. REACTIVE ROVER CLASSES**

Board voted to not move forward with Saturday morning Reactive Rover classes.

**V. REQUEST TO TEACH CGC CLASSES—Kim Leslie**

All attendees from tonight's meeting recommended approval of Kim to teach CGC classes at NVDTC—recommendation will now go to Board for approval.

**VI. SPECIAL CLASS FLYERS**

Still need input for Jumps and Tunnels and for Canine Good Citizen before related flyers can be finalized for PR purposes.

**VII. AGILITY CLASSES**

To go to Board regarding format change and signups.

**VIII. AVAILABILITY STATUS FROM MARILANE**

Marilane prefers daytime or weeknights. She did a lot of assisting before her surgery and is willing to do so again. She can step in for Kim if Kim needs a sub or a break. She can also step in when De and Lea take summer vacations. No weekends though. As far as actually teaching classes, her schedule is still unknown.

**IX. CLASS SCHEDULING**

Instructors are to let Donna know prerequisites and descriptions for their specialty classes so she can add such to class listings on DogBizPro.

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**March 30, 2021**

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**X. SCHEDULING**—Donna Golemon

- A. Session 3 (May 3 through June 12) is essentially set.
- B. Session 4 (June 21 through July 31) partially set and on hold while instructors check their schedules. Classes that instructors did sign up for are as follows:
  - 1. Donna: Usual Monday scent work and handler discrimination classes.
  - 2. Judy: 3:30-Private Coaching, 4:30-Musical Rally/Inter Freestyle, 5:30-Drill Team, 6:30-Better Heeling to Music Part 2 on Tuesdays.
  - 3. Mary: Usual Thursday Rally classes.
  - 4. Linda Luchsinger: 6:00-GM1, 7:00-GM1 OR GM2 on Fridays.
  - 5. Vange: 10:00-GM2, 11:00-Specialty Class (TBD) on Saturdays.
- C. 2021 Session Schedules: Of the two options provided by Donna, majority of attendees and non-attendees sending in their vote, were in favor of option #1.
- D. Registration for Session 3 (starting May 3rd) will open April 7th and close April 21st.

**XI. SETTING OF NEXT TRAINING MEETING**

No next meeting set. It was decided instructors would email Donna what and when they can and cannot teach. If she receives enough input to set up Session 4 (June 21 to July 31) then a meeting will not need to be scheduled before registration opens for Session 4.

**XII. MEETING ADJOURNED at 7:13 PM**

Submitted by Sue Osborn

Attachments:

Kim Leslie's writeup for teaching CGC

Options for scheduling remaining 2021 sessions

**From:** Kim Leslie <picardlover@gmail.com>

**Sent:** Thursday, March 11, 2021, 2:03:39 PM PST

**Subject:** CGC

I passed my CGC Evaluator test Dec 4, 2019.

I was a CGC Evaluator years ago 2001-2005

I have been training dogs for over 40 years, a wide variety of breeds, ages & abilities from puppy to AKC obedience competition, Help with therapy dogs & trained 3 mobility service dogs.

I take webinars & go to seminars as often as I can, and hoping the Board will allow me to teach CGC classes at Napa.

Thank you,

Kim

