

Napa Valley Dog Training Club
Board Meeting Minutes
April 22, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President, **Members at Large** – Sandy Bonifield, Vange Leonis, Debbie Hilton **Past President** – Linda Wargo **General Member** – Roxann Gracia

Meeting called to order at 12:20 pm

NVDTC member, Roxann Gracia, has come to the meeting to discuss the following items:

Guidelines and Procedures section XVIII Coupons – this section has some inaccuracies which has already caused some confusion. Roxann has suggested deleting the entire section and replacing it with a note indicating the topic is being revised.

Cancellation Fees – Roxann suggests that there should be a fee charged when a student cancels as there are costs incurred in the manpower to process these refunds. It was determined that a subcommittee needs to be formed to write up a new policy with respect to cancellation fees. Linda Luchsinger, Vange Leonis and Roxann Gracia will make up this subcommittee will report back at a later Board meeting.

Roxann asked about the approval of the November 2024 Board minutes. The subcommittee of Linda Wargo and Donna Golemon reviewed the minutes and found no errors. Linda Luchsinger motioned to approve the November 2024 Board minutes as written, Vange Leonis seconded. Aye 5, No 0, Ab 1. Motion passed.

Roxann noted that at the last training meeting the trainers want flyers for the upcoming March Madness General Meeting to give to their students. Debbie noted that this is in process with Sue Osborn.

Closed Session – a private personnel matter was discussed (non-board members were asked to leave for this portion of the meeting).

Treasurers Report – Vange Leonis
Checking at 3/31/25 - \$18,874.46
Savings at 2/19/25 - \$22,369.52
CD @ 2/19/95 - \$21,579.95
P&L @ Feb 2025 net loss of \$1,447.85

The following changes were requested to be made to the 4/1/25 Board meeting minutes. Fix the date typo on the front page and fix a vote count error in three places showing 5 Aye votes instead of 6 (two votes about the awards banquet and one about a refund request). Linda Wargo motion to approve the minutes as amended. Sandy seconded. Aye 5, No 0, Ab 1. Motion passed.

Vice President – Adrienne Amdahl – We currently have 48 members.

Membership/Coupons – It was discussed that there are errors in section XVIII COUPONS in the Guidelines & Procedures. Linda Wargo motioned that we remove the verbiage under section XVIII with a notation that the section is under revision. Debbie Hilton will provide a revised section Adrienne seconded. Ayes 5, No 0, Ab 1. Motion passed

Office – Sandy Bonifield

Linda Wargo noted that the office is currently working on the process of how someone is going to move from the waitlist to a class.

A request has been made to allow instructors to sign up current class members the Wednesday before the next session opens. The office staff will look into the pros and cons of allowing this practice.

Each instructor needs to maintain the attendance rosters for each of their classes.

Training

Donna Golemon has taken a leave of absence. Linda Wargo is now teaching Donna's classes and Roxann Gracia is assisting in those classes. The board needs to discuss how to handle managing Donna's training chair responsibilities.

Session 5 & 6 will be set at the next Training Committee meeting.

Trainers having dogs in class – Linda Wargo and Roxann Gracia are teaching and assisting (respectively) the scent work classes. Both would like permission to run their dogs when they are teaching class.

Linda Luchsinger motioned that if a scent work instructor and/or assistant are teaching as unpaid volunteers they should be allowed to run their dogs during scent work classes. Sandy seconded. Aye 5, No 0, Ab 1. Motion passed.

Linda Luchsinger amended her original motion to note that said instructors and assistants may run their dogs as long as there is room on the class roster. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Publicity – Vange Leonis. Please update Vange about places where publicity info has been placed.

Building – Debbie Hilton

During the training meeting a request was made to purchase 11 x 17 plexi holders for our class flyers for the board in the club. Debbie would need eight at a cost of \$20 each for a total of \$160 + tax. Sandy motion we buy eight 11 x 17 plexi holders. Vange seconded. Aye 5, No 0, Ab 1. Motion passed

Debbie has pulled items from 2010-2011 for shredding. She requested some guidance on what to keep. Linda Luchsinger requested that we save all of our newsletters.

Debbie talked to pest control about the cockroach issue. They can't determine if what we currently being sprayed will work on our cockroaches unless they see what kind we have. Our next spraying is supposed to be in June during break, but the company is booked that Friday. Debbie will try to reschedule to another suitable day in June.

NACSW Trial

Despite being on leave, Donna will still be able to run and work the upcoming trial.

NACSW set up a separate PayPal account for the trial. NVDTTC has a PayPal account that is currently inactive. We will address the two PayPal accounts issue after the trial.

New Business

Linda Luchsinger noted that employees must be paid for their time while completing their provision training period. The only time they would not be paid is if they have agreed and signed paperwork stating they are working exclusively as a volunteer.

Board Roles - As we don't have a full board, many members are doing jobs from multiple positions. We want to clarify who is doing what as follows:

President – Linda Luchsinger – Assuming all intended roles except is not the signer on the checkbook since she is also our bookkeeper.

Vice President – Adrienne Amdahl. Is also currently assuming the job as Secretary and is second signer on the bank account. She is unable to complete coupons at general meetings and is not recruiting guest speakers per the Vice President's responsibilities.

Publicity – Vange Leonis. In addition to her publicity position Vange is also assuming most of the responsibilities of the Treasurer. Vange is handling the checkbook, paying bills and treasurer's report pieces of that position. Vange has also taken on the recruiting of guest speaker.

Office – Sandy Bonifield. In addition, the running the office, Sandy has taken on the task of making deposits which is generally the responsibility of the Treasurer.

Building – Debbie Hilton. In addition to managing the building, Debbie is printing and posting the minutes in the building.

Various members take on the task of writing out the coupons issued to members who attend the General Meetings. This task is the responsibility of the VP who cannot do both minutes and coupons at the meetings.

Training Chair – Donna Golemon is currently on leave the Board will need to determine who is handling the various aspects of this job.

Webmaster/Newsletter – Sue Osborn

Building Use, External – Sue Osborn

Building Use, Members – Donna Golemon. Linda Wargo will verify if this is an item Donna can continue to do.

Mountain Mike's Dine & Donate – Marilane Bergfelt has noted in the past she would be happy to set this fundraiser up for us. Debbie will reach out to Marilane.

Guest Speakers – Anne Stanley has indicated she can get the Sherrif's K9 teams to come to an upcoming General Membership meeting. Vange will contact Anne.

Meeting adjourned at 2:27pm

Minutes respectfully submitted by Adrienne Amdahl