

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING – APPROVED

APRIL 23, 2024

1 of 3

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

- I. CALL TO ORDER: 4:54PM
- II. CALL FOR ADDITIONS OR CHANGES:
 - “Garage Sale” to New Business
 - Multiple additions to Training
 - Rattlesnake Aversion Event to New Business
 - Change “April” P&L to “March” P&L
- III. TREASURER’S REPORT - LORI JACKSON
 - A. Checking: \$4913.19
 - B. Savings: \$22,367.64
 - C. CD: \$20,900.21
 - D. March P&L: Net Loss (\$577.42) and YTD loss (\$2505.46)
(Donna volunteered to contact Comcast to request a reduction in the bill.)
- IV. MINUTES - ROXANN GRACIA
 - A. MINUTES OF MARCH 26, 2024 approved with change of GM2 class to Advanced Obedience under Office V. B. (7Y)
 - B. MINUTES OF SPECIAL BOARD MEETING OF NOVEMBER 7, 2023. A Quorum was established at 4 members who were in attendance at the November meeting and voting proceeded. (3Y, 1A,)
- V. BOARD, COMMITTEE & CHAIR REPORTS
 - A. MEMBERSHIP/VOUCHERS - CAROL COAWETTE & LORI JACKSON
 - 1.) Pending new Members will be allowed to bring their dogs to May Madness Meeting in order to join the Club and participate in the festivities. It was also requested that Sue post the Applications for new members be made available on the website. (7Y)
 - 2.) Voucher list was reviewed. Lori to report back to Board after updating.
 - 3.) Voucher audit - a BIG Thanks to the hard work from Lori. The audit revealed there is roughly \$40,000 in pending vouchers and coupons.
 - B. OFFICE - MARY ASH

Current class attendances were reviewed. Request was made for phone help. Phones are not checked after Mary leaves on Thursdays until Monday or Tuesday. Backup Log in of payments to help Mary will be provided by Sue Osborn. Carol and Lori offered to help with Log in of payments. Carol can help with the mail.
 - C. TRAINING - DONNA GOLEMON
 - 1.) Employee Agreements to be reviewed by Donna and Linda
 - 2.) Linda Luchsinger was voted in as a Trainer. (7Y)
 - 3.) Time Sheets are being revised and instructions will be spelled out by Donna. Time Sheets to be left on clip boards and Linda L. to pick up sheets at the end of a session after Donna and/or Lori to review for accuracy.
 - 4.) Linda Wargo and Linda Luchsinger will review Payroll with holding taxes.
 - 5.) New Curriculum - Puppy is done. ADO in progress. GM1 pending. When they are done, Sue will scan to the website.
 - 6.) Volunteers do not need to sign in on a time sheet per Donna’s resource.
 - 7.) Additional Classes - Vange to teach Strengthening the Basics in Session #4.
 - 8.) Linda W. will talk to Vange regarding Friday Day classes on a weekly basis.
 - 9.) Platform training was held. An additional training will be held again at the next Training

Committee Meeting. Date to be Determined.

- 10.) Donna wants to send out a survey to get input from the General for potential participation in events and new ideas for classes. She asked for input and will ask Sue to help.
- 11.) There will be two new Scent Work classes starting in Session #4. (9AM and 2:30PM)
- 12.) Mary Ash was approved to teach Advanced Obedience. (6Y, 1A)

D. PUBLICITY

- 1.) Scott Pommier has made 2 ladders and now High Jumps at 4, 8, 12, and 16 inches. In appreciation, it was approved to give him a \$150 Gift Certificate. (7Y)
- 2.) Linda W. is making the final list of contacts to distribute flyers.

E. BUILDING - KAREN JACKSON

- 1.) Labeling of Bottles - Roxann and Karen to meet on Friday.
- 2.) Karen is zip typing some crates that are missing pieces.
- 3.) Air Quality Report is pending.

F. NEWSLETTER/WEBSITE - No Report

VI. OLD BUSINESS

A. TRAINER PROMOTION MINUTES - Mary to submit.

B. BUILDING OPENING/CLOSING POLICY - Donna and Linda W. to research installation of electronic lock which could be remotely activated by person in charge of the opening and closing the building. (Currently Sue.)

C. MSDS SHEETS - Karen and Roxann will review on Friday.

D. NOVEMBER HOLIDAY PICTURE EVENT - Donna and Linda W. to set up a week before to allow students to use backdrops also. Linda L. has an additional backdrop.

E. AB5

- 1.) Instructor Status - Discussed under training.
- 2.) Workers Comp. - Having no response from current carrier, Linda W. will go back to State Fund and get a policy.
- 3.) Mandatory Education & Signage
 - a.) HARASSMENT - Manager needs 2 hours and each employee needs 1 hour every 2 years. This must be completed this year by June 1st.
 - b.) CAL-OSHA - Regs to be Reviewed
 - c.) WORK PLACE VIOLENCE - 1 hour training effective July 1st and every year.

F. BOARD GOALS AND PROJECTS 2024

- 1.) Gerry Glantz Service Award - Linda W. to reach out to General Member Dena Perrish to work on revision with Roxann. It was recommended by the Board to list all the nominees each year.
- 2.) Educational Stipend Review - To be reviewed by Fiscal Subcommittee.
- 3.) Financial Review - Roxann indicated the projections for the End of Year continues to be in the Negative territory. (Roxann and Linda and Marilane on the Sub-committee.)

VII. NEW BUSINESS

A. TRAINER SUFFICIENCY ACT - It is up to the trainers to provide the information. This will go to the Training Committee to remind trainers of the need and how to accomplish.

B. LAPS REQUEST - Classes have not yet been set. Due to some pending events, Saturdays

cannot be committed to just yet. Linda to talk with LAPS to see if Sundays would work.

- C. VOUCHER AUDIT - Reviewed Earlier
- D. RD WINERY EVENT - Marilane involved.
- E. FACEBOOK POSTING GUIDELINES - Linda to Request Marilane update her pinned Schedule of NVDTTC classes. They currently 2023 classes. Linda to ask Sue to post the Newsletter to FaceBook and other NVDTTC items, such as the Banquet.
- F. NEW IDEAS;
 - Dog Equipment Garage Sale (Linda to approach Dena and Debbie)
 - Scent Work Trial
 - Fast Cat Event
 - Fetch Dog
- G. RATTLESNAKE AVERSION TRAINING EVENT
Mary and Donna requested event ok for the first weekend in August. Approved (7Y) They will need help in getting the work out to Vets, Facebook and other Dog Clubs.

VIII. NEXT BOARD MEETING: May 28th at 2PM at the Club.

IX. MEETING ADJOURNED: 8:08 PM

Minutes Submitted by:

Roxann Gracia