

APPROVED
**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
MAY 3, 2021**

I. CALL TO ORDER

President Sue Osborn call the meeting to order via Zoom at 6:33pm. Additional members in attendance were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger.

II. TREASURER'S REPORT

Savings balance was \$23,344.13. This account will be changed to a Money Market account. Checking as of 4/30/21 was \$45,377.13 and was \$40,844.71 as of 5/2/21 after some bills were paid. PayPal balance was \$1,455.62 and the balance at Mechanics Bank was \$1031.82. Mechanics Bank will be closed out this week.

March and April P&L were not available.

III. SECRETARY'S REPORT

Motion was made and passed to accept the April 5, 2021 minutes as published.

IV. BOARD, COMMITTEE AND CHAIR REPORTS

A. PRESIDENT - Sue Osborn reported that a Special Meeting of the Board was held to review the results of the financial audit. A copy was sent to the former Treasurer along with a request for responses by May 15, 2021. The notice was delivered today.

B. VICE PRESIDENT - Sandy Bonifield - No report.

C. OFFICE - Mary Ash reported the office was up to date, but she still needs help. Most of the questions on the phone calls pertain to registration information to which she has no access. Sue will email members again asking for people to work in the office, with specifics of duties and times.

Return address labels have been ordered by Linda.

D. TRAINING

1.) Much discussion was held regarding the process about how Puppy Play Time Proposal came before the Board. A motion was made and passed with one Nay vote, to send out a notice on SLACK to all trainers and assistants regarding the proposal to reinstate Puppy Play Time and proposed procedures. After a vote from instructors (assistants do not vote), another SLACK notice will go out to Board Members to vote. This is to be completed in 2 weeks, so as Puppy Play Time can start during the Third Week of this session. Sue will send via Slack. It was also noted that classes are now 45 minutes.

2.) Review of Maximum Class Size - It was decided to send to the Training Committee for recommendations. Trainers are to look for people who might be good assistants. Motion was made and passed that this will be reviewed at the June Board Meeting.

3.) Debbie reported that Vallejo charges \$150/4 weeks training for 1 hour classes and Mt. Diablo charges \$174/7 weeks of training for 45 minute classes.

E. PUBLICITY - Debbie Hilton reviewed Marilane's notes. (See attached) It was noted that Marilane is footing several bills. It was noted that Marilane should

submit expense requests for reimbursement. Carol to send a current email list of members so she can request pictures and stories about their dogs for Facebook.

Marilane is needing info to create a business listing on Next Door. Linda to send bank statement with account redacted to Marilane. Debbie will check to see if there is a cost for Next Door. It was noted that the business license was not up to date. Linda to check.

It was noted that there is no publicity budget at this time.

F. BUILDING - Debbie Hilton reported that the building was sprayed last Friday. The pest company recommended that the building not be used for 2 hours after spraying. It was noted that a large extension was replaced. Reminder to use slide locks at the bottom of the roll up door. Debbie will send out another reminder out to instructors and assistants.

G. NEWSLETTER/WEBSITE - Sue published the Newsletter last Saturday. An error reported in ribbons will be corrected and class sizes will be corrected to 8 students.

H. AOCNC - Mary reported with great sadness that Dianne Davis passed away yesterday.

I. MEMBERSHIP - Carol reported that a new roster was emailed to board members and a Tally is there as well. Sue requested that the file name have a date. Sue to talk to Carol.

V. OLD BUSINESS

A. Scent Work Trial - Mary Ash reported that financial not quite ready, but the trial was a success. Thanks to all the volunteers!! Roxann is submitting a story to the paper and is requesting pictures.

B. Joy Wood Memorial - Tabled

C. Awards Banquet - Sandy and Mary request a preliminary head count. Plaques have not yet been received.

D. Insurance Company Change - Mary Ash to email Linda tomorrow.

E. Conformation Practice Sessions - Tabled

F. Membership of instructors - See Procedures Section 24 pg. 12, assistants will be members. See section 26 pg. 13, club instructors are most commonly members. - Tabled

VI. NEW BUSINESS

A. Karen Pryor Academy - Debbie to show the instructor around on the 15th and with Mary or Debbie will open and close on the 16th.

B. Vouchers

1. **AOCNC** - A motion was made and passed with one Nay vote, that Club members will receive starting in 2022, a Voucher of \$10 for up to 4 hours work representing the NVDTTC in the two workshops and/or working the booth at the Cow Palace.

2. Prorating vouchers will be done as follows: \$60 for Regular 6 week

classes, \$50 for 5 week classes, \$40 for 4 weeks classes, \$30 for 3 week classes. For Judy's classes \$40 for 6 weeks, \$30 for 5 weeks, \$20 for 4 weeks and \$10 for 3 weeks. Motion was made and passed unanimously.

3. Review of Maximum Amounts - it was decided that if a member would like to receive 2 X \$20 vouchers instead of 1 X \$40 it would be granted when requested.

4. Clarification regarding class format for Guidelines and Procedures. A motion was made and passed for the Guidelines to read: Students shall not be doing training that will disrupt the class (Ex. Agility or Confirmation in a GM class)

VII. ADJOURNED: Motion was received and seconded to adjourn at 9:05 pm.

Submitted by: Roxann Gracia

Attachments:

Club Publicity Report
Puppy Class Discussion May 2021
Proposed Puppy class structure
NVDTTC Covid Procedure
NVCTC Policy

Date: May 2, 2021

To: Debbie Hilton, 2021 Board / PR Designated Adult

From: Marilane Bergfelt

RE: Club Publicity Report

Facebook:

To date Sue and I have been keeping the Facebook active and there is a little more attention from public. As always, every club member that has a FB account is asked to 'Like' a few posts so our viewers and their friends will see what the club is doing. This is the only way, short of spending \$\$ on advertisement, that we can get more viewers.

In May Marilane will highlight on Facebook some national days:

- May 4 - National Specially-abled Pets (ML has contacted Deassa for a photo and info on her pup)
- May 8 - National Dog Mom Day (ML will email training staff & board for pet pics)
- May 20 - National Rescue Dog Day
- May 31 - Memorial Day

Request: Marilane would like to send the current membership a request for pictures and some stories of their dogs to share on FB.

Google Business:

After some research, it's not a good choice for our club. While the cost of a listing is free, people treat it like a 'Yelp' review. Companies that offer incentives have lots of good reviews, but others have mixed to poor reviews.

Instagram:

Marilane will be attending webinar about Instagram in May, see attached. Cost is \$35 and ML is absorbing the expense.

Next Door:

Marilane has been sharing club educational materials and class schedules as an individual. It might be more effective to list the NVDTTC as a business - making updates / posts similar to Facebook.

She has started the process of posting our club as a 'business'. She needs some info on the club to prove to the organization that we are a business (request sent earlier to Debbie). Marilane is finding out how more members can monitor / update the club info.

Expenses:

To date (in 2021) the club hasn't occurred any costs for publicity. Marilane is printing colored 8.5" x 11" fliers and xeroxing $\frac{1}{2}$ page fliers in her office. She is carrying the cost with supplies on hand. In the near future she will need to purchase supplies: paper, copier cartridge and colored printer cartridges.

What is the limit of reimbursement? Does PR have a budget?

Ideas for building membership:

- Free 1-year membership to newly adopted dogs.
- Free 1-year membership for seniors.

Members with extra vouchers could contribute to a 'scholarship' fund by donating vouchers for needy members to use. (This has been discussed frequently but no one has moved forward to work out details.)

GETTING STARTED WITH INSTAGRAM. PRESENTED BY TRACEY LEE DAVIS

Thursday, May 13, 2021

1:00 PM - 2:00 PM (EST)

CEUs: PPAB 1, IAABC (pending), KPA (pending)

Fee: \$35.00

Are you asking: can Instagram really be harnessed for your business or nonprofit? Perhaps you're not convinced that it works – or you are, but you're feeling overwhelmed and are not sure how to get started marketing your business with Instagram. In this webinar and workshop, we'll take a look at Instagram and discuss the benefits of using the platform, what kind of content to create, tips on using photos and videos, and examples of how other organizations are marketing with them. You'll also get tips on how to use analytics tools to tell if your Instagram activity is working.

After a short lecture, we will dive into the product and get started using Instagram for your business! You'll learn:

Learning Objectives

- What Instagram can do for your business
- How to properly set up your Instagram account
- How to optimize posts to Instagram
- How to find pictures on Instagram of your business/product
- Learn what hashtags are and how they will help your business

About Your Presenter



Tracey Lee Davis

Tracey Lee Davis, founder of ZingPop Social Media, turns busy small business owners into online marketing rockstars! A social media expert and Certified Solution Provider for Constant Contact, she coaches entrepreneurs in how to grow their business using social media and provides total management for their email marketing campaigns. Tracey Lee is also a featured speaker for associations and business groups. She is Alignable's 2018 Small Businessperson of the Year for San Jose, a Certified Content Marketing Strategist, and the Co-Owner and Vice President of the Women's Networking Alliance. She also really, really loves cheese.

Puppy Class Discussion May 2021

May 2, 2021 7:00 pm via zoom

Present: Current puppy class trainers Lea, Marilane, Kim. De was invited but missed.
Assistant Maria was present; Assistant Cheryl did not attend.

Notes on the process:

By July 2020 the classes had not been in session, due to Covid 19. During July, the Covid guidelines for reopening, disinfecting procedure, signage, covid waiver, and orientation video were created. Upon reopening, classes would be 45 minutes long with 6 students.

See attached Covid reopening guidelines and policy for reference.

From Trainer meeting on Feb 16, 2021

Discussion about returning to 6 weeks in May, or staying at 4.
8 wanted to stay at 4 weeks; 7 wanted to move to 8 weeks. Issues included difficulty in getting assistants to commit for 6 weeks, too much work for registration crew to keep at 4 weeks. Students get more class time with 6 weeks. Income was discussed too.

From NVDTC board on March 1, 2021

Review of Training Committee Minutes - Discussion regarding 4 week vs. 6 week classes. Costs, voucher payments to workers, income potential and burdens on 4 people for registration. With the 4 week classes, it was also noted there was no break in the schedule. A motion was made to increase the class length to 6 weeks and to increase the number of students to a maximum of 8 dogs per class. Motion was accepted unanimously.

There was no discussion of resuming puppy play at either of these meetings.

Napa County entered the less restrictive orange tier on April 7th, 2021

Lea emailed club President on April 22nd to inquire about resuming puppy play once we go back to 6 weeks with 8 students.

Emailed again April 30th to inquire and was invited to submit a proposal to the board.

It is important to note that the topic is about resuming puppy play now that restrictions are being lifted, not about whether it is of value or not. (We all agree it has value) While we cannot find any minutes that explain the reason for no puppy play, we are under the belief that it was to keep people physically distanced from each other and to avoid any contact (touch). Now that restrictions are loosening up, more people are vaccinated, and we are identifying ways to resume safely, we feel that it is a low-risk activity.

We also discussed the safety precautions and suggest the following: Therapy teams use a hand sanitizer (alcohol based) before people touch the dogs and again after. We recommend this same type of process where a spray hand sanitizer is used (or gloves if they can't use the sanitizer) prior to going into the play pen and again when leaving. Of course, owners could opt of this exercise if it is out of their comfort zone.

Customers(students) have been requesting puppy play time as they realize the importance of learning proper play. We have observed students before/after class in the parking lot allowing on-leash play. Some of the time what we observe is not "good play" and we are not able to monitor this or show them what to look for. Many people need to see it in action and have explanation on what they are observing, what to look for, when to redirect, how to reward etc. Some students are going to dog parks and meeting up with friends with dogs and they are missing a vital piece of knowledge that can be critical to their puppy's development. We have been referring students to Maria for play, but most do not follow through.

We have included a proposal for puppy class which includes the puppy play proposal as well as how to adapt the curriculum to six 45-minute sessions. (Note: orientation is still done online, so this is 6 weeks with dogs.)

Proposal for puppy class structure beginning May 2021

Adapting to 6-Week Instructional:

Week 1 - 4 = Follow Lesson plans as written

Week 5 = 'Ketchup Class' where staff can fill in what has been missing or what skills / instruction needs to be repeated. Each individual class should be assessed prior to this week to ensure this Ketchup opportunity is not missed. This could be a week that no equipment is brought out, with focus on skills and proofing.

Week 6 = traditional equipment, certificates and eventually evaluations by clients

Room Set-up:

It is viable on Wednesdays, that the first teaching team in the morning can set up the room for the remainder of the day. Last teaching team breaks down and ensures all items used are disinfected and stored properly.

List of items used for enrichment / team building are included in Puppy and AdoDog lesson plans. Staff teaching GM1 can use some of the same items as AdoDog, since many dogs have missed socialization.

** Set up can take upto 1 hour; Break Down/sanitation about 45 minutes (or less?）**

Recommendation are:

- Follow created lesson plans and make written notes on what did - or did not work for the 45 minute time frame. (This means Pup, AdoDog and GM1 instructors will need to follow the written pieces every week for the next few sessions.)
- Week 1 & 2 of puppy = No Play (Allow staff to get to know pets a little first)
- Week 3-6 = Play Week 3 = give a few minutes to explain what Good Play looks like and what staff is looking for, etc. Week 4 = quick repeat of info.

Setting Up Playpens:

There is room for 4 (3x3 kiddie gate) play pens across the mirrored wall. Distance between each playpen will allow people to remain a safe distance apart. 4 playpens with 2 dogs each; instructor and assistant will monitor 2 groups each.

Concern: There are currently 37 gates. To make 4, individual playpens will take 36 gates. Currently metal playpen has been dismantled into small sections. To reconnect to make one playpen will take time, but should be done. Moving the metal playpen will mean patience by staff to keep from future breakage.



Napa Valley Dog Training Club

68 Coombs Street, Building N
Napa, CA 94559
(707) 253-8666 NVDTC.org

**Due to the current health concerns we have made adjustment to our training classes.
Please know the NVDTC is working hard to keep people and pets safe.**

- We are limiting the number of dogs and owners in each class to ensure safe distancing.
- Owners and their dogs will need to remain a minimum of 6' apart both inside and outside the training facility.
- Due to limited space, we recommend one (1) handler per dog in the room. Each instructor will try to accommodate more family members if possible. Should you need a second person with you at class, please let the club know prior to the first class gathering.
- Anyone attending class will need to sanitize their hands upon entering. We'll have hand sanitizer available for you to use.
- All those entering the building will need to wear a face mask. Please bring your own mask, we will not have any available to give to you.
- We will not be able to loan equipment for the current time, so please review the items you need to bring each week. That information is included in this video and written materials.
- Staff will be disinfecting the building and equipment between classes. This means owners will have to leave on time. If you have a question, please ask it during the regular class time. If you are uncomfortable, ask the instructor to connect with you directly.
- Staff will also be using facemasks, gloves and antibiotic cleaners. We will do our best to stay a safe distance from you and your dog. However, there may be times you will want their hands-on help during class. If that is the case, please let instructors and assistants know you are comfortable with that type of interaction.

NAPA VALLEY DOG TRAINING CLUB, INC

COVID-19 POLICY

Steps to follow for a limited reopening of the NVDTTC:

- Following Center for Disease Control or city/state authority mandates for the use of PPE. Examples of PPE include gloves and face masks, when appropriate.
- Encouraging use of respiratory etiquette, which includes covering coughs and sneezes and using trash receptacles to dispose of tissues.
- Discouraging handshakes, high fives, etc. and practicing other types of no touch greetings.
- Following Center for Disease Control or city/state authority mandates for social distancing which is a strategy to avoid crowded places, large gatherings of people or close contact with a group of people. In most cases, six (6) feet will slow the spread of a disease, but more distance can be more effective.
- Napa Valley Dog Training Club (NVDTTC) may choose to temporarily implement policies and practices, such as smaller class sizes and/or outside classes.
- As is necessary and possible, limiting the number of people responsible for class size, including the instructor and assistants required to have successful class function.
- Maintaining regular housekeeping practices, including routine cleaning and disinfection of surfaces, equipment and other elements of the training environment. NVDTTC will provide cleaning supplies that meet approved claims against emerging viral pathogens.

Prompt Identification and Isolation of Sick People:

- Instructors, assistants and support staff will self-monitor for signs and symptoms of COVID-19 and follow procedures to stay home if they are sick. This includes staying home until 48 hours after fever is gone.
- NVDTTC reserves the right to temperature screen (using a touchless thermometer) all persons entering the training facility. All participants will be asked to self-monitor for symptoms of COVID-19 or other respiratory illnesses, including fever, coughing, shortness of breath, muscle pain, headache, sore throat and/or loss of taste or smell.

Training Floor Control:

- As necessary, minimizing contact among NVDTTC staff and students.
- Reorganizing the training space to create distance between students and staff including tape on the floors to designate where people should stand.
 - Creating visitor policies and posting signage that limits access to some areas or designating specific entrances and exits.
 - Providing resources that promotes personal hygiene. This includes as resources are available tissues, not touch trash cans, soap dispensers, paper towel dispensers, hand soap, alcohol-based sanitizers (containing at least 60 percent alcohol) and disposable towels to clean work surfaces.

- Promoting regular hand washing or use of alcohol-based hand rubs. NVDTTC will post hand washing reminders and directions in restrooms. All staff will be expected to encourage participants to follow handwashing guidelines.

Cleaning and Environmental Decontamination Plan & Schedule:

- The training and bathroom floors will be cleaned weekly.
- Desktops, tabletops and other commonly touched surfaces will to be cleaned and disinfected frequently.
- Items touched by people during training classes will be disinfected between classes.
- Disinfectant wipes will be provided in the restroom stalls for use on high touch surfaces.
- High touch areas such as door handles, phones, light switches and will be disinfected between morning classes and evening classes, and again after evening classes.

Instructors, assistants, and students will be required to wear a face mask before entering the training facility and while in the facility.

Students will be asked to bring their own mats, water and treats.

Students will be required to prepay online so no money changes hands.

Napa Valley Dog Training Club Code of Ethics for Members and Guests:

1. Commit themselves to the values of fair play, honesty, and courtesy to all others.
2. Welcome, encourage and support newcomers to the club and participants to dog related events.
3. Respect the AKC and NVDTTC Bylaws, rules, regulations and policies.
4. Reject behavior that discourages achievement of the Mission Statement.
5. Always consider as paramount, the safety and welfare of all dogs and handlers.
6. Reject any opportunity to take personal advantage of positions offered or bestowed upon them.
7. Respect differences in opinions, training goals, and privacy of all others.
8. Show grace while winning or losing during competition or receiving constructive criticism.