

Approved

Napa Valley Dog Training Club
Board Meeting Minutes – May 23, 2023

Board Members in Attendance: - Mary Ash - Sue Osborn - Lori Jackson
 - Karen Jackson - David LeCount-by phone - Donna Golemon

<u>Item</u>	<u>Comments/Actions</u>	<u>Status</u>
	Meeting Called to Order at 4:35 pm by Mary Ash	None
Call for additions or changes to agenda:	Nothing added at this time	Closed
Treasurers Report – Lori	Checking: \$22,202.11, Savings: \$22,365.58 CD: \$20,250.73 January, February, and March Financials to be added to the June General Meeting Minutes. 5y/1n/0o	
Minutes-	<p>1. Under minutes, change “Approved with changes to be made” to say: “April 25, 2023, minutes approved with the following changes:”</p> <p>a. Under office, change “In forced” to “enforced.”</p> <p>b. Under training, delete sentence “List not to go out to Judy Gamet and Debbie Hilton. Revise last sentence to state “Email listing for trainers and assistants revise to remove Stefanie Meinhardt, Judy Gamet, and Debbie Hilton.</p> <p>c. Under Building Rental Form, Revise “Changes to the form making it back-to-back, no change in meanings on form” to say “Changes to the form to add space for lessee’s name, no change in meanings on page 1 of form. After change to Building Use Policies (shown on page 2) to change item 8 to state “No rope, chain or retractable (i.e. Flexi) leashes while attending a NVDTC class,” a large poster to be created of Building Use Polices for display at clubhouse.”</p> <p>e. Under AB 5 Process Update, change “getting us” to “giving her.”</p> <p>f. Under Student Equipment, add “Carol to take over ordering of toys, leashes, collars, and bait bags.</p>	On-going

<p>V. Board, Committee and Chair Reports</p>		
<p>Membership/Vouchers Lori Jackson</p>	<p>Membership rosters have been mailed out to members. Membership Packets – Officer information, Voucher information, Vouchers earned by office workers and training assistants is out of date. Discounts are also out of date. Critter Comforts no longer exists. Lori will update this information</p>	<p>Closed In-progress</p>
<p>Office – Mary</p>	<p>-We need more communication, with Training Schedule and actual schedule. Spend a lot of time trying to figure out payments for classes. Information different on Schedule then what is being paid. These errors cannot happen in the future. -Training Applications: next time they are printer, need to change discount to Membership discount.</p>	<p>Info Info</p>
<p>Training – David</p>	<p>-Liability release forms for advanced classes are not being signed, have not been done since BizPro. New students for Rally and Scent Work complete a Training Application, and there is no expiration date on the form. More discussion held. Vote done, needed vs not needed result, to not make changes at this time. 6y/0n/0o -Cleaning building, since changing the cleaning contract there have been some complaints. Discussion as to whether a vacuum should be purchased. Mixed feelings with this purchase, reasons making it mandatory for last instructor of the day to vacuum, or to just use their judgement as to the need. Several feel this will cause additional problems. Vote taken to purchase a vacuum with a vote of 3y/3n/0o, not approved. We will watch the cleanness of the building and access as needed.</p>	<p>Closed Go-going</p>
<p>Publicity</p>	<p>Napa Human Walk for Animals will be in Yountville this year. Marilane volunteered to be chairperson. Discussion held regarding spending for this event. Vote 6y/0n/0o no money to be sent on this event. Donna to send an email to Marilane stating the walk will have no spending money and “If you feel you need to purchase something, it will have to be preapproved. Any request after the fact for money will be denied.</p>	<p>On-going</p>
<p>Building – Karen Jackson</p>	<p>Karen, no report. Mary Ash brought up that Carol Coawette volunteered to do Building for Outside Users use of the building. Approved by vote 4y/2n/0o. Sue</p>	<p>Approved and closed</p>

	<p>will inform Debbie, also thanking her for doing the job. Discussion on issuing keys to people who rent the building, etc....</p> <p>-Building Use Policies, Rules & Guidelines, for a sign to be made and placed on wall. Approved the purchase of a 24" by 36" Corrugated Plastic Sign for \$53.99, Motion passes 6y/0n/0 o</p>	Closed
Newsletter/Website Sue Osborn	<p>-Meeting announcement for June 12th Meeting to be emailed by June 2nd (to include June Jubilee Information).</p> <p>-Deadline for News Items for July-August Newsletter: June 22nd.</p> <p>-Updating online Class Description on Website, Sue will work on this and get descriptions from trainers as needed</p>	<p>Info</p> <p>Info</p> <p>Info</p>
Old Business		
	Status of Change of Officers Reported to state had been completed by Linda Luchsinger	Completed
	Building Use Policy Signature Update,	Approved
	Gift Certificates have been updated and restocked; any board member can now sign	Completed
	Outside Training Referrals need to develop procedure for adding to the current list, (tabled from 3/22 to 4/25 Board Meeting,	Tabled
	Training Equipment Wishlist (tabled from 4/25/23 Board meeting) Review of the all the suggested items to purchase was done. We are going to start with platform boards. 10 of them, made by Robert Osborn. Mary/Donna to work with Robert regarding the sizes of the boards. After they are done, we will revisit to see how much money is left.	On-going
	AB5 process update, scheduled for May 30th, at 4 pm	Info
New Business		
	Via email, Refund of \$125.00 to Brandi Chapman for session 1 class, approved 6/6 check was mailed on Saturday 6/6	Completed
	Class Credit request for Julie Morris, sick family member, approved 6/6	Completed
	Annual Banquet Recap , tabled till next meeting when we have all the information.	On-going
	Announcement, Lori Jackson's name had been added to the Comcast Account	Info

	Building Rental by Laps – Laps would like to use the building on the following dates: Saturdays 9am to 1pm on September 23, 30, October 14, 21 and 28 th , and on November 4 th , all day use. Approved 5y/1n/0o	Approved
	Review of Bookkeeping Services, scheduled for May 30 th , at 4pm	Info
Current Board Meeting	Recessed until May 30 th at 4 pm.	Info
Board Meeting Reconvened	Called to order at 4:15 pm.	Info
	<p>Letter of Engagement (contact) with Linda Luchsinger for bookkeeping services - Review of the Letter of Engagement received from Linda, removal of the following lines -based on \$100.00 per hour, -this fee is at a 50% discount, and -not included in bookkeeping costs. All bullet points are good. Second paragraph "Payroll to be emailed to..... to be rewritten. Mary and Sue to work together making the appropriate changes, will then bring back to the board. At which time we will have an attorney look it over. After the Lawyer looks it over and if no changes need to be made it will then go to General Membership for a vote, then sent to Linda for her approval.</p> <p>Time Sheets - Limited discussion regarding the creating of uniform timesheets. Discussion on this to be continued.</p>	<p>On-going</p> <p>On-going</p>

Confirm June Board Meeting, Tuesday, June 27th, at 4:40 pm.

Meeting Adjourned at 6:40 pm

Respectfully Submitted,
Donna Golemon