

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

June 3, 2019

Page 1 of 2

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order a 6:38 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn.

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the May 6, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$4,0743.81 as of May 31st.
- B. Savings: \$22,303.28 as of May 31st.
- C. Paypal: \$6,117.54 as of May 31st.
- D. Stefanie will print PayPal activity reports for office to help with tracking sign-ups.
- E. May financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

No Report

B. VICE-PRESIDENT—Sandy Bonifield

- 1. The June 10th meeting is pizza night. Sue will send out an email blast to determine number of pizzas needed.
- 2. The July 8th meeting is a "Bring Your Dog to the Meeting Night." Thanks to Donna Golemon, "Try your hand at scent work" is the activity planned for those attending with their dogs.

B. MEMBERSHIP—Carol Coawette

No Report

D. OFFICE—Sandy Bonifield

Linda Luchsinger, Marilane Bergfelt, and Marion Sigel took care of the office while Sandy was on vacation.

E. TRAINING

- 1. A training committee meeting was held May 29. Sessions six and seven were set.
- 2. Small Dog Social and Puppy Playtime will be taught by Sandy July 13th, 20th, & 27th.
- 3. MSC for a \$115 class credit for Debbie Wheeler. Due to illness, Debbie could only attend three classes.
- 4. Marilane made up a book for call-ins to sign up clients after online registration closes.

F. PUBLICITY

Small Dog Social and Puppy Playtime classes scheduled for end of July are being promoted on Facebook and through MailChimp email campaigns.

G. BUILDING—Maria Giaccio

1. Lease

As shown in the lease, as of June 1, 2019, monthly rent goes from \$3,816 per month to \$4,045 per month. Lease runs out in 2020.

2. Utilities

Utilities are separated (as broken out by Linda Luchsinger). Charges for utilities are from Sawyer Properties not from utility companies. Latest bill shows charges lower than previous bill.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
June 3, 2019

H. NEWSLETTER/WEBSITE—Sue Osborn

The meeting announcement for the June 10th meeting was sent out on May 30th. Next newsletter will be the July-August issue with a deadline of June 20th for submittals.

I. AOCNC—Sue Osborn, Mary Ash, Joy Wood

1. Summer workshop at CalState East Bay is scheduled for end of July. There will be a sign-up at next general meeting for volunteers.
2. Next quarterly meeting is July 7, 2019 hosted by Mt. Diablo Dog Training Club.
3. AOCNC is working on details for their annual seminar, more information in July.

V. OLD BUSINESS—Guidelines and Procedures Update

Sue emailed board members changes for review, changes that were made since last update done April, 2018. Review of changes tabled until July board meeting.

VI. NEW BUSINESS

A. Nominating Committee

Committee consists of one board member and two general members. Sue volunteered to be the board member. Two general members now needed..

B. Proposed Scent Work Trial

Donna Golemon will pick dates and present at a general meeting .

C. Use of Building

1. MSC to approve use of building by Paws For Healing on February 1, 2020, May 2, 2020, and October 3, 2020.
2. MSC to approve potential use of the building on November 17, 2019 for a seminar from Canine Academics and Suzie Yokomizo. Specific speaker to be determined.

D. Bark for Life

In response to Marilane Bergfelt's request to borrow NVDTC's PA system for Bark for Life's August 18th event, Stefanie will let Marilane know it is preferred not to be loaned out.

E. Walk For Animals - Napa Humane - August 4th

Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt and Carol Coawette will set up a booth at Walk for Animals with a meeting beforehand to decide on activities our club can include. Marilane Bergfelt is also checking with Judy Gamet to see if the freestyle drill team can demo.

F. Display of Plaques, Awards & Certificates

Sue presented a proposed design for displaying plaques, awards and certificates. Design will be presented at the general meeting.

VII. MEETING ADJOURNED at 8:05 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Treasurer's Balance Sheet for May
- 2) Treasurer's Profit & Loss for May
- 3) Paypal Transactions for May
- 4) Treasurer's Balance Sheet for April
- 5) Treasurer's Profit & Loss for April

12:21 PM

06/02/19

Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of May 31, 2019

	<u>May 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	40,743.81
105 · Savings - Rabobank	22,303.28
110 · Paypal Clearing Account	6,117.54
Total Checking/Savings	<u>69,164.63</u>
Total Current Assets	<u>69,164.63</u>
TOTAL ASSETS	<u>69,164.63</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	2,129.83
Total Equity	<u>69,164.63</u>
TOTAL LIABILITIES & EQUITY	<u>69,164.63</u>

**Napa Valley Dog Training Club
Profit & Loss YTD Comparison
May 2019**

	May 19	Jan - May 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	2,720.00	10,345.00
402 · Puppy	1,240.00	7,565.00
403 · GM1	855.00	8,550.00
404 · GM2	625.00	1,875.00
405 · Rally	150.00	3,706.50
406 · Puppy Playtime	155.00	645.00
407 · Small Dog Social	-70.00	485.00
408 · Scent Work	1,465.00	6,838.50
409 · Dog Dancing	395.00	4,025.00
410 · CGC	125.00	1,875.00
411 · Beyond Basics	0.00	500.00
413 · Tricks & Games	425.00	425.00
416 · Obedience	250.00	250.00
Total 400 · Class Fees	8,335.00	47,085.00
420 · Equipment	77.25	1,014.17
430 · Dues	0.00	1,190.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	40.00	556.00
445 · Donation	0.00	103.00
450 · Discounts	-378.20	-1,906.90
455 · Class Credit	0.00	-125.00
460 · Vouchers	-800.00	-4,517.50
470 · Scent Work Trial	0.00	804.09
Total Income	7,274.05	44,210.86
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	160.01
505 · Building		
506 · Repairs & Maintenance	0.00	539.54
507 · Renovation	0.00	52.51
505 · Building - Other	0.00	167.82
Total 505 · Building	0.00	759.87
510 · Bank Charges	152.39	618.82
513 · Class Supplies	355.65	1,017.17
515 · Events & Trials		
515a · Scentwork	0.00	405.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	431.27
520 · Instructor Fees	2,127.00	7,547.00
530 · Leashes/Collars/Treat Pouches	0.00	1,608.73
535 · Office Supplies	0.00	386.42
537 · Outside Services	576.00	2,736.00
538 · Postage/PO Box	2.44	136.44
540 · Rent	3,816.00	19,080.00
550 · Toys	384.04	984.29
555 · Storage	109.00	545.00
560 · Telephone	198.59	906.04
575 · Utilities		
575a · Electricity	303.00	695.00
575b · Gas	93.00	228.00
575 · Utilities - Other	29.79	1,450.95
Total 575 · Utilities	425.79	2,373.95

Date	Name	Status	Gross	Fee	Net	Item Title	Discount
5/27/19	Dorothy Aschenbrenner	Completed	115	-3.64	111.36	Adolescent Dog (AD) - Tuesday - 6/4/2019 @ 10:00 AM - Abe	20
5/21/19	Nanette Humer	Completed	115	-3.64	111.36	Adolescent Dog (AD) - Tuesday - 6/4/2019 @ 10:00 AM - Bunchee	10
5/8/19	Cameron Fraser	Completed	115	-3.64	111.36	Adolescent Dog (AD) - Tuesday - 6/4/2019 @ 10:00 AM - Finley	10
5/14/19	Rita Steiner	Completed	115	-3.64	111.36	Adolescent Dog (AD) - Tuesday - 6/4/2019 @ 10:00 AM - Maggie McDoodle	10
5/16/19	Erin Winters	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Tuesday - 6/4/2019 @ 10:00 AM - Rho	0
5/31/19	penny Bellotti	Completed	105	-3.35	101.65	Adolescent Dog (AD) - Tuesday - 7/30/2019 @ 10:00 AM - Bella Rose	0
5/31/19	Seksanti Banthutham	Completed	105	-3.35	101.65	Adolescent Dog (AD) - Tuesday - 7/30/2019 @ 10:00 AM - Pepa	0
5/23/19	Lindsey Peck	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 5:00 PM - June	0
5/21/19	Laurie Davis	Completed	115	-3.64	111.36	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 7:00 PM - Kokoro	10
5/9/19	Hayes Technical Services	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 7:00 PM - Mars	0
5/10/19	Emily Gouveia	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 7:00 PM - Penny	0
5/6/19	SYLVIA REYNA	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 7:00 PM - Rosie	0
5/19/19	Lisa Claudino	Completed	125	-3.93	121.07	Adolescent Dog (AD) - Wednesday - 6/5/2019 @ 7:00 PM - Russel	0
			1535	-48.48	1486.52		60
5/11/19	Lynn Reis	Completed	125	-3.93	121.07	Good Manners 1 (GM1) - Friday - 6/7/2019 @ 7:00 PM - Bella	0
5/28/19	Gerald Parrott	Completed	115	-3.64	111.36	Good Manners 1 (GM1) - Friday - 6/7/2019 @ 7:00 PM - Moon	10
5/31/19	Diane Collings	Completed	105	-3.35	101.65	Good Manners 1 (GM1) - Thursday - 8/1/2019 @ 7:00 PM - Monastic	0
5/28/19	Napa Valley Poop Patrol	Completed	125	-3.93	121.07	Good Manners 1 (GM1) - Wednesday - 6/5/2019 @ 9:30 AM - Hank	0
			470	-14.85	455.15		10
5/16/19	Chandra Dusky	Completed	115	-3.64	111.36	Good Manners 2 (GM2) - Friday - 6/7/2019 @ 6:00 PM - Cash	10
5/22/19	Constance Stueland	Completed	115	-3.64	111.36	Good Manners 2 (GM2) - Friday - 6/7/2019 @ 6:00 PM - Frieda	10
5/24/19	Holly Marshall	Completed	115	-3.64	111.36	Good Manners 2 (GM2) - Friday - 6/7/2019 @ 6:00 PM - Ruby	10
5/15/19	pete richmond	Completed	125	-3.93	121.07	Good Manners 2 (GM2) - Wednesday - 6/5/2019 @ 10:30 AM - Buck	0
5/16/19	joan elias	Completed	125	-3.93	121.07	Good Manners 2 (GM2) - Wednesday - 6/5/2019 @ 10:30 AM - Ollie	0
			595	-18.78	576.22		30
5/6/19	Anne Stanley	Completed	100	-3.05	96.95	Handler Discrimination - Monday - 6/3/2019 @ 7:00 PM - Fig	10
5/9/19	Linda Wargo	Completed	100	-3.05	96.95	Handler Discrimination - Monday - 6/3/2019 @ 7:00 PM - Hef	60
5/20/19	Christine Mayer	Completed	85	-2.77	82.23	Handler Discrimination - Monday - 6/3/2019 @ 7:00 PM - Pepper	0
			285	-8.87	276.13		70
5/14/19	Marion Sigel	Completed	125	-3.93	121.07	Musical Rally Challenge - (DD) - Tuesday - 6/4/2019 @ 4:30 PM - Jewel	0
			125	-3.93	121.07		0
5/23/19	Honeymoon Fund	Completed	125	-3.93	121.07	Novice Obedience - Thursday - 6/6/2019 @ 7:00 PM - Hank Cosenza	0
5/16/19	Suk Man Choy	Completed	125	-3.93	121.07	Novice Obedience - Thursday - 6/6/2019 @ 7:00 PM - Pepper	0
			250	-7.86	242.14		0
5/27/19	Dorothy Aschenbrenner	Completed	115	-3.33	111.67	Puppy (P) - Tuesday - 6/4/2019 @ 11:00 AM - Annie	0
5/15/19	Mary Palmer	Completed	115	-3.64	111.36	Puppy (P) - Tuesday - 6/4/2019 @ 11:00 AM - Socrates (Socs)	10
5/21/19	Anton Luiten	Completed	125	-3.93	121.07	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Anton Luiten	0
5/10/19	Steven Ieque	Completed	115	-3.64	111.36	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Buddy	10
5/25/19	Robert Babbe	Completed	125	-3.93	121.07	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Ellie	0
5/10/19	Steven Ieque	Completed	115	-3.64	111.36	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Honey	10
5/17/19	Christopher J Schultz	Completed	115	-3.64	111.36	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Juneau	10
5/17/19	Wendy Lindroos	Completed	115	-3.64	111.36	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Lola	10
5/16/19	Kelli McCrea	Completed	115	-3.64	111.36	Puppy (P) - Wednesday - 6/5/2019 @ 6:00 PM - Ollie	10
			1055	-33.03	1021.97		60
5/9/19	Linda Wargo	Completed	100	-3.05	96.95	Scent Work Advanced (NW) - Tuesday - 6/4/2019 @ 7:30 PM - Bill	0
5/6/19	Anne Stanley	Completed	100	-3.05	96.95	Scent Work Advanced (NW) - Tuesday - 6/4/2019 @ 7:30 PM - Fig	0
5/9/19	Linda Wargo	Completed	100	-3.05	96.95	Scent Work Advanced (NW) - Tuesday - 6/4/2019 @ 7:30 PM - Hef	0
5/15/19	Neanna Gracia	Completed	125	-3.93	121.07	Scent Work Advanced (NW) - Tuesday - 6/4/2019 @ 7:30 PM - Tucker	0
5/9/19	Linda Wargo	Completed	100	-3.05	96.95	Scent Work Beginning (NW) - Tuesday - 6/4/2019 @ 8:30 AM - Happy	0
			525	-16.13	508.87		0
5/12/19	Anne Stanley	Completed	85	-2.77	82.23	Tricks for Titles - Monday - 6/3/2019 @ 6:00 PM - Fig	0
5/9/19	Linda Wargo	Completed	85	-2.17	82.83	Tricks for Titles - Monday - 6/3/2019 @ 6:00 PM - Hef	0
5/14/19	Marion Sigel	Completed	85	-2.75	82.25	Tricks for Titles - Monday - 6/3/2019 @ 6:00 PM - Jewel	0
5/9/19	Karen Frisinger	Completed	85	-2.77	82.23	Tricks for Titles - Monday - 6/3/2019 @ 6:00 PM - Pyrat	0
			340	-10.46	329.54		0
TOTAL			5180	-162.39	5017.61		0 230

11:02 AM
06/03/19
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of April 30, 2019

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	46,744.44
105 · Savings - Rabobank	22,300.25
110 · Paypal Clearing Account	1,089.93
Total Checking/Savings	<u>70,134.62</u>
Total Current Assets	<u>70,134.62</u>
TOTAL ASSETS	<u>70,134.62</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	3,099.82
Total Equity	<u>70,134.62</u>
TOTAL LIABILITIES & EQUITY	<u>70,134.62</u>

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
 January through April 2019

	Jan - Apr 19	Jan - Apr 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	7,625.00	7,625.00
402 · Puppy	6,325.00	6,325.00
403 · GM1	7,695.00	7,695.00
404 · GM2	1,250.00	1,250.00
405 · Rally	3,556.50	3,556.50
406 · Puppy Playtime	490.00	490.00
407 · Small Dog Social	555.00	555.00
408 · Scent Work	5,373.50	5,373.50
409 · Dog Dancing	3,630.00	3,630.00
410 · CGC	1,750.00	1,750.00
411 · Beyond Basics	500.00	500.00
Total 400 · Class Fees	38,750.00	38,750.00
420 · Equipment	936.92	936.92
430 · Dues	1,190.00	1,190.00
435 · Miscellaneous	8.00	8.00
440 · Building Rental	516.00	516.00
445 · Donation	103.00	103.00
450 · Discounts	-1,528.70	-1,528.70
455 · Class Credit	-125.00	-125.00
460 · Vouchers	-3,717.50	-3,717.50
470 · Scent Work Trial	804.09	804.09
Total Income	36,936.81	36,936.81
Expense		
500 · AOCNC	225.00	225.00
503 · Advertising	160.01	160.01
505 · Building		
506 · Repairs & Maintenance	539.54	539.54
507 · Renovation	52.51	52.51
505 · Building - Other	167.82	167.82
Total 505 · Building	759.87	759.87
510 · Bank Charges	466.43	466.43
513 · Class Supplies	661.52	661.52
515 · Events & Trials		
515a · Scentwork	405.35	405.35
515b · Tracking	25.92	25.92
Total 515 · Events & Trials	431.27	431.27
520 · Instructor Fees	5,420.00	5,420.00
530 · Leashes/Collars/Treat Pouches	1,608.73	1,608.73
535 · Office Supplies	386.42	386.42
537 · Outside Services	2,160.00	2,160.00
538 · Postage/PO Box	134.00	134.00
540 · Rent	15,264.00	15,264.00
550 · Toys	600.25	600.25
555 · Storage	436.00	436.00
560 · Telephone	707.45	707.45
575 · Utilities		
575a · Electricity	392.00	392.00
575b · Gas	135.00	135.00
575 · Utilities - Other	1,421.16	1,421.16
Total 575 · Utilities	1,948.16	1,948.16
580 · Special Events		
580a · Awards Dinner	1,441.53	1,441.53
580b · Open House	60.97	60.97
580c · Walk for Animals	93.66	93.66
580d · Various	47.69	47.69
Total 580 · Special Events	1,643.85	1,643.85