

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
JUNE 7, 2021**

I. CALL TO ORDER

President Sue Osborn called the meeting to order via Zoom at 6:30 pm. Additional members in attendance were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger.

II. TREASURER'S REPORT

As of May 31st: Savings was \$22,344.13, Checking was \$44,119.98, Pay Pal was \$4299.54. It was noted that the Mechanics Bank accounts were closed out. Linda is requesting a printed statement vs online. The P&L were not available to Board members. P&L for March, April, May and June will be reviewed next Board meeting.

Business License status was noted as expired in 2020. Sue handed the license renewal to Linda in January. Need to track this down and determine the status.

III. SECRETARY'S REPORT - Roxann Gracia

A. May 3, 2021 Board Minutes were approved with a typo correction under VI-New Business, section B-2....440 changed to \$40.

B. April 25, 2021 Special Meeting Minutes were approved as submitted.

C. Thank You Card from the Wargo Family was read. This will be held by the Secretary.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT - Sue provided Guidelines and FLOW Chart which will be presented to the Training Committee. Comments are welcome at the committee, or if not on the committee, comments may be sent to Sue. Student Rollovers will be discussed under training.

B. VICE PRESIDENT - Sandy Bonifield - No Report

C. MEMBERSHIP/VOUCHERS - Carol reported that the class clipboards are difficult to decipher and time consuming to unravel. It was decided that instructors should email Carol what Assistants get vouchers and for how much. Much discussion was held regarding payments to substitutes. Several substitutes remarked they didn't expect vouchers, and viewed this as a volunteer situation to help out. It was recommended that a Substitution Policy be written. This will be sent to the training committee for policy recommendations.

D. OFFICE - Mary Ash reports that the office is all caught up. She has two assistants, Donna Albini on Thursday Evenings and Karen Blair working various times. They would need vouchers for the past session. Carol needs to be informed in order to issue the vouchers.

E. TRAINING

1. Meeting is set for 6 PM June 15th via Zoom.
2. Refund Requests: Tamara Loud attended one meeting and her work schedule was changed. Motion was carried to issue a full refund with two Nay votes. Lois Husted had a dog come in season and Motion was carried to issue a full refund.

3. Puppy Play Time - This was reinstated by the Board via Slack voting.

4. Auto Response to Questions - It was reported that Donna

Golemon fields a lot of the same questions over and over. Sue suggested a Frequently Ask Questions section to help alleviate some of the work. This will be implemented by Sue.

5. Increase in Class Size will be discussed at the next training committee meeting.

6. Student Rollovers - Class rollovers are issued for emergencies, with students moved to the next session for the same class. This will be sent to the Training Committee for procedures.

7. Posting Refund Policy on line - it was decided not to post the refund policy on line.

8. Review of refund and class credit voucher procedures and forms - Much work needs to be done to bring these up to date. In the meantime, of urgent need is to change the figures to:

6 Classes = \$125, 5 Classes = \$105, 4 Classes = \$85, 3 Classes = \$65, 2 Classes = \$45. These will be changed immediately and the remainder to be placed under TABLED ITEMS.

F. PUBLICITY - Debbie Hilton had no immediate update from Marilane. Marilane did attend a seminar. She is working on the NextDoor Business listing. A memo was sent out regarding Napa's Finest for Nomination of the Club.

G. BUILDING - Debbie Hilton worked with the door company and Ross to get a Bristle Brush on the bottom of the roll up door with a chemical to deter rodents. This has been completed. She is scheduling the pest company for the week between sessions.

It was agreed to reword the Building Use Policies and Guidelines to include the appropriate Waste Procedure. Debbie and Sue to update.

There was a request to ask the cleaners to clean the Roll up door.

Donna Golemon has lost a key and people are asked to keep an eye out.

H. NEWSLETTER/WEBSITE - Sue stated that the deadline for the next newsletter is June 20th for the July/August edition.

I. AOCNC - No report

V. OLD BUSINESS

A. Scent Work Trial - Mary reported that the Profit was \$5658.21. Originally the club agreed to a 50/50 split on Judges fees and PSI rental and the rest of the items were 75/25. This would have resulted in a \$519.32 profit for the club, however Due to the generous decision by JMD, they are giving a total of \$1500 as the club's share.

There was a question as the cost in vouchers to the workers. This totaled \$790. There was a reminder that the vouchers are considered a liability and when profits are reported they should take into account voucher costs, including classes.

B. Awards Banquet - Mary and Sandy have been working on putting the event together. Sue will make up a flyer. It is set for July 17th at LaStrada. It will be a luncheon. Spaghetti is \$19, Pollo Al Parmesan \$20, Grilled Rib Eye \$35, Salmon \$26, Salad additional \$5, Drinks are separate tab. Club will pick up Tip, Tax, Hors d'oeuvres, Cake and Favors for a maximum of \$250. Linda will have the plaques by then as well.

C. Insurance Company Change - Linda no action to date.

D. Update of Guidelines and Procedures - Sue updated for AB5 compliance. (Basically changing trainers to instructors.) Also updated were the \$10 vouchers for

AOCNC workers, and Students should not disrupt classes by doing other trainings as previously approved. Sue will bring back to the Board and then to General when she is done revising all sections and then update the website.

VI. NEW BUSINESS

A. Judy proposed providing an incentive to students who join the club. She would give a \$20 reduction in her class fee, which she would in turn pay the club. Sue will discuss with Judy how to implement such a proposal. One suggestion was give a refund to the student after membership was approved.

B. LAPS request to use the building for 7 weeks, on Saturdays, during which time there could be no classes. It will be sent to the training committee for scheduling and a request to use Sundays instead.

C. Audit Action - A thumb drive was provided but no vouchers. It was suggested that Sue and Roxann put together a letter/bill to be paid in two weeks after the letter is finalized and sent.

D. Discussion was held regarding the Tabled Items. Toy Expenditures will be placed on next month's agenda along with Joy Wood Memorial. Mary promises to get the Memorial wrapped up. It was noted that the Bylaws and Updates would require a lot of time, and probably done via subcommittee. Voucher tracking is behind. Linda said she is working on it to bring it up to date. It is two years behind.

Sue will redo the list in priority for next month.

VII. MOTION PASSED TO ADJOURN AT 8:35 pm.

Minutes Submitted by Roxann Gracia

Attachments:

 Tabled Items from Past Board Meetings

TABLED ITEMS FROM PAST BOARD MEETINGS

Addendum to 6/7/21 NVDTC Board Meeting Agenda

- 1) Toy Expenditures—On hold for 1 more month.**
- 2) Review of Building Use Rental Charges**
- 3) AKC Bylaws and Updates—Review this Summer**
- 4) Review Complaint Process & Policy**
- 5) Job Descriptions/Positions**
- 6) New Member Anonymous Voting**
- 7) Xeroxing of training sheets needs assignment (usually training chair)**
- 8) Voucher Tracking**
- 9) Joy Wood Memorial**
- 10) Conformation Practices**