

Napa Valley Dog Training Club  
Board Meeting Minutes  
June 24, 2025

Attendees: **Officers** – Linda Luchsinger – President, Adrienne Amdahl – Vice President, **Members at Large** – Sandy Bonifield, Vange Leonis, Debbie Hilton.

Meeting called to order at 12:17 pm

Sandy made a motion to approve the May 20, 2025 board minutes as presented, Vange seconded. Aye 5, No 0, Ab 0. Motion passed.

**Treasurer's Report – Vange Leonis**

Checking \$26,277.41 @ 5/31/25  
Savings \$22,370.25  
CD \$21,383.19  
May P&L – Net profit of \$7540.24

Vange checked with Umpqua about when Zelle for businesses would be available, they have pushed it back to September.

**Vice President – Adrienne Amdahl**

We currently have 53 members in the Club.

**Office – Sandy Bonifield**

Session 5 registration opened yesterday.

Sessions 5, 6 and 7 were set at the last training committee meeting. Vange's session 6 Dining Out class will be at 11 am on Saturdays. Her Dining Out class for session 7 is TBD.

**Publicity – Vange Leonis**

Vange is working on arranging to Napa Humane's veterinarian to speak at either our July or September General Meeting.

We would like to promote the donations of new or gently used and clean pet items to give to Napa Humane to use at their Wellness Clinics. We have a bin in the club to collect the donations. Vange will see if Sue can get a blurb about this in our upcoming newsletter and possibly we can put small flyers about the donation request on the trainer's clipboards to be passed out to the students in class.

**Building – Debbie Hilton**

Debbie continues the huge task of purging old documents for shredding. Linda Luchsinger has requested that all past newsletters and minutes be preserved. Debbie will be taking 3 boxes of items to be shredded to the Redwood Credit Union shred event on August 16<sup>th</sup>.

Pest control will spray the building July 25<sup>th</sup>. Debbie has caught some cockroaches in the sticky traps she set behind the refrigerator.

One of the wall fans isn't working. Debbie will try to clean/repair it. One floor fan isn't functioning. Debbie has obtained a new (used) floor fan.

Vange has asked that we get bids for having ceiling fans installed in the building. It's possible the cost could be offset by our ability to hold year-round scent work classes and knowing this cost could be useful in future lease negotiations. Debbie will ask Ross about fans and electricians.

Debbie noted that the floor tape is in horrible condition and needs re-taped. Linda L will talk to Dante about doing this job between Session 5 and 6 on Saturday Sept 6 and Sunday September 7. We will purchase the wider green tape.

### **Hospitality – Debbie Hilton**

Ross approved us having our BBQ outside on August 11<sup>th</sup> at the General Meeting. The Club will provide the hamburgers, hotdogs, buns and condiments. Vange will ask Sue to put a blurb about the BBQ in the newsletter. We will solicit food donations for the BBQ at the July General Meeting. We will ask Sue to send a survey later in July to try and gauge attendance.

With Ross' approval, Vange has taken classes out behind our building via the alley off the courtyard. Vange has noted that the alley needs swept. Debbie noted it is swept infrequently by the management company, any additional sweeping is up to us.

### **Old Business**

The 7<sup>th</sup> iteration of the Class Description Flyers was presented to the board. Marilane Bergfelt noted via email that these were crafted with the following items in mind:

1. CLARITY – Color Coding and Levels allow owners to easily determine what classes fit their dog's needs and their pet's skill level.
2. Give CONCISE INFORMATION about each class.
3. Make the information EASY to READ.
4. And most importantly, offer FLEXIBILITY to owners and pets.

Debbie motioned that we approve the 7<sup>th</sup> version of the class description flyers. These will be posted in the club on the information board, posted outside on the rollup door and on the website. Sandy seconded. Aye5, No 0, Ab 0. Motion passed.

A confidential personnel matter was discussed. Linda Luchsinger will handle communication about this matter.

### **NACSW Trial**

The Trial grossed \$13,486.03, had expenses of \$5,184.44 which leaves a profit of \$8,301.59 for the Club.

Anne Stanley has mentioned running a different kind of scent work trial later this year or early next year.

Access to the PayPal account that was set up for the Trial is needed for board members. Linda L. will ask Anne Stanley about access.

## **Perpetual Calendar**

In May our non-profit tax return was e-filed and taxes were paid

Our Worker's Comp billing was not received and upon receiving a notice of cancellation, Vange contacted WC and paid our premium via debit card. Vange has asked if the WC premium can be set up for auto pay to avoid things lost in the mail in the future. Linda L. motioned to allow Vange to set up auto pay, Sandy seconded. Aye 5, No 0, Ab 0. Motion passed

June item is to review our insurance. We will check the safe for the liability insurance policy.

**Dine and Donate at Mountain Mike's** – Debbie will connect with Marilane about setting this up for September.

**Revision of Refund and Class Credit Policy** – Adrienne will join Vange and Linda L. to work on this project.

**Class Evaluations** - The discussion was tabled until the next board meeting.

## **New Business**

Vange has requested that with the scent work trial making a profit and our triple net lease adjustments bringing us a refund for the past year's fees paid will it be possible to move money that the prior board had to move from savings to checking back into savings? Linda Luchsinger noted that all of the accounting for the trial is not yet complete. This discussion is tabled until the July board meeting when all accounting for the trial is finalized.

**Coupons** – Board members earn \$150 in coupons for a year of service. Vange will issue these incrementally 3 times per year, issuing \$50 in coupons each time.

Linda L. noted that the coupons used for class payment need to be marked off of the list of coupons issued. Vange will reconcile this year's coupon use.

Vange needs a master of the green coupons. Sandy suggested checking with Minute Man to see if they have our master on file.

**Request from Barbara Montaldo from Moving Forward Toward Independence.** Barbara inquired about the possibility for any volunteer opportunities at the Club for one of MFTI's clients who loves dogs. Lea Ronald from PSI joined our discussion about how this scenario could work. It was determined that having any volunteers in any of the classes at the club will take buy-in from the trainers and also will take

more thought as to how this can be implemented.

The next Board meeting will be held on July 22<sup>nd</sup> at 12:15 pm in the PSI board room.

Meeting adjourned at 3:30 pm

Minutes respectfully submitted by Adrienne Amdahl.