

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING – APPROVED

JUNE 25, 2024

1 of 3

ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson, Members At Large: Donna Golemon, Roxann Gracia, Karen Jackson, Past President Mary Ash.

I. CALL TO ORDER: 4:48 PM

II. CALL FOR ADDITIONS OR CHANGES TO AGENDA

- Add Dena Perrish under Training

III. TREASURER'S REPORT - Lori Jackson

A. Checking: \$17,483.00

B. Savings: \$22,368.02

C. CD: \$21,052.94

D. April, Corrected and May P&L were reviewed. For the best understanding it will be requested of the bookkeeper to split the Building expenses into 4 areas:

1.) Base Rent

2.) Landlord Insurance

3.) CAM Estimate

4.) Utilities

It was noted that the first three should be the same every month, and utilities will vary.

It was also noted that the CAM true-up bill for the year will be due and paid in June. This was approximately \$2500 and will appear in the June P&L. Rent will increase in June as well.

Accounting for Class Credits were discussed at great length. Question asked on how to account for these outstanding and whether expiration dates should be made on old, old stuff.

Linda to request building split out changes from Linda L.

IV. MINUTES - Roxann Gracia

Minutes were approved with attachments with no changes. (7Y) (0N) (0A)

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS - Carol Coawette/Lori Jackson

Carol reported 67 Members.

Lori reported:

Outstanding Vouchers = \$48,095

Board Vouchers = \$4,080

Blue Vouchers = \$36,045 (Expires in December)

Meeting Voucher/Coupons = \$7970

B. OFFICE - Mary Ash

1.) Signups for current classes were reviewed, with 10 days still left in open enrollment. Mary to discuss with Vange regarding potentially consolidating or canceling classes.

2.) Phone problems were discussed. Too many unauthorized people messing with the phones resulting in several unreturned calls.

3.) Mary is willing to give up the office. Linda to research replacement.

C. TRAINING - Donna Golemon

- 1.) Sessions 5,6,7 are planned
- 2.) A third classification of workers was discussed.
 - Instructor
 - Instructor Assistant
 - Volunteer

Criteria for instructors and Instructor Assistants are already in place. It was decided that Volunteers would be required to sign a waiver and be approved by the Instructor of the class. Donna to send the sample application form for the Board to review. This was suggested by Lea and had concurrent reasoning.

- 3.) Donna is scheduling a training committee meeting
- 4.) Donna wants a list of Handouts trainers want to use so they can be available online.
- 5.) List of Approved Instructors and Assistants needs to be updated.
- 6.) Orientation Video needs updating and/or changed to different format.
- 7.) Dena Perrish was approved as Rally Assistant and Rally Instructor. (7Y,0N,0A)

D. PUBLICITY

- 1.) Reminder of Napa's Finest Voting
- 2.) Calendar of Local Events - How to get on the Calendar?
- 3.) N.V. Market Place - Community Snapshots....Mary to research
- 4.) Farmers Market - Francis Anamosa had interest in the past. Some volunteered for once a quarter.

E. BUILDING - Karen Jackson

Rescue bottles are prepared. There is a need to research a better water filling situation, Lights need to be replaced in certain areas. People to be reminded to lock the building when in there alone and instructors to request a person to stay until they leave at night, so as not to be alone. Donna to remind instructors.

F. NEWSLETTER/WEBSITE

-No report

VI. OLD BUSINESS

A. TRAINER PROMOTION SUBCOMMITTEE REPORT

Mary to provide minutes before next meeting.

B. BUILDING OPENING/CLOSING POLICY - Linda and Donna

Linda Completing the research.

C. LAPS REQUEST

Dates were approved except Sept 7th and 8th. Equipment fee of \$25 to instituted for each rental. It was also approved to allow entry the night before full day use with the caveat that they must use Rescue for cleaning they feel is needed. They must provide the Rescue or we can charge them for use and we will provide the mix. It was recommended that future long term use of the building be restricted to Sundays. (7Y, 0N, 0A)

D. CLUB GARAGE SALE - Debbie

Dates to be determined by Debbie...It would likely be best Sept. 7th and 8th. Linda to reach out to Debbie.

E. PERPETUAL CALENDAR

The Calendar started by Roxann years ago, was brought out. Some updates are needed and it was suggested that some items be assigned. Member to review for the next meeting.

F. BOARD GOALS AND PROJECTS - Tabled

VII. NEW BUSINESS

A. MEETING WITH DOUD BOOKKEEPING

Notes of meeting was provided. It was determined a subcommittee would be needed to review the goals of correcting Payroll issues, getting the taxes done and providing timely P&L. Linda and Donna to reach out Anne Stanley for some ideas. Separate jobs may be advantageous. (Payroll, Bookkeeping, Taxes)

B. SEPTEMBER PICNIC

Linda to reach out to a person to chair. It was suggested either Kennedy or Fuller Park.

VIII. NEXT BOARD MEETING: July 16th at 4:30 at Roxann's.

IX. MEETING ADJOURNED: 7:56 PM

Minutes Submitted by:
Roxann Gracia

ATTACHMENTS:

- Perpetual Calendar
- Doud Bookkeeping Notes
- LAPS Request for Dates

NVDTC PERPETUAL CALENDAR

JANUARY	Business License Due Plan Annual Awards Celebration Deadline for Plaque Submission Annual Audit Committee 1099's Due to Trainers
FEBRUARY	Review Lease and Sign Every 2 years ANNUAL AWARDS MEMBERSHIP RENEW DEADLINE FEBRUARY 1st. Annual Audit
MARCH	Review Lease (every 2 years)
APRIL	Ready Lease for Signing Scent Work Trial
MAY	Sign Lease Non-profit Tax Filing Due on the 15th
JUNE	Review Insurance
JULY	Review and Sign Insurance Send Corticate of Insurance to Sawyer Properties
AUGUST	Insurance Due Nominating Committee needs for Board Re-Election Plan Annual BBQ Cleaning Contract Review
SEPTEMBER	Review Trainers Contracts Nominating Committee Report Annual BBQ Membership Application Form Update
OCTOBER	Review and/or Approve Next Scent Work Trial in April Nominate New Board Service Award & End of Year Forms Revision
NOVEMBER	New board Elections Plan Christmas Party Remind Members of Renewals Due Soon
DECEMBER	Annual Christmas Party Submissions for Plaques Due End of Month Instructor Signed Contracts Due End of Month Joint New and Old Board Meeting.

MEETING JUNE 11, 2024

ATTENDANCE: Linda Luchsinger, Bookkeeping & Payroll, Linda Wargo, President NVDTTC, Donna Golemon, Training Chair, Roxann Gracia, NVDTTC Board member.

- I. SICK LEAVE: Sick leave is not being reported on the paystubs. For example, one employee should have at least 3 days accrued by now, and is currently reported as zero.

ACTION: Linda L. will correct the payroll and add the accrued sick leave to the paystubs.

- II. PAYROLL ROUTINE: The payroll routine was reviewed. It was decided that going forward the following will be done:

- 1.) Either Donna G. will deliver to Linda L. the time sheets or Linda L. will pick them up at the Club on the last day of classes in the session.
- 2.) Linda L. will run payroll and Print the Checks and provide a copy for Lori.
- 3.) Linda W. will pick up payroll and the copies, sign the checks and distribute. (Some sort of system in the office will be decided.)

ACTION: Linda W. and Donna to set up distribution procedure.
Linda W. to get signature privileges on the bank account and potentially remove Sue O.

- III. PAYROLL TIMING: It was indicated that "They" wanted to be paid at the end of each session every 6 weeks vs. twice a month. This may be further discussed at the Board as to employee desires.

ACTION; To the Board for discussion.

- IV. BOOKKEEPING BILLING: It was determined that Linda L. has not been invoicing for the work and therefore not paid. It was suggested that Lori pay automatically every month and Linda L. to provide an invoice/receipt monthly afterward.

ACTION: Lori to pay automatically. Linda L. to provide invoice.

- V. COUPON TRACKING: It was recommended not to place in the books, as it may increase income. (Accounting procedures for liabilities will be reviewed by Roxann.)

- VI. APRIL P&L: It was noted that there were no Discounts or Vouchers in April. Linda L. said they were coded wrong and will be corrected but there was no change in the bottom line.

ACTION: Linda L. to provide a "Correct" copy of April P&L to the Board as per contract.

- VII. FEDERAL/STATE TAXES: It was indicated that the taxes were not filed "pending the results of the audit". It was reiterated that the yearly financial audit does not affect the taxes. This was discussed after the general meeting of June 10th. The taxes need to be filed.

ACTION: Linda L. to file the taxes and going forward, the acknowledgment from the tax agencies which is emailed to Linda L. will be forwarded to the President of the Club each time. Complete copies will be filed in the office.

Notes by: Roxann Gracia

From: Gwenn McKenzie <gwennmckenzie@yahoo.com>

To: Sue Osborn <sue.osborn49@yahoo.com>; Linda Wargo <mcmcockers@comcast.net>; Donna Golemon <nvdtdonna@gmail.com>

Sent: Thursday, June 6, 2024 at 09:52:54 AM PDT

Subject: LAPS request for building rental Fall Class AND additional day August 11

Sue,

Since my previous request for dates for LAPS Fall Training Class, we've had to adjust the dates.

Following is what we are requesting. We would prefer **mornings** on the half days, but would take afternoons if necessary to accommodate scheduled NVDTC classes:

Saturday, Sept 7, half-day, morning

Saturday, Sept 14, half-day, morning

Saturday, Sept 21, half-day, morning

Saturday, Sept 28, half-day AFTERNOON

Saturday, Oct 5, half-day morning

Saturday, Oct 12, FULL day (we could use Oct 13, depending on your class schedule)

We would appreciate if we could get confirmation on these dates **before our July 20th** event so we can promote the class to those who attend.

ADDITIONAL DAY:

We would like to reserve the club for a full day on **Sunday, August 11**.

We would also appreciate access to the building the night before the full days (Oct 12 or 13 and August 11, as above AND our July 20th all-day event already contracted) in order to clean the building and sanitize the floor and equipment.

Unfortunately, LAPS is unable to pay for half-day's access in order to simply get into the building and ensure it is **clean** and **ready** for our use the following day. When we used the building on April 6 for our all-day evaluations, 3 of us spent the first 20 minutes or so sweeping the floor of a significant amount of dog hair and dropped bait. There was no chance of sanitizing anything and having the fumes clear before we started the evaluations. On August 11, we will be inviting potential teams to practice before starting our Fall Training, and we want to present LAPS and NVDTC in the best light possible with a clean and inviting space.

Thank you for your consideration. Please call me if any question.

Gwenn McKenzie
for Loving Animals Providing Smiles
my cell: 707-738-7593