

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
4:30 PM - Tuesday, June 27, 2023



- I. Call to Order at 4:30 pm on June 27th
- II. Call for additions or changes to agenda.
 - a. New Business – Building use by Donna Golemon for her SW classes
 - b. New Business – Appointments to Board
 - c. New Business – Building Lease
 - d. Training – Dogs Can Dance vouchers/discounts
 - e. Training – Trainer fee increase
- III. Treasurer’s Report – Lori Jackson
 - a. Bank Balances - Checking: \$17,204.61 Saving: \$20,307.59 CD: \$22,588.77
 - b. April/May P&L’s – The P&L’s will be attached to the General Minutes and posted in the newsletter.
 - c. Recording of refund – A refund check was written to the wrong person, it has since been shredded, and a new check issued. But in the recording of the check, both were debited to the account, for a total of \$250.00, need to make a change to delete a \$125.00 debit. We have \$125.00 more income than what is reflected.
 - d. Donna Golemon had emailed Linda Luchsinger to get answers to a couple of questions regarding the P&L.
 - i. Question, Vange shows her trainer fees being connected to two different accounts, 423 and 434, does Vange have two accounts? Waiting for Linda’s response on this question.
 - ii. Question, the awards dinner income where is it put in as income? Answer, the income is offset against the expense in account 61301.
 - iii. Question, vouchers for Judy’s classes, it shows \$40.00 for the current year. I (Donna) know it’s more than that just for the vouchers I turn in. Answer Linda, “I went back to January and the \$40.00 is delightful distractions. I’ll make an entry in June to fix it. Good Catch”.
- IV. Minutes – Donna Golemon
 - a. The previous minutes need to be updated with the changes that were made not the statement several changes made.
 - b. Change the fashion in which the board voting is recorded. Will be recorded as 0y(yes)/On(no)/0a(abstained).
- V. Board, Committee and Chair Reports
 - a. Membership/Vouchers – Lori Jackson, Don Niemann thought he had paid his dues, would like to be reinstated. He has submitted the necessary paperwork and will be voted back into the club in the July meeting. Per policy since Don is a past member he does not need to attend.
 - b. Office – Mary Ash
 - i. Sign-ups are slow. As of today, only 4 puppies have registered for any of the puppy classes.
 - ii. Discussion about Vange signing up for one of the classes she is teaching. This gave her 4 people in the class so that class could go on, and Vange would get paid for the class. We are not saying that was her intention. **Motion – no instructor shall be allowed to be a student in a class that they are the instructor for 6y/On/0a.** David to inform Vange of the discussion and decision.

- iii. 3-week classes, after a lot of discussion, it was voted on to limit the number of 3-week classes, to start in January 2024, **6y/0n/0a, approved**. It is yet to be determined the number of 3-week classes that will be allowed.
 - c. Training – David LeCount
 - i. Session 6 Changes David is still waiting to hear from Linda Luchsinger about training during that session. David will email, and if no reply will call her. The answer is needed so the Session can be posted.
 - ii. Increase for trainer fee for Carol Coawette. Procedures state 12 sessions, which is about 2 years. It was brought up that it was perhaps done in the past before the stated number of sessions. Donna will contact and/or investigate past pay rates practices. If this is found to be true it was voted on to give Carol, the next step raise **6y/0n/0a approved**.
 - iii. Dogs Can Dance, Judy Gamet, recording of vouchers and discounts. This information is not being captured by Linda Luchsinger on the financials. Instead of Linda having to do this, Lori, is going to keep an accounting as the information is received.
 - d. Publicity – Nothing to report.
 - e. Building – Karen Jackson
 - i. The key needs to be gotten from Debbie Hilton, Mary will ask for it.
 - ii. Fire extinguishers will be checked soon and there is nothing we need to do, per Ross.
 - f. Newsletter/Website – Sue Osborn
 - i. July-August newsletter to be published June 30th.
 - ii. Increase of \$5.00 a month by Website Hosting Company (Dream Host) unless somethings are updated by us. We if complete the updates no additional change, Sue will work on them, but, if necessary, we will pay the \$5.00 monthly fee.

VI. Old Business

- a. Annual Banquet Recap – Lori Jackson
Zio Fraedo's Total Cost \$919.20, paid by club members \$601.15, Tax and Tip \$218.05, cake paid by club \$15.99, Zio Fraedo's set up and room change \$100.00 clubs portion of dinner \$334.04. Plaques and tags for member earning awards \$722.50. Overall cost to club \$1,056.54.
- b. Training Equipment Platform Boards – still in the works, will have report next month.
- c. Outside Training Referrals – tabled
- d. Financial contract with Linda (Doud Bookkeeping Service) – Final review of contract everyone is in agreement with it. It will be hand delivered to Linda by Mary. After Linda reviews and signs or sends back for our review of any changes she wanted, it will go to General for approval.

VII. New Business

- a. New Building Lease – Our lease runs June 1 till May 31st. Mary reviewed the new lease with the old lease, and these are the changes:
 - i. Year 1 2023/2024 - \$3,058.00 rent and common area \$1,652.00 increase of \$240.00.
 - ii. Year 2 2024/2025 - \$3,210.00 rent and common area \$1,652.00, increase of \$152.00.
 - iii. Year 3 2025/2026 - \$3,270.00 rent and common area \$1,652.00, increase of \$160.00.
 Mary will sign off on the contract and return it to Ross.
- b. Board approvals by email:
 - i. Approval of the Minatare Schnauzer Club use of building on July 22, **5y/1n/0a approved**.
 - ii. Approval of Judy to use NVDTC building on September 9th, **5y/1n/0a approved**.

- iii. Financial Services Contract Version 2, **6y/0n/0a approved.**
- iv. Change of Thursday 10am Puppy to Puppy overflow in Session 5, **5y/1n/0a approved.**
- c. Donna requests use of the club on July 24th, for NACSW challenge, class members only **6y/0n/0a approved.**
- d. Use of building by JMD Dog Sports on September 2nd and 3rd, and November 18th and 19th. **6y/0n/0a approved.**
- e. Use by building by Paws on September 16th, hours 8 am till noon. **6y/0n/0a approved.**
- f. Changes to Guidelines and procedures/bylaws – tabled till next month.
- g. Debbie Crain: Donation of wooden ring gates, enough to gate a full ring. They would be nice to have but we have no place to store. Sue to inform.
- h. Walk for Animal Committee Update – received request from the committee for expenses of \$82.77. This price includes carnival photo backdrop, carnival sign, colorful pendent banner, and a shipping cost, along with stuffed toys. After a lot of discussion, a motion was made to approve requested \$82.77, **3y/3n/0a**, motion did not pass. The amount of \$50.00 was approved for the printing of 250 flyers for the event.
- i. Request for reimbursement for webinars that Carol watched with Suzanne Clothier for \$49.95. **5y/0n/0a approved.** (Sue had left meeting)
- j. Class refund, Laurie Peterson was in an auto accident and unable to attend class, **5y/0n/0a approved** (Sue had left meeting)
- k. Carol Coawette had offered to become a board member. Our offer to her is that she would be Vice-President and have the following duties: Outside building use coordinator, get speakers for meetings, new membership would fall under her, Lori would continue to do vouchers. Her dog would also have to be created outside of the office and she can join the meeting 15 minutes late so that she can attend her class with Judy. Vote taken **6y/0n/0a, approved.** Mary to contact her with the offer.

Confirm July board meeting on Tuesday, July 25, 2023, 4:30 pm

Meeting adjourned at 7:00 pm

Respectfully Submitted,

Donna Golemon