

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

July 2, 2019

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I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:38 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Guests present: Mary Ash, Donna Golemon and Marilane Bergfelt.

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the June 2, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$47,150.15 as of June 30th as of June 30th
- B. Savings\$22,306.02
- C. Paypal: \$539.07
- D. As of June 30th: YTD profit is just under \$3000. Profit for June is \$830.
- E. Financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

1. Rally Equipment Shelf

MSC to purchase a shelf unit approximately 77 inches wide for rally equipment. Exact location for placement to be determined.

2. JMD Dog Sports Scent Work Trial

Donna Golemon and Mary Ash presented a proposed contract from JMD Dog Sports to hold a trial at PSI in Napa on April 19th and 20th in 2020. Board will take JMD's proposed contract to general for approval. JMD's proposed contract is attached.

B. VICE-PRESIDENT—Sandy Bonifield

The July 8th meeting is a "Bring Your Dog to the Meeting Night." Thanks to Donna Golemon, "Try your hand at scent work" will be available for those attending with their dogs.

C. MEMBERSHIP—Carol Coawette

No new members. Membership roster is up to date.

D. OFFICE—Sandy Bonifield

Sandy and Marilane are running office. All is going fine.

E. TRAINING

- 1. Session 6 & 7 are now finalized and ready to be posted online.
- 2. October 23rd is next training meeting. First three sessions for 2020 will be set. The training meeting scheduled for July 24th is cancelled.
- 3. Gentle Leaders
 - At least four each in all sizes to be on hand. Stefanie will check supply and will ask De Brilz to buy what is needed. Gentle leaders can be sold.
- 4. Club does have free collars that were donated however contributions are always appreciated.

F. PUBLICITY

Rack cards being distributed on a regular basis.

G. BUILDING—Maria Giaccio

1. Overhead Lights

Ross Mini hasn't figured out exactly how he is going to reach lights to raise them higher.

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2. Utilities - PG&E Bill

One bill for PG&E is sent to property management and the amount shown on our meter is deducted.

3. Mats

Board looked at laying mats in July. Tabled until Linda Luchsinger receives input from Karl and Dante. She will ask them to come down to clubhouse to look at project.

H. NEWSLETTER/WEBSITE—Sue Osborn

The June/July newsletter was sent out on June 28th. This issue included information on the scent work at general meeting, Napa Humane Walk for Animals, AOCNC's Summer Workshop, Bark for Life, and LAPS therapy classes, and brags.

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

1. Summer workshop at CalState East Bay is scheduled for end of July. Still need a couple more volunteers.
2. Next quarterly meeting is July 7, 2019 hosted by Mt. Diablo Dog Training Club.
3. Suzanne Edholm, an AKC and NCSW judge and instructor. will be the presenter. Seminar to be held at Mt. Diablo Dog Training Club. Midrange scent work will be the subject of seminar. One working dog and two auditors from NVDTTC can attend. Seminar itself is free. Only cost is for lunch (usually \$12), which is provided by AOCNC.

V. OLD BUSINESS

A. Nominating Committee

Sue Osborn will head committee. Linda Luchsinger will help. One more person needed.

B. Walk For Animals - Napa Humane - August 4, 2019

1. Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt and Carol Coawette will work at table set up by NVDTTC.
2. Sue will provide flyer art for 500 flyers for inclusion in the Walk for Animals goody bags.
3. A Harness and a class certificate will be donated to Napa Humane for this event. (Marilane will take care of class certificate.)
4. Freestyle Drill Team will demo but someone is still needed to do a formal obedience demonstration.

C. Bark for Life 2019

MSC for NVDTTC to donate a leash and a free class. Marilane will follow through on these donations.

VI. NEW BUSINESS

A. Annual Tracking Test

A meeting was held July 1, 2019.

B. November 17, 2019 Four-Hour Seminar

Sue McGuire will be presenting "Investing the Complexities Involved in Teaching "Simple" Behaviors. Seminar is a partnership between NVDTTC and Canine Academics LLC with NVDTTC providing building, insurance, chairs, and tables. Canine Academics will handle registrations and all costs with club receiving 40% of profit.

C. Vouchers for Seminars

Seminar chairpersons to submit to board number of vouchers needed for seminar workers

D. CPR and First Aid Seminar with Peter Pay in 2020

Need someone to put a committee together to organize and work out details.

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E. 20/20 Scheduling/Staffing

Trainers are aging out, need to look at resources for additional trainers who are solid, friendly and follow lesson plans. Take ideas and solutions to training committee.

F. Discounts

Discounts for classes cannot be changed as they are based on a percentage as set by Dog Biz Pro, club's class registration software. However equipment costs can be rounded up to the nearest dollar.

G. Guidelines and Procedures

1. Board agreed on following additions/changes:
 - a. Add reimbursement information for AOCNC representatives: One AOCNC representative who drives to the AOCNC quarterly meeting is reimbursed \$30 per meeting for out of pocket expenses (i.e., gas and bridge toll). In addition meals for representatives who attend an AOCNC meeting are to be reimbursed.
 - b. Building use is free of charge for board members.
 - c. Training committee role to be added.
2. Sue to send current job descriptions to board members for review before adding to guidelines and procedures.
3. Linda Luchsinger will review staff requirements as shown in current version of guidelines and procedures for any needed changes.
4. Look at adding training committee roles and responsibilities as written up by Marilane in November of 2018 (Sue will have this document available by August board meeting).

VII. MEETING ADJOURNED at 8:57 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for June
- 2) Profit & Loss YTD Comparison
- 3) Paypal_6-19
- 4) PNL by Class
5. JMD Scent Work Contract

3:08 PM
06/29/19
Accrual Basis

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

	<u>Jun 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	47,150.15
105 · Savings - Rabobank	22,306.02
110 · Paypal Clearing Account	539.07
Total Checking/Savings	<u>69,995.24</u>
Total Current Assets	<u>69,995.24</u>
TOTAL ASSETS	<u>69,995.24</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	2,960.44
Total Equity	<u>69,995.24</u>
TOTAL LIABILITIES & EQUITY	<u>69,995.24</u>

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
June 2019

	Jun 19	Jan - Jun 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	1,150.00	11,495.00
402 · Puppy	892.50	8,457.50
403 · GM1	2,140.00	10,690.00
404 · GM2	-250.00	1,625.00
405 · Rally	850.00	4,556.50
406 · Puppy Playtime	65.00	710.00
407 · Small Dog Social	130.00	615.00
408 · Scent Work	1,085.00	7,923.50
409 · Dog Dancing	675.00	4,700.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	0.00	500.00
413 · Tricks & Games	255.00	680.00
416 · Obedience	375.00	625.00
Total 400 · Class Fees	7,367.50	54,452.50
420 · Equipment	97.75	1,111.92
430 · Dues	0.00	1,190.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	90.00	646.00
445 · Donation	1.00	104.00
450 · Discounts	-420.60	-2,327.50
455 · Class Credit	0.00	-125.00
460 · Vouchers	-990.00	-5,507.50
470 · Scent Work Trial	0.00	804.09
Total Income	6,145.65	50,356.51
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	28.27	647.09
513 · Class Supplies	0.00	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	480.00	8,027.00
530 · Leashes/Collars/Treat Pouches	0.00	1,608.73
535 · Office Supplies	0.00	386.42
537 · Outside Services	288.00	3,024.00
538 · Postage/PO Box	0.00	136.44
540 · Rent	4,045.00	23,125.00
550 · Toys	0.00	984.29
555 · Storage	109.00	654.00
560 · Telephone	198.73	1,104.77
575 · Utilities		
575a · Electricity	67.00	762.00
575b · Gas	2.00	230.00
575 · Utilities - Other	29.79	1,480.74
Total 575 · Utilities	98.79	2,472.74

NVDTC

Paypal
June 2019

Date	Name	Gross	Fee	Net	Item Title	Discount
6/8/19	Mellene Miller	105	-3.35	101.65	Adolescent Dog (AD) - Tuesday - 7/30/2019 @ 10:00 AM - George	0
6/24/19	Kyle Cooperson	105	-3.35	101.65	Adolescent Dog (AD) - Tuesday - 7/30/2019 @ 10:00 AM - Seamus	0
6/14/19	Ellen Barberi	105	-3.35	101.65	Adolescent Dog (AD) - Wednesday - 7/31/2019 @ 7:00 PM - Blondie	0
6/27/19	Dorothy Shelley	96.6	-3.1	93.5	Adolescent Dog (AD) - Wednesday - 7/31/2019 @ 7:00 PM - Luna Boan Shelley	8.4
6/10/19	November Frances	105	-3.35	101.65	Adolescent Dog (AD) - Wednesday - 7/31/2019 @ 7:00 PM - RUBY	0
		516.6	-16.5	500.1		8.4
6/2/19	Gerald Parrott	-115	3.34	-111.66	Good Manners 1 (GM1) - Friday - 6/7/2019 @ 7:00 PM - Moon	10
6/20/19	Jocelyn Cliff	96.6	-3.1	93.5	Good Manners 1 (GM1) - Thursday - 8/1/2019 @ 7:00 PM - Quesadilla	8.4
6/10/19	Natalie Griffin	105	-3.35	101.65	Good Manners 1 (GM1) - Thursday - 8/1/2019 @ 7:00 PM - Rosie	0
6/11/19	Judith Phillips	105	-3.35	101.65	Good Manners 1 (GM1) - Wednesday - 7/31/2019 @ 9:30 AM - Meadow	0
		191.6	-6.46	185.14		18.4
6/13/19	Constance Stueland	-115	3.34	-111.66	Good Manners 2 (GM2) - Friday - 6/7/2019 @ 6:00 PM - Frieda	10
6/2/19	eBay by George!	-115	3.34	-111.66	Good Manners 2 (GM2) - Wednesday - 2/27/2019 @ 10:30 AM - Molly	10
		-230	6.68	-223.32		20
6/18/19	Marvin McCormick	96.6	-3.1	93.5	Puppy (P) - Tuesday - 7/30/2019 @ 11:00 AM - Lily	8.4
6/26/19	Anthony Parcaut	105	-3.35	101.65	Puppy (P) - Wednesday - 7/31/2019 @ 6:00 PM - Kada	0
6/19/19	Marty Gordon	105	-3.35	101.65	Puppy (P) - Wednesday - 7/31/2019 @ 6:00 PM - Loki	0
		306.6	-9.8	296.8		8.4
6/4/19	Scott Garvey	65	-2.19	62.81	Small Dog Social (SDS) - Saturday - 7/13/2019 @ 11:00 AM - Bella Garvey	0
		65	-2.19	62.81		0
TOTAL		849.8	-28.27	821.53		55.2
6/13/19		-5,000.00	0	-5,000.00		
6/27/19		-1,400.00	0	-1,400.00		



CONTRACT AGREEMENT

This agreement is made by and between JMD Dog Sports of Napa, California and will be referred as JMD, and Napa Valley Dog Training Club of Napa, California and will be referred as NVDTTC. The purpose of this agreement is for trial services by JMD for a two day AKC Scent Work Trial in 2020.

Services provides by JMD:

1. Provide 3 members for the club's trial committee
2. Prepare all paperwork for a sanctioned AKC Scent Work Trial, this includes but not limited to schedules, entries, premium list, catalogs and running orders in a timely manner in accordance with AKC rules.
3. Responsible for the procurement of approved search containers, search supplies, and search odors.
4. Calculate and communicate all final trial results, confirm all fees are paid to AKC, and file all final trial results with AKC in a timely manner.
5. Procure an acceptable trial site that meets AKC regulations
6. Contact, contract, communicate, and manage approved AKC judges for the trial.

Obligations of NVDTTC:

1. Provide 2-3 club members for the Trial Committee to attend a minimum of 4 planning meetings, help with set up and tear down and work both days of the trial.
2. Provide a 2-3 person work crew for Friday afternoon Trial site set-up
3. Provide a 2-3 person work crew for Sunday afternoon Trial site clean-up
4. Responsible for attaining day of trial workers. Qty needed 20+. Exact number will be determined when trial classes are established. If NVDTTC cannot procure enough workers to run the trial properly, they will be responsible for hiring additional workers at their expense at \$75.00/day. *(this is prevailing cost)*
5. Responsible for Ordering and purchasing trial ribbons. *(Additional ribbons will be needed to add to the qty of ribbons already in the club's possession. Ribbons donated to NVDTTC by JMD after last years trial.)*
6. Responsible for hospitality and lunch for workers
7. Arrange for liability insurance to cover trial property

TERMS:

1. The net profit after AKC fees have been paid will be split 75%-JMD and 25%-NVDTTC Additionally, the following expenses will be calculated as follows:
2. Trial site expense will be split 50/50- Napa Valley PSI -\$225.00/weekend - \$112.50/each
3. Judges fees expense will be split 50/50 exact cost to TBD.

Proposed Trial Dates: (Past date was between 2 other trials and lowered our entries)

April 18th & 19th 2020

April 25th & 26th 2020

JMD Dog Sports

Date

NVDTTC

Date

JMD Dog Sports

jmddogsports@gmail.com

www.jmddogsports.com