

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES JULY 5, 2021

I. CALL TO ORDER

President Sue Osborn called the meeting to order at 6:33pm at the Club. Additional members in attendance were: Mary Ash, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton, Linda Luchsinger.

II. TREASURER'S REPORT

Linda Luchsinger reported that the Savings account was converted to a Money Market Savings with a 6/30/21 balance of \$22,343.78, with a remaining regular savings balance of \$22. Interest will be credited quarterly. Sue and Sandy need to go down and sign the papers on the new account. The checking account as of 6/30/21 was \$42,300.95 and the July rent and Comcast has been paid. PayPal had a total of \$1526.15.

It was requested that the Triple Net, Electric and gas be split out and reported separately.

The financials for March, April and May were reviewed. In the review it was noted that apparel costs and income were asked to delineate as the T-shirts were not part of this reporting. YTD in March was reported as \$619.00 and Cost was \$519.29, showing a good profit on the logo apparel.

Additional questions were asked regarding Steffanie's fees in expenses vs trainers fees, two PayPal line items, Scent work not included in Class fees, Dogs can Dance in two areas and a Rally Trial question. Linda will make the minor tweaks in the financial line items and send out corrected forms for March, April, May and June. These will be ready for the next Board meeting.

It was pointed out that Total PayPal fees were \$1462.30 for the first 5 months of the year, and the Club was closed December, January and February. This is an expensive line item for basically 3 months.

Linda will report to the Board when the old business of Vouchers are reconciled.

III. SECRETARY'S REPORT

Typo was corrected under Old Business, Item A, scent work trial, the split is 75/25, not 72/25. and then the Minutes were approved as submitted.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT

Sue reported that Marilane Bergfelt has expressed interest in filling the vacant Publicity Chair Board Position. She will nominate Marilane at the next General Meeting. (It was noted that the ByLaws have conflicting procedures for filling vacant Board positions.)

Sue updated the Tabled items. Confirmation was dropped due to lack of instructor interest. Voucher reconciliation is now on the Treasurer's list.

Sue will be gone August 2nd and potentially Roxann. It was decided and approved to have the next Board meeting on July 19th instead of August 2nd.

B. VICE PRESIDENT

Sandy Bonifield is researching having a police dog presentation for the August General Meeting and a BBQ dinner for members in September. Mary and Sandy will put a proposal together and get back to the Board.

C. MEMBERSHIP/VOUCHERS

Trish and Davi's paperwork has not been received. Sue will continue to invite them to the next meeting.

Judith Baker has applied, but cannot be here on Monday Nights. Mary to talk to her regarding a note to that affect and to get a corrected check made out to the right club.

Linda Glass has applied, but needs to submit an additional \$5.

Susan Brent has applied.

Voting was held to keep the membership fee to full price as the requests were made in June. The motion was carried with two Nay votes.

D. OFFICE

Mary Ash reports that the two office helpers are excellent and everything is up to date.

E. TRAINING

1.) Training Committee Items.

Training Committee Items were reviewed and discussed at great length. It was decided that the minimum class size remains at 4 dogs and anything less requires the class to be cancelled. No half hour options. This was previously discussed and decided by the Board and stands as previously stated.

A motion was made and approved unanimously to keep the class size to 8 dogs for the rest of the year.

A motion was made and approved unanimously to offer \$10 discounts to members for each and every class they sign up for and for no limit on the number of different classes that they sign up for in one session. This is to start in Session 6.

Substitution payment for assistants was discussed at great length. A motion was made and carried with one Nay vote, to pay assistants \$10 for each class that they assist in. For example, this would increase the assistants pay up to \$60 for a 6 week class if they assist in all 6 classes. Vouchers will not be issued for missed classes. Additional pay would be done for each and every class that they assist in. Along with this increase in pay, Board payment will be reviewed next month.

New forms to track the assistants attendance were approved.

Student Rollover recommendations from the training committee were approved.

The Board reviewed the proposal to combine classes. It was acknowledged that this innovative idea had merit. There were several areas of concern. All the classes listed on the proposal should be removed as there were not current approved instructors for all the classes listed. It was decided that the current new class form should be filled out, complete with approved instructors, assurance of outlines of the class are present and current, prerequisites are indicated and current procedures be followed. The committee of peers was questioned and suggested that the training committee would be the proper venue.

2.) Refund Request: Jamie Tobin was refunded via PayPal.

3.) Refund request was approved by the Board via Slack for Emily Cash and Doug Hart.

4.) Class credit voucher Kathryn Vogt - the Board voted for no credit voucher.

5.) Refund request and class credit forms and the Flow chart were Tabled until next meeting.

F. PUBLICITY

Debbie reported for Marilane. Everyone needs to utilize Facebook. Like and share posts. Pictures can be submitted to Marilane or submitted by individuals.

National Days were Read.

It was suggested that the national Days and the posting and liking requests, be sent to the General membership for participation, not just Board members. Instagram - still working on.

Next Door - Marilane has been doing individual posts and has gotten some responses.

Class schedules are reportedly felt not utilized to the fullest extent.

There was no poster at PetFood Express. Marilane will work on this.

Where else?

Radio Show - working on.

Suggested the \$10 discount to members.

Free one year membership to new Seniors or newly adopted dogs.

Allow members to register early for classes.

Scholarship Fund for excess vouchers.

The Board members had various thoughts. No motions were made at this time.

G. BUILDING

Debbie Hilton reported that PSI cleaning contract may be ending soon. Currently the Club is spending \$360/4 weeks for cleaning. Possibility of some community services entity. (Roxann to ask Joe if he knows and let Debbie know if he has any ideas.) Otherwise, the search is on for a new contract. Ross??

H. NEWSLETTER/WEBSITE - No report at this time.

I. AOCN - No report at this time.

V. OLD BUSINESS

A. Business License - Linda to submit a change of address and track down the license.

B. Ordering puppy Toys - Much discussion was held on the need for providing toys and the types of toys. It was decided to mix all the toys in on batch and offer to clients and no toys would be donated to other organizations. A motion was made and passed with one Nay vote, that Sandy order \$350 of toys.

C. Joy Wood - Tabled due to time constraints,

D. Awards Banquet - Tabled due to time constraints.

E. Insurance Company Change - Tabled due to time constraints.

F. Audit Related Action - after much discussion and careful consideration of all aspects, it was unanimously decided to cancel the involved trainer's contract due to Code of Conduct Violations, effective the end of this current Session.

G. Approval of LAPS use of the building - Tabled due to time constraints

H. Guidelines and Procedures update status - Tabled due to time constraints.

I. Job Description Summary - Tabled due to time constraints.

J. Frequently Asked Questions on Website - Tabled due to time constraints.

K. Judy Gamat proposal - Tabled due to time constraints.

VI. NEW BUSINESS

A. COVID Requirements - A motion was made and carried, to follow current Guidelines and post a sign: IF YOU ARE NOT FULLY VACCINATED MASKS ARE REQUIRED and the previous cleaning procedures to be modified to cleaning of "commonly touched items such as door knobs, equipment, phones, headsets, and bathroom surfaces" once daily after the last class of the day.

Hand sanitizers will continue to be provided.

B. Updating of CGC materials/Forms - Tabled due to time constraints.

C. Special waiver form for second handlers - Tabled due to time constraints.

- D. Membership benefits brochure - Tabled due to time constraints.
- E. Keeping Classes open - a motion was made and carried unanimously to keep the classes open for registration for 3 weeks vs. 2 weeks, and once the class is closed, it's closed.

Reminder: Next Board meeting in 2 weeks.

VII. MOTION PASSED TO ADJOURN AT: 9:38 PM.

Minutes Submitted by Roxann Gracia

Attachments:

Uncorrected P&L March, April, May
Training Committee Items Addendum #1
Addendum #2 Tabled items
Proposal from Marilane Berfelt
Proposal from Vange Leonis

FINANCIAL STATEMENTS

NAPA VALLEY DOG TRAINING CLUB, INC.
P.O. BOX 4097

NAPA, CA 94558

As of March 31, 2021

Prepared by DOUD BOOKKEEPING & TAX SERVICE 707 255-9144

CHECK REGISTER REPORT

from 03/01/21 to 03/31/21

Date	Debit Acct	Payable to	Cleared	Check #	Amount
FOR ACCOUNT 10305		CASH IN UMPQUA BANK			
03/09/21	62002	COMCAST	Y	AUTO	123.16
03/10/21	60900	CHECK PRINTING/UMPQUA	Y	AUTO	56.70
03/31/21	60900	ZOOM	Y	AUTO	14.99
03/31/21	60900	DOG BIZ PRO	Y	AUTO	74.99
03/09/21	62010	NAPA SAWYER PROPERTIES LLC	Y	*101	4,375.00
03/09/21	60500	BOB & DUFF PEST CONTROL	Y	102	100.00
03/09/21	62003	NRWS	Y	103	45.29
03/09/21	62011	NAPA VALLEY PSI	Y	104	90.00
03/31/21	10200	VOID CHECK	Y	105	0.00
03/09/21	60101	DONNA GOLEMON	Y	106	896.00
03/09/21	60138	KIMBERELY LESLIE	Y	107	1,152.00
03/31/21	60135	DOGS CAN DANCE LLC	Y	108	360.00
03/31/21	60140	STEFANIE MEINHARDT	Y	109	112.00
03/31/21	60139	DEANNA BRILZ	Y	110	160.00
03/31/21	60120	ASH, MARY	Y	111	640.00
03/31/21	40103	STEFANIE MEINHARDT/ GM2 CLASS REFUND	Y	112	25.00
03/31/21	50200	ROXANN GRACIA/REIMB APPARAL PURCHASE	Y	113	516.29
03/31/21	60127	RONALD, LEA	Y	114	128.00
TOTAL CHECKS:					8,869.42

CASH BALANCE AS OF 03/01/21	26,740.00
PLUS DEPOSITS:	10,651.14
MINUS TOTAL CHECKS:	8,869.42
CASH BALANCE AS OF 03/31/21	28,521.72

STATEMENT OF PROFIT AND LOSS

From 03/01/21 to 03/31/21

Year to Date As of 03/31/21

Sales or Income

CLASS FEES	\$ 10,820.00	72.2%	\$ 14,180.00	68.3%
SCENT CLASS	2,875.00	19.2%	4,005.00	19.3%
BB	460.00	3.1%	460.00	2.2%
POLITE IN PUBLIC	360.00	2.4%	360.00	1.7%
DUES	35.00	0.2%	1,050.00	5.1%
EQUIPMENT	9.25	0.1%	84.75	0.4%
CLUB APPAREL	418.50	2.8%	619.00	3.0%

Total Sales or Income	14,977.75	100.0%	20,758.75	100.0%
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Cost of Sales

PUPPY VOUCHERS & DISCOUNTS	92.20	0.6%	92.20	0.4%
GOOD MANNERS I / VOUCHERS & DISCOUNTS	57.60	0.4%	57.60	0.3%
GM2 VOUCHERS & DISCOUNTS	25.60	0.2%	25.60	0.1%
AGILITY	9.60	0.1%	9.60	0.0%
RALLY VOUCHERS & DISCOUNTS	56.88	0.4%	56.88	0.3%
ADOLESCENT DOG/VOUCHERS & DISCOUNTS	79.70	0.5%	119.70	0.6%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	96.00	0.6%	136.00	0.7%
SCENT WORK/VOUCHERS & DISCOUNTS	441.28	2.9%	521.28	2.5%
BEYOND BASICS,DISCOUNTS & VOUCHERS	12.50	0.1%	12.50	0.1%
POLITE IN PUBLIC	46.40	0.3%	46.40	0.2%
CLUB APPAREL	516.29	3.4%	516.29	2.5%

Total Cost of Sales	1,434.05	9.6%	1,594.05	7.7%
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GROSS PROFIT	13,543.70	90.4%	19,164.70	92.3%
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Operating Expense

TRAINER FEES	3,336.00	22.3%	3,336.00	16.1%
STEFANIE MEINHARDT	112.00	0.7%	112.00	0.5%
STUDENT EQUIPMENT	-26.00	-0.2%	-26.00	-0.1%
SUPPLIES & MINOR EQUIP.	100.00	0.7%	286.05	1.4%
OFFICE EXPENSE	149.68	1.0%	287.06	1.4%
HOSPITALITY	0.00	0.0%	50.00	0.2%
PAYPAL FEES	0.00	0.0%	9.60	0.0%
DUES/CONTRIBUTIONS	0.00	0.0%	50.00	0.2%
BUILDING	168.45	1.1%	346.98	1.7%
NAPA SAWYER PROPERTIES	4,375.00	29.2%	8,663.00	41.7%
NAPA VALLEY PSI/BUILDING CLEANING	90.00	0.6%	258.75	1.2%
PAYPAL FEES	0.00	0.0%	32.00	0.2%

Total Operating Expense	8,305.13	55.4%	13,405.44	64.6%
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NET INCOME OR <LOSS>	\$ 5,238.57	35.0%	\$ 5,759.26	27.7%
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INCOME STATEMENT SUPPORTING SCHEDULE As of 03/31/21

	From 03/01/21 to 03/31/21		Year to Date As of 03/31/21	
CLASS FEES				
PUPPY	2,500.00	16.7%	3,100.00	14.9%
GOOD MANNERS/MIGHTY MIGHTS	1,860.00	12.4%	2,260.00	10.9%
GOOD MANNERS 2	835.00	5.6%	1,075.00	5.2%
AGILITY	300.00	2.0%	400.00	1.9%
RALLY CLASS	1,525.00	10.2%	2,460.00	11.9%
ADOLESCENT DOG	2,900.00	19.4%	3,620.00	17.4%
DOGS CAN DANCE CLASS	800.00	5.3%	1,165.00	5.6%
TRICKS & GAMES	<u>100.00</u>	.7%	<u>100.00</u>	.5%
Total CLASS FEES	10,820.00	72.2%	14,180.00	68.3%
TRAINER FEES				
DONNA GOLEMON	896.00	6.0%	896.00	4.3%
MARY ASH	640.00	4.3%	640.00	3.1%
LEA RONALD	128.00	.9%	128.00	.6%
DOGS CAN DANCE, LLC	360.00	2.4%	360.00	1.7%
KIM LESLIE/TRAINER	1,152.00	7.7%	1,152.00	5.5%
DE BRILZ	<u>160.00</u>	1.1%	<u>160.00</u>	.8%
Total TRAINER FEES	3,336.00	22.3%	3,336.00	16.1%
DUES/CONTRIBUTIONS				
DONATIONS	<u>0.00</u>	.0%	<u>50.00</u>	.2%
Total DUES/CONTRIBUTIONS	0.00	.0%	50.00	.2%
BUILDING				
TELEPHONE	123.16	.8%	216.32	1.0%
UTILITIES	<u>45.29</u>	.3%	<u>130.66</u>	.6%
Total BUILDING	168.45	1.1%	346.98	1.7%

FINANCIAL STATEMENTS

NAPA VALLEY DOG TRAINING CLUB, INC.
P.O. BOX 4097

NAPA, CA 94558

As of April 30, 2021

Prepared by DOUD BOOKKEEPING & TAX SERVICE 707 255-9144

CHECK REGISTER REPORT

from 04/01/21 to 04/30/21

Date	Debit Acct	Payable to	Cleared	Check #	Amount
FOR ACCOUNT 10305		CASH IN UMPQUA BANK			
04/01/21	62003	NAPA SAWYER PROPERTIES LLC	Y	AUTO	4,417.00
04/05/21	62002	COMCAST	Y	AUTO	133.16
04/30/21	60900	DOG BIZ PRO	Y	AUTO	74.99
04/30/21	60900	SERVICE CHARGE	Y	ADJ	23.00
04/16/21	64401	KAREN JACKSON/HOSPITALITY SCENTWORK TRIAL	Y	*115	125.52
04/16/21	64401	KAREN JACKSON/HOSPITALITY SCENTWORK TRIAL	Y	116	285.66
04/16/21	60900	DEBBIE HILTON/SUPPLIES S/W & OFFICE	N	117	198.77
04/30/21	10200	VOID CHECK	Y	118	0.00
04/30/21	10200	VOID CHECK	Y	119	0.00
04/30/21	10200	VOID CHECK	Y	120	0.00
04/30/21	60101	DONNA GOLEMON/SCENTWORK CLASS	N	121	1,024.00
04/30/21	40119	DE BRILZ/ADO	N	122	160.00
04/30/21	60140	STEFANIE MEINHARDT	N	123	56.00
04/30/21	60120	ASH, MARY	N	124	512.00
04/30/21	60138	KIMBERELY LESLIE	N	125	1,280.00
04/30/21	60134	JUDY GAMET	N	126	405.00
04/30/21	60127	RONALD, LEA	N	127	256.00
				TOTAL CHECKS:	8,951.10

CASH BALANCE AS OF 04/01/21	28,521.72
PLUS DEPOSITS:	23,586.50
MINUS TOTAL CHECKS:	8,951.10
CASH BALANCE AS OF 04/30/21	43,157.12

STATEMENT OF PROFIT AND LOSS

From 04/01/21 to 04/30/21

Year to Date As of 04/30/21

Sales or Income

CLASS FEES	\$ 17,507.50	85.2%	\$ 31,687.50	76.7%
SCENT CLASS	2,715.00	13.2%	6,720.00	16.3%
BB	0.00	0.0%	460.00	1.1%
POLITE IN PUBLIC	0.00	0.0%	360.00	0.9%
DUES	35.00	0.2%	1,085.00	2.6%
BUILDING/EQUIPMENT RENTAL	300.00	1.5%	300.00	0.7%
EQUIPMENT	0.00	0.0%	84.75	0.2%
CLUB APPAREL	0.00	0.0%	619.00	1.5%

Total Sales or Income	20,557.50	100.0%	41,316.25	100.0%
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Cost of Sales

PUPPY VOUCHERS & DISCOUNTS	0.00	0.0%	92.20	0.2%
GOOD MANNERS I / VOUCHERS & DISCOUNTS	0.00	0.0%	57.60	0.1%
GM2 VOUCHERS & DISCOUNTS	0.00	0.0%	25.60	0.1%
AGILITY	0.00	0.0%	9.60	0.0%
RALLY VOUCHERS & DISCOUNTS	0.00	0.0%	56.88	0.1%
ADOLESCENT DOG/VOUCHERS & DISCOUNTS	0.00	0.0%	119.70	0.3%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	0.00	0.0%	136.00	0.3%
SCENT WORK/VOUCHERS & DISCOUNTS	0.00	0.0%	521.28	1.3%
BEYOND BASICS,DISCOUNTS & VOUCHERS	0.00	0.0%	12.50	0.0%
POLITE IN PUBLIC	0.00	0.0%	46.40	0.1%
CLUB APPAREL	0.00	0.0%	516.29	1.2%

Total Cost of Sales	0.00	0.0%	1,594.05	3.9%
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GROSS PROFIT	20,557.50	100.0%	39,722.20	96.1%
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Operating Expense

TRAINER FEES	3,477.00	16.9%	6,813.00	16.5%
STEFANIE MEINHARDT	56.00	0.3%	168.00	0.4%
STUDENT EQUIPMENT	-129.00	-0.6%	-155.00	-0.4%
SUPPLIES & MINOR EQUIP.	0.00	0.0%	286.05	0.7%
OFFICE EXPENSE	246.18	1.2%	533.24	1.3%
HOSPITALITY	0.00	0.0%	50.00	0.1%
PAYPAL FEES	469.70	2.3%	479.30	1.2%
DUES/CONTRIBUTIONS	0.00	0.0%	50.00	0.1%
BUILDING	262.16	1.3%	609.14	1.5%
NAPA SAWYER PROPERTIES	4,288.00	20.9%	12,951.00	31.3%
NAPA VALLEY PSI/BUILDING CLEANING	0.00	0.0%	258.75	0.6%
PAYPAL FEES	660.00	3.2%	692.00	1.7%
SCENTWORK TRIAL HOSPITALITY	411.18	2.0%	411.18	1.0%
RALLY TRIAL	50.58	0.2%	50.58	0.1%

Total Operating Expense	9,791.80	47.6%	23,197.24	56.1%
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NET INCOME OR <LOSS>	\$ 10,765.70	52.4%	\$ 16,524.96	40.0%
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INCOME STATEMENT SUPPORTING SCHEDULE As of 04/30/21

	From 04/01/21 to 04/30/21		Year to Date As of 04/30/21	
CLASS FEES				
PUPPY	3,820.00	18.6%	6,920.00	16.7%
GOOD MANNERS/MIGHTY MIGHTS	1,975.00	9.6%	4,235.00	10.3%
GOOD MANNERS 2	2,375.00	11.6%	3,450.00	8.4%
AGILITY	850.00	4.1%	1,250.00	3.0%
RALLY CLASS	1,995.00	9.7%	4,455.00	10.8%
ADOLESCENT DOG	3,890.00	18.9%	7,510.00	18.2%
DOGS CAN DANCE CLASS	1,412.50	6.9%	2,577.50	6.2%
SAMPLER CLASS	625.00	3.0%	625.00	1.5%
TRICKS & GAMES	565.00	2.7%	665.00	1.6%
Total CLASS FEES	17,507.50	85.2%	31,687.50	76.7%
TRAINER FEES				
DONNA GOLEMON	1,024.00	5.0%	1,920.00	4.6%
MARY ASH	512.00	2.5%	1,152.00	2.8%
LEA RONALD	256.00	1.2%	384.00	.9%
JUDY GAMET/DOGS CAN DANCE	405.00	2.0%	405.00	1.0%
DOGS CAN DANCE, LLC	0.00	.0%	360.00	.9%
KIM LESLIE/TRAINER	1,280.00	6.2%	2,432.00	5.9%
DE BRILZ	0.00	.0%	160.00	.4%
Total TRAINER FEES	3,477.00	16.9%	6,813.00	16.5%
DUES/CONTRIBUTIONS				
DONATIONS	0.00	.0%	50.00	.1%
Total DUES/CONTRIBUTIONS	0.00	.0%	50.00	.1%
BUILDING				
TELEPHONE	133.16	.6%	349.48	.8%
UTILITIES	129.00	.6%	259.66	.6%
Total BUILDING	262.16	1.3%	609.14	1.5%

FINANCIAL STATEMENTS

NAPA VALLEY DOG TRAINING CLUB, INC.
P.O. BOX 4097

NAPA, CA 94558

As of May 31, 2021

Prepared by DOUD BOOKKEEPING & TAX SERVICE 707 255-9144

CHECK REGISTER REPORT

from 05/01/21 to 05/31/21

Date	Debit Acct	Payable to	Cleared	Check #	Amount
FOR ACCOUNT 10305		CASH IN UMPQUA BANK			
05/01/21	62002	COMCAST	Y	AUTO	123.43
05/01/21	62003	NAPA SAWYER PROPERTIES LLC	Y	AUTO	4,394.00
05/02/21	60900	ZOOM	Y	AUTO	14.99
05/31/21	60900	DOGBIZPRO	N	AUTO	74.99
05/31/21	60900	BANK SERVICE CHARGE	Y	AUTO	23.00
05/21/21	62011	NAPA VALLEY PSI	Y	*128	360.00
05/21/21	62003	NRWS	Y	129	90.58
05/21/21	60125	BERGFELT, MARILANE	N	130	192.00
05/21/21	40102	BERNICE CONNER/REFUND GM1	N	131	125.00
05/21/21	40103	VERGIL TABLANTE/REFUND CGC	N	132	125.00
				TOTAL CHECKS:	5,522.99

CASH BALANCE AS OF 05/01/21	43,157.12
PLUS DEPOSITS:	9,581.84
MINUS TOTAL CHECKS:	5,522.99
CASH BALANCE AS OF 05/31/21	47,215.97

STATEMENT OF PROFIT AND LOSS

From 05/01/21 to 05/31/21

Year to Date As of 05/31/21

Sales or Income

CLASS FEES	\$ 9,610.00	82.5%	\$ 41,297.50	78.0%
SCENT CLASS	1,415.00	12.1%	8,135.00	15.4%
BB	375.00	3.2%	835.00	1.6%
POLITE IN PUBLIC	0.00	0.0%	360.00	0.7%
DUES	0.00	0.0%	1,085.00	2.0%
MISC INCOME	248.21	2.1%	248.21	0.5%
BUILDING/EQUIPMENT RENTAL	0.00	0.0%	300.00	0.6%
EQUIPMENT	0.00	0.0%	84.75	0.2%
CLUB APPAREL	0.00	0.0%	619.00	1.2%

Total Sales or Income	11,648.21	100.0%	52,964.46	100.0%
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Cost of Sales

PUPPY VOUCHERS & DISCOUNTS	0.00	0.0%	92.20	0.2%
GOOD MANNERS I / VOUCHERS & DISCOUNTS	0.00	0.0%	57.60	0.1%
GM2 VOUCHERS & DISCOUNTS	0.00	0.0%	25.60	0.0%
AGILITY	0.00	0.0%	9.60	0.0%
RALLY VOUCHERS & DISCOUNTS	0.00	0.0%	56.88	0.1%
ADOLESCENT DOG/VOUCHERS & DISCOUNTS	0.00	0.0%	119.70	0.2%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	0.00	0.0%	136.00	0.3%
SCENT WORK/VOUCHERS & DISCOUNTS	0.00	0.0%	521.28	1.0%
BEYOND BASICS,DISCOUNTS & VOUCHERS	0.00	0.0%	12.50	0.0%
POLITE IN PUBLIC	0.00	0.0%	46.40	0.1%
CLUB APPAREL	0.00	0.0%	516.29	1.0%

Total Cost of Sales	0.00	0.0%	1,594.05	3.0%
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GROSS PROFIT	11,648.21	100.0%	51,370.41	97.0%
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Operating Expense

TRAINER FEES	192.00	1.6%	7,005.00	13.2%
STEFANIE MEINHARDT	0.00	0.0%	168.00	0.3%
STUDENT EQUIPMENT	-61.00	-0.5%	-216.00	-0.4%
SUPPLIES & MINOR EQUIP.	0.00	0.0%	286.05	0.5%
OFFICE EXPENSE	112.98	1.0%	646.22	1.2%
HOSPITALITY	0.00	0.0%	50.00	0.1%
PAYPAL FEES	0.00	0.0%	479.30	0.9%
DUES/CONTRIBUTIONS	0.00	0.0%	50.00	0.1%
BUILDING	320.01	2.7%	929.15	1.8%
NAPA SAWYER PROPERTIES	4,288.00	36.8%	17,239.00	32.5%
NAPA VALLEY PSI/BUILDING CLEANING	360.00	3.1%	618.75	1.2%
PAYPAL FEES	291.08	2.5%	983.08	1.9%
SCENTWORK TRIAL HOSPITALITY	0.00	0.0%	411.18	0.8%
RALLY TRIAL	0.00	0.0%	50.58	0.1%

Total Operating Expense	5,503.07	47.2%	28,700.31	54.2%
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NET INCOME OR <LOSS>	\$ 6,145.14	52.8%	\$ 22,670.10	42.8%
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INCOME STATEMENT SUPPORTING SCHEDULE As of 05/31/21

	From 05/01/21 to 05/31/21		Year to Date As of 05/31/21	
CLASS FEES				
PUPPY	3,315.00	28.5%	10,235.00	19.3%
GOOD MANNERS/MIGHTY MIGHTS	1,565.00	13.4%	5,800.00	11.0%
GOOD MANNERS 2/CGC CLASS	975.00	8.4%	4,425.00	8.4%
AGILITY	250.00	2.1%	1,500.00	2.8%
ADVANCED OBEDIENCE	250.00	2.1%	250.00	.5%
RALLY CLASS	590.00	5.1%	5,045.00	9.5%
ADOLESCENT DOG	2,250.00	19.3%	9,760.00	18.4%
DOGS CAN DANCE CLASS	540.00	4.6%	3,117.50	5.9%
SAMPLER CLASS	-125.00	-1.1%	500.00	.9%
TRICKS & GAMES	0.00	.0%	665.00	1.3%
Total CLASS FEES	9,610.00	82.5%	41,297.50	78.0%
TRAINER FEES				
DONNA GOLEMON	0.00	.0%	1,920.00	3.6%
MARY ASH	0.00	.0%	1,152.00	2.2%
MARILANE BERGFELT	192.00	1.6%	192.00	.4%
LEA RONALD	0.00	.0%	384.00	.7%
JUDY GAMET/DOGS CAN DANCE	0.00	.0%	405.00	.8%
DOGS CAN DANCE, LLC	0.00	.0%	360.00	.7%
KIM LESLIE/TRAINER	0.00	.0%	2,432.00	4.6%
DE BRILZ	0.00	.0%	160.00	.3%
Total TRAINER FEES	192.00	1.6%	7,005.00	13.2%
DUES/CONTRIBUTIONS				
DONATIONS	0.00	.0%	50.00	.1%
Total DUES/CONTRIBUTIONS	0.00	.0%	50.00	.1%
BUILDING				
TELEPHONE	123.43	1.1%	472.91	.9%
UTILITIES	196.58	1.7%	456.24	.9%
Total BUILDING	320.01	2.7%	929.15	1.8%

TRAINING COMMITTEE ITEMS

Addendum #1 to 7/5/21 NVDTC Board Meeting Agenda

From June 15, 2021 Training Committee Meeting Notes:

1) Class sizes

- Not everyone on the training committee agrees the minimum number of 4 students (as passed at April 2021 board meeting) should be changed. For anyone who feels differently, the suggestion was made to write a note to the board. Sue asked such notes be sent to the board a week before the July 5th board meeting.
- As a recommendation to board, training committee is in favor of the maximum number of students to remain at eight students until the end of the year—MSC. NOTE: See Vange's proposal as enclosed.

2) Status of vouchers and discounts for classes

- Recommendation by training committee is to leave voucher amounts as they currently stand.
- Recommendation by training committee is not to reinstate discounts for seniors, juniors, and multiple classes, discounts that were discontinued because of financial losses due to COVID-19. In place of these discounts, a discount of \$10 is being recommended to the board by the training committee to be given to members only for each class they enroll in, regardless of the number of weeks a class is scheduled to run, beginning in Session 6, 2021—MSC. This \$10 discount is a reward to our members and can also encourage students to become members. Both Mary and Donna are on board to track use of discount.

3) Assistant substitution policy

- MSC with one no vote to recommend to the board to continue compensating assistants for each day they assist in a class (in one session), whether it is a class they signed on to assist in a session or for a class they are filling in for another assistant. Note: No vouchers are given for assisting only one time in a session.
- Carol came up with providing forms on boards for each class at the end of each session to be filled in with assistant's name or names for each day the class has an assistant. Training committee is recommending the board implement Carol's forms.

4: Student rollover

- Recommendation to board is to allow rollovers to next session in situations wherein, in special circumstances, student is unable to take a class he/she signed up to take. Rollovers are only granted before first class (in lower level classes) to students who have already made payment and provided shot records. Note: Rollovers do not need to go to Board for approval. Registrar will handle.

5) Registration guidelines <http://nvdtc.org/registrationguidelines/>

- Presented to committee: Only change is to eliminate second bullet point under "Rollovers" on both the general and instructor sets of guidelines. Registration guidelines will be sent to board for review and approval.

6) Flow Chart http://nvdtc.org/8StudentClassFlowChart_060221.pdf

- Presented to committee: Only possible change is in the lower left orange box to statement about setting class time to 30 minutes, whether it will be included or reworded or left out entirely will be taken to Board.

7) Flexibility in Class Offerings Proposal

- After presenting proposal about combining approved classes to come up with new classes that do not need to be approved, training committee recommended Marilane forward the proposal (with changes suggested by the committee) to Board for review and approval—MSC. Changes: Add verbiage about once a combined class is created, background information such as class description, prerequisites, and number of students is to be determined. See proposal submitted, as revised, by Marilane.

TABLED ITEMS FROM PAST BOARD MEETINGS
Addendum #2 to 7/5/21 NVDTC Board Meeting Agenda

In order of priority

- 1) Xeroxing of training sheets needs assignment
(interface with Marilane)**
- 2) New Member Anonymous Voting**
- 3) Review Complaint Process & Policy**
- 4) Review of Building Use Rental Charges**
- 5) AKC Bylaws and Updates Review**

Date: June 27, 2021
To: NVDTC Board of Directors
Cc: Training Committee
From: Marilane Bergfelt
RE: Flexibility in Class Offerings (*revised per committee discussion*)

Board,

I would like to create flexibility in our training class offerings with the goal of providing owners and their pets more intermediate level training options. During classes, owners will ask about activities &/or life skills that aren't addressed or appropriate in the class they are currently participating. Those comments provide insights into what people and pets are interested in and what they want now. I'm proposing we use currently approved classes and adapt them for different uses and activities, without the lengthy approval process currently in place.

The current approval process started in 2014. Since then, nearly all new classes have been reviewed by our committee, fine-tuned per our requests, and then sent to the Board for formal approval. That has led to many more training options, especially at the intermediate level. Below is a list of the classes with formal approval and written outlines:

Beginning Tricks	Mighty Might
C & C (Crate and Choices)	Out & About
Community Exploration Walks	Puppy Playtime 1 & 2
Delightful Distractions	Recall Games
Fun Games	3R's – Reliable Recalls & Retrieves
Into to Clicker (Hot Item)	Small Dog Social
Intro to Therapy Dog Skills	
Surfing the Disc (Conditioning Your K9 with Discs)	
Train Your Dog to Listen Anywhere, Anytime (by Denise Frenzi)	

Each of these approved classes includes prerequisites, skills to be taught and materials needed. This information makes it easy to mix-n-meld classes and create new opportunities. An instructor could select skills from one approved class, blend it with activities from another approved class, create a fun title and – yippee, there is something different that owners want.

[Revised] An instructor would create a concept for a blended class, create a title and add it to an upcoming session. The instructor would also send info to the PR committee to help expedite fliers and website / FB posts. A digital draft of the newly blended class would be sent to the committee (peers) for review and recommendations. This would be done via email with a deadline for responses. The instructor would then update the digital file using peer insights as a guide and send a final version to the committee and board.

Since this modified class is coming from materials our committee and previous boards have already approved, additional committee and board approval would not be needed. This process would provide staff with flexibility to offer new classes more frequently, give added time to schedule classes and PR them, while allowing greater response to current owner needs & interests.

Date: June 27, 2021
To: NVDTTC – Board of Directors
CC: NVDTTC Training Committee
From: Vange Leonis

Re: Improving Client's Training Choices by allowing 30-minute classes with instructors charging 50% of their contracted fee.

I propose that instructors be allowed to hold half hour classes, at half pay when class size is reduced below the posted minimum (which is currently 4 dogs). This would promote the completion of beginning classes and help establish the value of intermediate level training classes.

Owners commonly say they would like to have an obedient dog they can take with them on outings and feel comfortable with in public. They also note an interest in advanced classes and canine sports. As experienced dog owners, we know that these goals are rarely accomplished with just beginning level classes. It is the intermediate level classes that help people gain the skills, confidence, and momentum to do more with their dogs.

In my opinion, what is missing are intermediate obedience and skills classes. Puppy, Adolescent Dog and Good Manners 1 classes fill up easily, however after GM1 the drop off is significant. This drop off is largely due to the cancellation of classes due to lower registration numbers. I would like the number of owners participating with their dogs at this level to increase. The only way to do that, is to *run* intermediate classes year-round, without cancellations.

Currently classes with 3 or less students must be cancelled. However, classes with only 2 students still make money for the Club. Example:

2 students = \$250.00

Highest Instructor pay is \$32.00/per class. At ½ pay = \$16.00 X 6 classes = \$96.00

Profit AFTER paying instructor = \$154.00

* Historically, intermediate students pay full price for their classes.

** The alternative is cancelling the class with zero income to the Club.

The intermediate level classes fill slots in the weekly schedule that would otherwise be vacant. The Club can promote and grow the interest in intermediate classes with little-to-no expense, classes can be run without the concern of losing money, and students can improve the skills and talents of their dogs. It's a WIN-WIN.

I trust the NVDTTC Board will see the value of adjusting for smaller class sizes and will approve smaller classes of 2 or 3 students to be held at a reduced instructor's fee.