

# NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

July 6, 2020

Page 1 of 3

## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order 6:30 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, Sue Osborn, and Marion Sigel.

## II. TREASURER'S REPORT—Stefanie Meinhardt

- A. Savings as of June 30: \$22,338.45
- B. Checking as of June 30: \$22,161.97
- C. There has been no response to the certified letter sent to property owner asking for rent reduction because of club losses from COVID-19 pandemic. Linda will look into locating receipt from post office.
- D. Automatic payment of rent & utilities has been stopped.
- E. July rent hasn't been paid as bill from property management has not yet been received.
- F. The question brought up at the June 17, 2020 training meeting as to what outside services were has been answered. Outside services are for PSI at \$360/month. Contract with PSI for this amount is in effect through end of the year.
- G. MSC to pay the rent in its entirety after Linda talks to Stephen Barnt and receives no positive response or any response at all for paying half.
- H. Financial Reports for May and June are attached.

## III. SECRETARY'S REPORT—Sue Osborn

- A. March 2, 2020 Board Minutes approved at Special May 18 Meeting.
- B. MSC to approve Special May 18 Meeting Minutes.

## IV. BOARD, COMMITTEE & CHAIR REPORTS

### A. PRESIDENT—Linda Luchsinger

- 1. Contacting County: Linda Luchsinger will contact Napa County by phone to see if NVDC is allowed to operate now that the county has started closing business back down due to COVID-19 case increases.
- 2. Report from 6/7 and 6/17 Training Meetings:
  - a. MSC to give tote bags to advanced students first.
  - b. DogBizPro Style 1 Roster to be used.
  - c. Option 1 selected for scheduling of sessions for remainder of year.
  - d. Class Changes due to COVID-19:
    - i. Classes to be 45 minutes each to allow for cleaning in between.
    - ii. Minimum of 3 students, Maximum of 6 students
    - iii. Limit of \$40 in vouchers per class
    - iv. AB5: Decision made to continue to keep instructors as independent contractors for now.
    - v. Suggested ways to reduce expenses: 1) Stop buying toys, 2) review phone bill and 3) give up storage unit.

### D. OFFICE—Sandy Bonifield

- 1. New payment procedures per July 1st "Payment "meeting attended by Donna, Sandy, Marilane and Sue.
  - a. Donna will be taking care of payments and scheduling of classes through DogBizPro.
  - b. Two sets of DogBizPro Invoices will be printed for payments not yet received from students prior to session 4 classes starting. One set is to go into a special folder or binder for office use and second copies will go on trainer boards.
  - c. A new stamp for use on DogBizPro invoices has been ordered for filling in information for check number, amount, vouchers, discounts, and grand total.

## NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

July 6, 2020

Page 2 of 3

2. Sandy has requested to be the only one to login payments to cut down on inconsistencies.
3. Sandy will take care of putting DogBizPro rosters on trainer boards.

### **E. TRAINING**—Linda Luchsinger

1. Date for next training committee has been set for September 2, 2020 at 6:30 PM at the clubhouse.
2. Vouchers/Refunds: MSC for treasurer to write refund checks for class fees received in December, 2019 to rally students Donna Albini and Sharon Leos. Other related refunds will be via Paypal.
3. Donna will look into DogBizPro to see if a wait list of two can be incorporated and if so, put into place.
4. MSC to approve Sue Osborn as an assistant for puppy.
5. Session 4 Class Changes:
  - a. The 9:00 Tuesday puppy class will not be an overflow class.
  - b. Saturday classes have been cancelled.
  - c. Kim will be teaching a Small Dog Manners class on Tuesday mornings.

### **F. PUBLICITY**—Marion Sigel

1. 50th Anniversary Logo Shirts
  - a. Most current order was shipped last week, expected to arrive soon.
  - b. Order form not included in July-August newsletter in hopes members and students will show interest in ordering after seeing the shirt display on the training floor.
  - c. Cost per shirt has gone up from \$35 to \$40 due to the COVID-19 situation.
  - d. Marion has ordered another style of a royal blue shirt to present for a possible alternative for purchase.
2. Business Cards
  - a. Business cards for distributing throughout community are located in lower right-hand drawer of the main office desk.
  - b. Marion delivered business cards to Pet Food Express, which were well received.

### **G. BUILDING**—Debbie Hilton

1. Disbursement of Items from Storage Unit:
  - a. Approximately 12 Baby Gates—Keep
  - b. Big plastic bins—Keep.
  - c. Easels—Keep lightweight ones only
  - d. High jumps were thrown out
  - e. Dry erase boards—Keep. Debbie will clean up
  - f. Small lattice wings—Keep. Can be used in agility class
  - g. Small buckets—Keep
  - h. Canopies will be stored in restroom.
2. Debbie and Stefanie working out how best to store A-Frame and other related agility equipment on the training floor.
3. PSI Cleaning of Building: Debbie Hilton will call PSI to find out exact time PSI staff will be cleaning the NVDTTC clubhouse.

### **H. NEWSLETTER/WEBSITE**—Sue Osborn

1. An dedicated email has been set up for students to email their dog's vaccination records: dogshots@nvdte.org. Donna will add vaccination records to students' Dog-BizPro accounts.
2. COVID-19 related changes made to website:
  - a. Discounts and Vouchers updated to match COVID-19 situation

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES**

**July 6, 2020**

**Page 3 of 3**

- b. What You'll Need for Class updated to match COVID-19 situation
- c. DogBizPro Waiver to match COVID-19 situation
- d. Orientation Video will be posted soon now that shooting of the last part by De and Lea was completed on 7/5/20.

**I. AOCNC—Sue Osborn, Mary Ash**

The summer workshop has been cancelled, 2nd and 3rd quarterly meetings were cancelled, and the seminar likely will be cancelled. AOCNC is looking for an alternate location for their 2021 winter workshop since renting Cow Palace has become too expensive.

**V. OLD BUSINESS**

- A. AB5: Marion will look at verbiage on our website, in our guidelines & procedures, and on facebook to make sure it accurately portrays the club as an animal service.
- B. Surveillance camera: Now in place in office and is located up in corner behind the desk.
- C. Service Award: Linda has the award framed and will print up statement for presentation to awardee at next general meeting. Stefanie will ask Linda Wargo about the plaque and tag.

**VI. NEW BUSINESS**

- A. Napa Humane's Virtual 2020 Walk for Animals: Marion Sigel has agreed to be NVDTC's contact person for this event .
- B. COVID-19 Disinfectant Cleaning Information: MSC to approve cleaning information document put together by Marilane. See attached.
- C. COVID-19 Reopening Guidelines : MSC to approve. See attached.
- D. COVID-19 Signage: Marilane working on posting related COVID-19 information in and around the clubhouse.
- E. Storage Unit Rental: Payment has been stopped and NVDTC will be receiving a refund.
- F. Phone Bill: Donna reviewed the bill and found nothing that could be eliminated to reduce costs. Increase in bill is anticipated for July. Linda Luchsinger will contact Comcast about obtaining a lower cost for phone and also look into cost of internet service.
- G. Evening Scent Work Training Fee: Donna will be paid for teaching evening scent work class as requested since there is a minimum of three students enrolled.
- H. COVID-19 Waiver: To be signed by anyone who comes into the NVDTC facility. Sue to set up a binder where all signed off waivers are to be filed.
- I. Building Use by Members — Tabled.

**VII. MEETING ADJOURNED** at 8:45 pm

Respectively submitted by  
Sue Osborn  
NVDTC Secretary

Attachments:

- May and June 2020 Financials - 6 Pages
- Cleaning Supplies and More - 2 Pages
- COVID-19 Reopening Guidelines \_ 2 Pages

2:35 PM  
06/27/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of May 31, 2020

	<u>May 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Cash - Rabobank	27,689.19
105 · Savings - Rabobank	22,337.53
110 · Paypal Clearing Account	680.54
<b>Total Checking/Savings</b>	<u>50,707.26</u>
<b>Total Current Assets</b>	<u>50,707.26</u>
<b>TOTAL ASSETS</b>	<b><u>50,707.26</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	15,978.08
Net Income	-18,242.95
<b>Total Equity</b>	<u>50,707.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>50,707.26</u></b>

2:34 PM  
 06/27/20  
 Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison May 2020

	May 20	Jan - May 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>400 · Class Fees</b>		
401 · Ado Dog	0.00	1,871.80
402 · Puppy	0.00	4,392.50
403 · GM1	0.00	3,257.50
404 · GM2	0.00	1,207.50
405 · Rally	0.00	971.77
408 · Scent Work	0.00	3,829.71
409 · Dog Dancing	0.00	2,045.00
410 · CGC	0.00	572.50
415 · Trick Dog	0.00	437.50
418 · Agility	0.00	567.50
419 · Delightful Distractions	0.00	0.00
<b>Total 400 · Class Fees</b>	0.00	19,153.28
425 · Equipment	0.00	732.00
430 · Dues	0.00	805.00
435 · Miscellaneous	0.00	96.00
440 · Building Rental	0.00	495.00
445 · Donation	0.00	0.50
490 · Class Credit	0.00	-375.00
<b>Total Income</b>	0.00	20,906.78
<b>Cost of Goods Sold</b>		
448 · Instructor Fees	0.00	5,397.00
450 · Discounts	0.00	1,059.60
460 · Vouchers	0.00	2,405.00
<b>Total COGS</b>	0.00	8,861.60
<b>Gross Profit</b>	0.00	12,045.18
<b>Expense</b>		
500 · AOCNC	0.00	130.00
503 · Advertising	0.00	99.36
<b>505 · Building</b>		
506 · Repairs & Maintenance	100.00	399.65
507 · Renovation	0.00	296.59
<b>Total 505 · Building</b>	100.00	696.24
510 · Bank Charges	-1.00	436.95
513 · Class Supplies	0.00	469.21
<b>515 · Events &amp; Trials</b>		
515a · Scentwork	0.00	807.80
<b>Total 515 · Events &amp; Trials</b>	0.00	807.80
517 · Education	0.00	720.00
530 · Leashes/Collars/Treat Pouches	149.90	697.27
533 · Licenses & Permits	35.00	55.00
535 · Office Supplies	0.00	266.65
537 · Outside Services	85.00	1,273.00
538 · Postage/PO Box	0.00	207.14
540 · Rent	4,045.00	20,225.00
550 · Toys	0.00	6.44
555 · Storage	119.00	595.00
560 · Telephone	202.53	1,013.64
<b>575 · Utilities</b>		
575a · Electricity	67.00	600.00
575b · Gas	24.00	218.00
575c · Garbage	40.08	195.17
<b>Total 575 · Utilities</b>	131.08	1,013.17
<b>580 · Special Events</b>		
580a · Awards Dinner	0.00	267.08
580b · Open House	0.00	227.35
580d · Various	0.00	613.85

2:34 PM  
06/27/20  
Accrual Basis

Napa Valley Dog Training Club  
**Profit & Loss YTD Comparison**  
May 2020

	<u>May 20</u>	<u>Jan - May 20</u>
Total 580 · Special Events	0.00	1,108.28
583 · Donations	0.00	100.00
585 · Website	69.99	381.93
Total Expense	<u>4,936.50</u>	<u>30,302.08</u>
Net Ordinary Income	-4,936.50	-18,256.90
Other Income/Expense		
Other Income		
910 · Interest Income	2.85	13.95
Total Other Income	<u>2.85</u>	<u>13.95</u>
Net Other Income	<u>2.85</u>	<u>13.95</u>
Net Income	<u><u>-4,933.65</u></u>	<u><u>-18,242.95</u></u>

7:17 PM  
07/07/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of June 30, 2020

	<u>Jun 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Cash - Rabobank	22,161.97
105 · Savings - Rabobank	22,338.45
110 · Paypal Clearing Account	2,125.36
<b>Total Checking/Savings</b>	<u>46,625.78</u>
<b>Total Current Assets</b>	<u>46,625.78</u>
<b>TOTAL ASSETS</b>	<b><u>46,625.78</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	15,978.08
Net Income	<u>-22,324.43</u>
<b>Total Equity</b>	<u>46,625.78</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>46,625.78</u></b>

7:16 PM  
07/07/20  
Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison June 2020

	Jun 20	Jan - Jun 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>400 · Class Fees</b>		
401 · Ado Dog	0.00	1,871.80
402 · Puppy	0.00	4,392.50
403 · GM1	0.00	3,257.50
404 · GM2	0.00	1,207.50
405 · Rally	250.00	1,221.77
408 · Scent Work	850.00	4,679.71
409 · Dog Dancing	300.00	2,345.00
410 · CGC	0.00	572.50
415 · Trick Dog	0.00	437.50
418 · Agility	100.00	667.50
419 · Delightful Distractions	0.00	0.00
<b>Total 400 · Class Fees</b>	1,500.00	20,653.28
425 · Equipment	0.00	732.00
430 · Dues	0.00	805.00
435 · Miscellaneous	0.00	96.00
440 · Building Rental	0.00	495.00
445 · Donation	0.00	0.50
490 · Class Credit	0.00	-375.00
<b>Total Income</b>	1,500.00	22,406.78
<b>Cost of Goods Sold</b>		
448 · Instructor Fees	0.00	5,397.00
450 · Discounts	8.00	1,067.60
460 · Vouchers	0.00	2,405.00
<b>Total COGS</b>	8.00	8,869.60
<b>Gross Profit</b>	1,492.00	13,537.18
<b>Expense</b>		
500 · AOCNC	0.00	130.00
503 · Advertising	0.00	99.36
<b>505 · Building</b>		
506 · Repairs & Maintenance	0.00	399.65
507 · Renovation	0.00	296.59
<b>Total 505 · Building</b>	0.00	696.24
510 · Bank Charges	81.18	518.13
513 · Class Supplies	0.00	469.21
<b>515 · Events &amp; Trials</b>		
515a · Scentwork	0.00	807.80
<b>Total 515 · Events &amp; Trials</b>	0.00	807.80
517 · Education	65.00	785.00
525 · Insurance	800.00	800.00
530 · Leashes/Collars/Treat Pouches	0.00	697.27
533 · Licenses & Permits	0.00	55.00
535 · Office Supplies	0.00	266.65
537 · Outside Services	0.00	1,273.00
538 · Postage/PO Box	0.00	207.14
540 · Rent	4,288.00	24,513.00
550 · Toys	0.00	6.44
555 · Storage	119.00	714.00
560 · Telephone	202.15	1,215.79
<b>575 · Utilities</b>		
575a · Electricity	-67.00	533.00
575b · Gas	-24.00	194.00
575c · Garbage	40.08	235.25
<b>Total 575 · Utilities</b>	-50.92	962.25
<b>580 · Special Events</b>		
580a · Awards Dinner	0.00	267.08
580b · Open House	0.00	227.35

7:16 PM  
07/07/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss YTD Comparison**  
June 2020

	<u>Jun 20</u>	<u>Jan - Jun 20</u>
580d · Various	0.00	613.85
Total 580 · Special Events	0.00	1,108.28
583 · Donations	0.00	100.00
585 · Website	69.99	451.92
Total Expense	<u>5,574.40</u>	<u>35,876.48</u>
Net Ordinary Income	-4,082.40	-22,339.30
Other Income/Expense		
Other Income		
910 · Interest Income	0.92	14.87
Total Other Income	<u>0.92</u>	<u>14.87</u>
Net Other Income	<u>0.92</u>	<u>14.87</u>
Net Income	<u><u>-4,081.48</u></u>	<u><u>-22,324.43</u></u>

# **Napa Valley Dog Training Club - Cleaning Supplies and More**

*Created July 5, 2020*

## Weekly Cleaning by PSI -

Toilets

Bathroom Floor – swept and mopped

Training Floor – vacuumed and mopped

Trash and Recycling bins emptied

Dog Waste bin emptied

## Ongoing Cleaning by NVDTC Members –

- Surfaces must be cleaned and dried BEFORE using disinfectant.
- Disinfectant must be allowed to air dry for the required time to be effective.

Counters

Desks

Tables (including small grooming table)

Chairs

Door Handles

Light Switches

Other frequently touched surfaces

## Other Staff Responsibilities -

1. Recycling Bin is taken out for Monday pick up. This is done on Friday (or Weekend if there are classes) when the bin is full.
2. Trash pick-up is Thursday morning. On Wednesday trash from bathrooms, office, training floor and dog waste bucket is transferred to Trash Bin and bin is moved to pick up location in parking lot.

## Disinfectant Sprays and Schedule:

- a. Midweek / Wednesday Daytime: 256 Disinfectant for training floor and any equipment that is out at the time. This will be mixed with water into the large, gallon sprayer. This will need to dry without wiping.
- b. Daily / after every class and at End of Day: Rescue Disinfectant on touched items. This will be mixed with water into small, hand held sprayers. This will need to dry without wiping.
- c. Both of the above come in concentrated formula. Directions for mixture will need to be posted, plus measuring cups/other marked for each type of disinfectant.

## **Supply List –**

### For Staff:

Face Masks

Plastic Gloves (disposable)

### Floors:

Pine Sol

Trash / Recycling Bins:

Plastic bags (various sizes)

Dog Waste Bin:

Plastic bag and cat litter

Bathrooms:

Toilet Paper

Paper Hand Towel

Toilet Seat Covers (flushable)

Disinfectant Wipes

Toilet Bowl Cleaner

Cleaning Spray (commercial grade)

Hand Soap

2 – small trash cans in stalls

1 – trash can at sink

Training Floor and Office:

Paper Towels

Cleaning Spray (commercial grade)

Facial Tissues

Antibacterial Gel - one at entry and one on counter

## **COVID-19 POLICY**

Page 1 of 2

### Steps to follow for a limited reopening of the NVDTC:

- Following Center for Disease Control or city/state authority mandates for the use of PPE. Examples of PPE include gloves and face masks, when appropriate.
- Encouraging use of respiratory etiquette, which includes covering coughs and sneezes and using trash receptacles to dispose of tissues.
- Discouraging handshakes, high fives, etc. and practicing other types of no touch greetings.
- Following Center for Disease Control or city/state authority mandates for social distancing which is a strategy to avoid crowded places, large gatherings of people or close contact with a group of people. In most cases, six (6) feet will slow the spread of a disease, but more distance can be more effective.
- Napa Valley Dog Training Club (NVDTC) may choose to temporarily implement policies and practices, such as smaller class sizes and/or outside classes.
- As is necessary and possible, limiting the number of people responsible for class size, including the instructor and assistants required to have successful class function.
- Maintaining regular housekeeping practices, including routine cleaning and disinfection of surfaces, equipment and other elements of the training environment. NVDTC will provide cleaning supplies that meet approved claims against emerging viral pathogens.

### Prompt Identification and Isolation of Sick People:

- Instructors, assistants and support staff will self-monitor for signs and symptoms of COVID-19 and follow procedures to stay home if they are sick. This includes staying home until 48 hours after fever is gone.
- NVDTC reserves the right to temperature screen (using a touchless thermometer) all persons entering the training facility. All participants will be asked to self-monitor for symptoms of COVID-19 or other respiratory illnesses, including fever, coughing, shortness of breath, muscle pain, headache, sore throat and/or loss of taste or smell.

### Training Floor Control:

- As necessary, minimizing contact among NVDTC staff and students.
- Reorganizing the training space to create distance between students and staff including tape on the floors to designate where people should stand.
  - Creating visitor policies and posting signage that limits access to some areas or designating specific entrances and exits.
  - Providing resources that promotes personal hygiene. This includes as resources are available tissues, not touch trash cans, soap dispensers, paper towel dispensers, hand soap, alcohol-based sanitizers (containing at least 60 percent alcohol) and disposable towels to clean work surfaces.

## **COVID-19 POLICY**

Page 2 of 2

- Promoting regular hand washing or use of alcohol-based hand rubs. NVDTC will post hand washing reminders and directions in restrooms. All staff will be expected to encourage participants to follow handwashing guidelines.

### **Cleaning and Environmental Decontamination Plan & Schedule:**

- The training and bathroom floors will be cleaned weekly.
- Desktops, tablets and other commonly touched surfaces will to be cleaned and disinfected frequently.
- Items touched by people during training classes will be disinfected between classes.
- Disinfectant wipes will be provided in the restroom stalls for use on high touch surfaces.
- High touch areas such as door handles, phones, light switches and will be disinfected between morning classes and evening classes, and again after evening classes.

Instructors, assistants, and students will be required to wear a face mask before entering the training facility and while in the facility.

Students will be asked to bring their own mats, water and treats.

Students will be required to prepay online so no money changes hands.

### **Napa Valley Dog Training Club Code of Ethics for Members and Guests:**

1. Commit themselves to the values of fair play, honesty, and courtesy to all others.
2. Welcome, encourage and support newcomers to the club and participants to dog related events.
3. Respect the AKC and NVDTC Bylaws, rules, regulations and policies.
4. Reject behavior that discourages achievement of the Mission Statement.
5. Always consider as paramount, the safety and welfare of all dogs and handlers.
6. Reject any opportunity to take personal advantage of positions offered or bestowed upon them.
7. Respect differences in opinions, training goals, and privacy of all others.
8. Show grace while winning or losing during competition or receiving constructive criticism.