

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED
JULY 16, 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: 5:12 PM

II. CALL FOR ADDITIONS OR CHANGES TO AGENDA
ADD Insurance to New Business F. and Facebook to New Business G.

III. TREASURER'S REPORT - Lori Jackson

- A. Checking: \$20,395.01
- B. Savings: \$22,368.20
- C. CD: \$21,143.45
- D. June P&L - unavailable and therefore not reviewed.

IV. MINUTES - Roxann Gracia
MINUTES OF JUNE 25, 2024 APPROVED AS WRITTEN. (7Y, 0N,0A)

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS

Membership - Carol Coawette nothing to report

Vouchers - Lori Jackson reported:

Total Vouchers Outstanding \$47,560

Board Vouchers - No change

Blue Vouchers - \$35,550 (Going away in December)

Meeting Coupons - \$7930

It was noted that there were: \$535 vouchers redeemed today alone.

B. OFFICE - Mary Ash

It was reported that registration date was inadvertently extended to all people vs just the LAPS classes. This created a delay down the line affecting trainers information sheets. It was also noted that the phones were again off for two more times creating problems in phoning potential clients, causing confusion and ill will. It is unknown who is using the phone system incorrectly.

C. TRAINING - Donna Golemon

Donna announced that there is a Training Committee meeting on Thursday, July 18th. They will be reviewing new class proposals. Donna will request to Sue Osborn to post on line in the documents section, the previously agreed process for class approval.

Donna recommended that Handouts for future classes be given to instructors to handout in their classes.

Donna will be reviewing the qualifications and be updating which classes each trainer is qualified to teach and the same with assistants.

It was felt the website could better review classes in connection to the sign ups. Donna to review with Sue Osborn.

Class review of Puppy, ADO, GM1 and possibly renaming or reclassifying classes. A subcommittee was formed for review of when classes open, close and when payment is due. The Subcommittee consists of: Linda Wargo, Mary Ash and Roxann Gracia.

D. PUBLICITY - No report

E. BUILDING - Karen Jackson

Spraying is scheduled for the 26th. Fire Extinguishers were recharged. Karen will re-glue

baby gates. Mary to check with Ross to see if there are any new gates in storage still. Roxann offered a hose connector to help in diluting Rescue. Karen to find out what the cleaning people are doing. Linda Wargo purchased a WiFi enabled lock. Sue and Robert Osborn to check to see if it will fit the door. If it will work, Linda will donate the lock.

F. NEWSLETTER/WEBSITE - No report

VI. OLD BUSINESS

A. Trainer Promotion Subcommittee Report - Mary working on report.

B. Building Opening/Closing Policy - After the Lock is approved, Linda and Donna will develop a procedure.

C. Club Garage Sale - It was decided to hold the sale in the spring in conjunction with an open house.

D. Perpetual Calendar
Remove: Scent Work in April and October
Add: May : Workman's Comp Insurance Due
Add: Sept.: Director's Insurance
Request Sue Osborn to update Document on line.
Sue Osborn to be asked to update the Perpetual Calendar.

E. Workplace Violence MOU - Information attached

F. Board Goals & Projects for 2024

1. Educational Stipend Changes - It was suggested that the educational Stipend be progressive according to number of classes taught and to be pertinent to classes taught. No action taken at this time. To be reviewed.

2. Financial Review - Discussion was held regarding current services, paycheck process and reporting. Linda to get check signing privileges and Sue to be taken off. Ideas were discussed regarding up and coming contracts to include due dates of payment and completeness of submissions. Linda and Mary to review past results.

Motion was approved to Remove Sue Osborn as Signatory and Add Linda Wargo as Signatory with authority to negotiate CD rates and investments, as well as have on line access to all accounts. (7Y,0N,0A)

Lori to ask Linda L. for a duplicate copy of pay stubs for the records.

It was noted that Linda L. is willing to work with anyone needing help with withholding questions or concerns.

VII. NEW BUSINESS

A. Designated Phone People - Do to ongoing phone issues, it was decided to only have approved people use the phone system, except for emergencies. Incoming calls and messages can only be done by the following people:

Donna Albini, Deanna Perrish, Mary Ash, Roxann Gracia, Carol Coawette

There will be a sign or notice place on the phone regarding this. (7Y, 0N, 0A)

B. Notices to Sue Osborn for global distribution - Because of issues when affecting others in the work chain and to be clear to Sue when a Global Notice distribution is approved, notices can only be sent out after approval of : The President, The Training Chair or the Publicity Chairman Serving on the Board. (7Y,0N,0A)

C. Log in payments: It was decided that only the following people can log in payments:
The Office Manager, The Treasurer, and the Vice President
The primary Person will be the Office Manager, after which the Treasurer and Vice President will help to keep the payments current. (7Y,0N,0A)

D. Volunteers/Helpers - It was decided that there are three categories:
“Helper” - Does simple tasks in classes and no instructions or giving advice to students. (Ex. moving boxes around in Scent Work, or setting up signs in Rally, or moving Baby Gates around.) To be a “Helper”, they need approval of the Instructor, and a signed release form. Training Chair does not need to be involved.
“Assistant Instructor Volunteer” - Must have approval to be an Assistant. Policy already in place.
“Instructor Volunteer” - Must have approval as Instructor. Policy already in place.

It was noted that a signed and dated agreement from Assistant Instructor Volunteer and Instructor Volunteer stating they agree to non-payment. Update the application form to : I chose non-payment. Sue and Donna to review and recommend.

It was suggested that all Returning Students sign a new release at the beginning of each year. Donna to take to the Instructors.

E. September Picnic - The General membership will be asked for help at the August Meeting.

F. Insurance - Club general insurance is due. There were some concerning questions revealed. Carol will contact the Insurance company and ask for clarification and updating. Questions regarding “owners” dog coverage and gross sales over \$100,000 costs. Mary to contact another club that uses the same insurance company for input. Since the insurance is due before the next Board meeting and we just received notice of renewal with changes, Carol will conduct a “Special Board Meeting” virtually to give information and come to a resolution.

G. Facebook - Carol will meet with Sue to research Facebook requirements. Possibly being interested in doing the posting.

VIII. NEXT BOARD MEETING: August 27, 2024 at 4:30 pm at Roxann’s House

IX. MEETING ADJOURNED; 7:50 PM

Minutes Submitted by:

Roxann Gracia

Attachments:

WorkPlace Violence MOU

The Napa Valley Dog Training Club is exempt from the requirements of California SB-553, but that doesn't mean it doesn't care about the safety of its employees, club member or students.

So, first, I think the club/board should be clear that if anyone has any concerns about workplace safety at any time, they should be encouraged to immediately reach out to you, Donna, and to Linda - or any board member - with those concerns, as well as law enforcement and community safety resources.

The NVDTTC is exempt because it has less than 10 employees working at the clubhouse at the same time and because the facility is not open to the public.

- Students are not "the public."
- The club requires visitors to sign in.
- The clubhouse is locked when not in use.
- People who are not club members cannot use the clubhouse without a member being present and such use by members must be reserved and pre-approved by the club.
- People cannot just walk into the club and shop for leashes.
- Schools, regardless of whether they are public or private, are good examples of public spaces that are not open to the public.

Refocusing on employee safety: Having a training meeting where there might be employees together at one time does not constitute the same risk as it would if 10 or more employees were engaged in their regular work teaching at the clubhouse all at the same time and the building was open to the public.

Bottom line: If an employee remains concerned about safety while working, the club could simply institute a locked-door policy.

Source:

From the text of California **SB-553**

(1) Except as provided in paragraph (2), this section applies to all employers, employees, places of employment, and employer-provided housing.

(2) Subject to paragraph (3), the following employers, employees, and places of employment are exempt from this section (section meaning Section 527.8 of the Code of Civil Procedure): ... In other words, exempt from the SB-553's requirement to have a workplace violence prevention plan...

(f) Places of employment where there are less than 10 employees working at the place at any given time and that are not accessible to the public, if the places are in compliance with Section 3203 of Title 8 of the California Code of Regulations. (An Injury and Illness Prevention Program.)

Paragraph 3: (This just means that if necessary, the California Division of Occupational Safety and Health can tell you to create a plan even if you're exempt) (3) Notwithstanding paragraph (1), the Division of Occupational Safety and Health may, by issuance of an order to take special action, require an employer that is exempt pursuant to paragraph (1) to comply with this section or require an employer to include employees or places of employment that are exempt pursuant to paragraph (1) in their compliance with this section.

[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?
bill_id=202320240SB553](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202320240SB553)