

APPROVED  
**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES  
JULY 19, 2021**

(Note: This is the August Board Meeting, held because of scheduling conflicts. See Previous Minutes.)

**I. CALL TO ORDER** - President Sue Osborn called the meeting to order at 6:30pm at the Club House. Additional members in attendance were: Mary Ash, Marilane Bergfelt, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton. Absent: Linda Luchsinger.

**II. TREASURER'S REPORT**

- A. No Report available.
- B. Business License - Not on the wall. No report available.
- C. Insurance Company Change - No decision was made as there were unanswered questions. The Board is requesting:
  - 1. What is the current Insurance fee being paid?
  - 2. The storage of the original policy be at the Club House.
  - 3. The Board should have a copy of at least the Declaration Page prior to the next meeting in order to compare policies.
  - 4. What is the due date of the current policy?

**III. SECRETARY'S REPORT**

There is a typo correction to the July 5th meeting minutes under Training. Vouchers will not be issued for "Missed" classes, instead of mixed classes. Minutes were approved as corrected.

There was further discussion and clarification regarding Office Assistant vouchers. There was a new motion today. Office assistants will be given a \$10 voucher for working once a week for one hour, up to \$60 maximum per session, regardless of session length, to start in Session #5. This was unanimously accepted and passed.

Another new motion regarding Class Assistants was made. The Class Assistant will start receiving their \$10 vouchers for each worked class starting in Session #5. This was unanimously accepted and passed.

**IV. BOARD, COMMITTEE AND CHAIR REPORTS**

**A. PRESIDENT** - Sue Osborn made a motion to cancel the current Zoom contract. It can be reinstated without additional fees, if needed in the future. The Motion was accepted and unanimously passed.

A note regarding a credit voucher, submitted by Lea was read. No change in decision.

An email from Vange was read and discussed. No change in decision, a clarification was made. The cancelling of a class due to lack of minimum number of dogs could occur only before the session would start. In addition, the Instructor is responsible for contacting the students of a cancelled class. This was per contract.

**B. VICE-PRESIDENT** - Sandy Bonifield

1. **BANQUET REPORT** - Sandy reported that the banquet was a great success! Several Board members reported that it was one of the best ever held. The costs did go over budget, mostly due to the initial inquiry as to number of people who were intending on attending were 15 and 27 actually came. (Tax and tip were based on

the preliminary figures.) Bill was \$1055.68 with and additional \$195 for tip, bringing the total to \$1250.68. The member dinner payments came to \$645, leaving \$605.68 for final costs. It was noted that Mary and Sandy donated all the favors and the gift basket items. (Thank You!) The \$645 minus the Board approved \$250 leaves \$395.68 to be approved at the next General Meeting per ByLaws.

2. **SHERIFF'S PRESENTATION** - The presentation is all set for the next General meeting in August. There will be a short General meeting, and then the presentation starting approximately 7pm.

3. **SEPTEMBER BBQ** - The September General meeting will be a reinstatement of the annual BBQ. Mary and Sandy have set the menu. Motion was made and unanimously accepted to approve the Club's purchase of Hamburger and Buns up to a maximum of \$250. The remainder of the menu items will be donated.

**C. MEMBERSHIP/VOUCHERS** - Carol Coawette

1. **Upcoming New Members** - Mary reported that there are two potential new members. It was reminded that the 1/2 year dues are \$17.50. It was noted that there were two other members pending.

2. **Office Staff Vouchers** - already discussed. (See above)

3. **How Best to Track Times of Class Assistants** - Carol reported that the new forms attached to the clipboards were not being used. Discussion was held regarding paperwork and instructors, but it had been approved by the Training Committee prior to implementation. Carol will send out a gentle reminder to all trainers to please use the forms and explain how important they are for tracking and voucher payments.

**D. OFFICE** - Mary Ash had no report.

**E. TRAINING**

1. **Refund request and class credit forms Review** - TABLED

2. **Recent Refunds** - Brenda Outland, Maureen Loughney, and Pierrette Baker were issued total refunds prior to the start of classes.

3. **Request for Class Credit Voucher** - Samara Abrams missed 3 classes due to dog in early heat. It was reminded that in the sign up for classes, people who have dogs that come into heat are to leave their dogs at home and attend the class without them. People would then practice exercises at home. A comment was made that this was not on the Website. Vote was taken with 4 Ayes and 3 Nay. Discussion was held regarding the definition of Board majority per ByLaws.

4. **Recap of keeping classes open** - Reminder was made that class registration will be held open for 3 weeks, after which time the class is permanently closed.

5. **"Special class" \$10 discount** - The \$10 member discount does include all classes.

**F. PUBLICITY** - Marilane Bergfelt reviewed the suggestions for the Napa Humane Virtual Walk for Animals. A flyer has been prepared and ready for distribution to Club class participants. A motion was made and passed unanimously to include a flyer about the Club in the "Goodie Bag" for the Walk. In addition, a motion was made and unanimously passed to include a Certificate good for a \$125 total fee for a class at the club, to be included in the Raffle prize.

Marilane requested help to put together a flyer regarding the Sheriff's department presentation at the August meeting, inviting everyone. Sue volunteered to put one together quickly.

**G. BUILDING** - Debbie Hilton

Debbie presented a Petco brochure and class fee listing. Most were

offered for \$149 per class with packages for \$249. (Puppy I and Puppy II). Discussion was held regarding Puppy Star opportunity. This information will be given to the Training Committee for evaluation and recommendations.

Debbie had researched a new cleaning service. PSI previously charged \$90 for each visit. The Napa Support Services offered \$70/hour. They provide their own vacuum and use the rest of our items. Much discussion was held. A motion was made and unanimously carried to offer a flat fee of \$140 per week and accomplish whatever can be done.

It was brought to the Board's attention that Kim Lesley has been buying water as well as Debbie. Since Kim is on temporary leave, the inventory would need to be watched more closely.

**H. NEWSLETTER/WEBSITE** - Sue reminded the Board that the deadline for submission in the next newsletter is August 20th.

**I. AOCNC** - No report

**V. OLD BUSINESS**

A. Judy Gamet proposal - Judy has been giving people in her classes a gift Certificate to use toward our classes. Her efforts have brought in 4 new members. Thank You!

B. Joy Wood - No action

C. Audit Related Action - Sue requested Roxann to help with the letter ASAP. A motion was made to not post minutes until approved. Votes were 6 Aye and 1 Nay.

D. Guidelines and Procedures update - Sue is working on that and will email members of the Board.

E. Job Description Summary - Sue is working on that and will email members of the Board.

F. Frequently Asked Questions setup for students - Sue is working with Donna on this.

**VI. NEW BUSINESS**

A. Request of approval for new Class Assistant - Donna Albini  
The application was read. Mary will confirm with Donna the availability of times and the application will be sent to the Training Committee for review.

B. Farm Dog Title - A request and motion was made to have a Club sanctioned Farm Dog Test via JMD Organization. Two judges have been acquired and are ready. Motion was approved unanimously.

C. Nominating Committee - Three members, with two alternates, with no more than one current Board member are required to be named by September 5th. This will go to the General Meeting.

D. Agreement/waiver for second handlers - Discussion was held regarding the specifics of the form to be used so as to have multiple people on one page. Sue to revamp and present in September.

E. Next Board Meeting - a motion was made and accepted to hold the next Board meeting on August 30th at 6:30 PM. Note: This is a week earlier than usual due to the Labor Day Holiday.

**VII. TABLED ITEMS**

A. Volunteer for Xeroxing of Training Sheets

B. New Member Anonymous Voting

C. Review Complaint Process & Policy

D. Review of Building Use Rental Charges

E. AKC Bylaw and Updates Review

**VIII. ADJOURNMENT** - Motion to adjourn was approved for 8:48pm.

Submitted by: Roxann Gracia

Attachments:

Trick Dog

Insurance Information

Second Handler Training Form

## Farm Dog Test – Proposal

When: Date to be determined

Place: *Moffitt Ranch 1399 Sanders Rd. Windsor, CA*

Club to approval the test under the name of NVDTTC and provide an insurance waiver.



We will have a committee of 5 people, including Mary and Donna. We have a list of other people we are going to ask to help.

This event is not being put on as a profit maker, but to give people the chance to participate in a Farm Dog Test. Costs to the club, nothing. Profit for club, nothing. Our costs, judges, site, lunches, and ribbons.

A Farm Dog Test is open to any dog that is registered with AKC in some fashion. It is not just for herding dogs. It is one of the other tests similar to the CGC.

For more information about the Test – see attached flyer

# FARM DOG CERTIFIED TEST

## 12 Elements

The Farm Dog Certified Test consists of 12 situations that a dog might encounter in a typical farm environment. All of the exercises are done on leash.

### Test 1: Greet the judge

The handler approaches the judge with the dog at their side on a loose lead. The dog must not jump, or show aggression or excessive shyness.

### Test 2: Walk around the farm and a passive stranger

The handler walks the dog on a loose lead at least 200 feet around a variety of objects and near a sitting person.

### Test 3: Jump on hay/straw bale

Handler instructs the dog to jump on a bale and stay until released by the judge.

### Test 4: Walk past farm animals

Handler walks the dog on a loose lead in view of penned farm animals.

### Test 5: Walk over or through unusual surfaces

The handler walks the dog over three unusual surfaces, such as a plastic tarp, a sheet of plywood, and metal grating lying flat on the ground.

### Test 6: Supervised separation

The handler places the dog in a crate and walks out of sight for a minimum of 1 minute.

### Test 7: Pass through a gate

The dog stays while the handler opens the gate, passes through on the handler's command, and stays while the handler closes the gate.

### Test 8: Handler feeds livestock

The dog is tethered while the handler approaches and feeds livestock in an enclosure.

### Test 9: Reaction to another dog

The dog remains stationary on a loose lead while another dog is walked by twice, about 10 feet away.

### Test 10: Reaction to noise distraction

The dog is exposed to two common farm sounds (such as hammering nails, leaf blowers, tractor engine, etc.) and must not panic.

### Test 11: Dog approaches livestock

The handler approaches penned livestock with the dog on a loose lead. The dog may not lunge or be fearful or aggressive to the stock.

### Test 12: Physical examination

The handler examines the dog for plant material or debris collected while working on the farm—examining the ears, eyes, mouth, coat, and toes.

*Test items 2-11 may be conducted in a different order than listed.*



AMERICAN  
KENNEL CLUB®

**The American Kennel Club is dedicated to upholding the integrity of its Registry, promoting the sport of purebred dogs, and breeding for type and function. Founded in 1884, the AKC and its affiliated organizations advocate for the purebred dog as a family companion, advance canine health and well-being, work to protect the rights of all dog owners and promote responsible dog ownership.**

**[www.akc.org](http://www.akc.org)**

**go to "Sports & Events", then  
"Herding & Farm Dog"**

**Farm Dog Certified  
Contact Info:**

**General Inquiries:**

**[performancevents@akc.org](mailto:performancevents@akc.org)**

**Event Applications or Results  
919-816-3908**

**Title Requests  
919-816-3816**

**FDC Judges  
919-816-3904**

**[performancejudges@akc.org](mailto:performancejudges@akc.org)**



AMERICAN  
KENNEL CLUB®

**FARM DOG  
CERTIFIED**

**TEST**



Photo by Alison Ruhe



Photo by Melinda Stevenson

# What is the **FARM DOG CERTIFIED** Test?

The **Farm Dog Certified** test assesses whether a dog has the capability to perform as a confident working partner on a farm.

The test presents the dog with situations that would be typical for a farm environment. The dog must demonstrate self-control, courage, and trust in the handler. These are all traits that are vital to a working farm dog.



The **Farm Dog Certified** program provides an opportunity for all dogs to apply their basic training in a novel environment, demonstrating their natural capability and trainability to work in partnership with their human companions.

The **Farm Dog Certified** test is open to *all dogs.*

## *What you need to bring—*

- Your dog
- A four to six foot leash
- A secure, well-fitting, flat collar
- A can-do attitude and a spirit for adventure!



[www.akc.org](http://www.akc.org)

Go to “Sports & Events”, then go to “Herding & Farm Dog”

## *About the test—*

**Farm Dog Certified** tests are conducted in a real farm environment, with real livestock. There are twelve test items, all of which must be completed successfully to pass the test (see back for test items).

When you are confident that your dog is able to pass the **Farm Dog Certified** test, you can find tests near you by using the AKC Event Calendar found here: <https://webapps.akc.org/event-search/#/search>

Once your dog passes the FDC test twice, with two different judges, you can apply for the **Farm Dog Certified** title.



*Juniors are encouraged to participate through their local 4H group, youth organization, or AKC club.*

## *Do I need to train my dog?*

The FDC test is intended to test a dog’s aptitude to work as a farm dog. It is not meant to be an obedience test, however your dog will need to have basic leash-walking skills and a solid “stay” to be successful.

If your dog reacts negatively to unfamiliar situations, you may need to work with him before attempting the FDC test.

## *Does my dog need to be AKC registered?*

Yes. To participate in the FDC test your dog needs to be registered with the AKC, listed in the Purebred Alternative Listing (PAL) program, or enrolled with Canine Partners (CP).

## *My dog has never seen livestock before.*

That’s okay! Your dog doesn’t need to herd or interact with the livestock in any way. They are only required to follow your directions.



**We’ll see you** *on the farm!*

## Insurance

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From: lindyckrs@aol.com

To: bonirose@aol.com; clc222@comcast.net; marysone@aol.com; mhphelps@sbcglobal.net; risundance@aol.com; sue.osborn49@yahoo.com

Date: Wednesday, June 9, 2021, 2:18 PM PDT

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Here is the information from Kennel Pro insurance: The cost is about \$425.00 for the general liability. It covers everything on his cover page.

The Directors insurance would be about \$425.00 in addition to the above cost. But Dennis Showers doesn't recommend getting this insurance unless we might qualify for something of the directors page. The only thing we might consider is the tax filing if I am no longer doing it. It would be important that someone keep track of due dates and forms required.

Linda



NVDTC KENNEL PRO DIRECTORS INSURANCE 2021.pdf  
528kB



NVDTC KENNEL PRO INSURANCE 2021.pdf  
782.3kB



## Directors and Officers Liability Insurance

A nonprofit organization is operated for the benefit of some group of persons. Those individuals, together with employees, creditors, customers, members, state regulators, etc. are all potential plaintiffs against directors & officers of nonprofit organizations due to mismanagement. The fundamental responsibility of directors & officers is to judiciously represent the interests of the organization's members and other constituencies in directing the business and affairs of the organization within the law.

D&O insurance responds to protect an organization for the insured perils surrounding an allegation of a wrongful act. An important feature of a D&O insurance policy is defense costs coverage. The costs associated with defending an allegation of a wrongful act can easily and quickly exceed \$50,000.

### EXAMPLE CLAIM EXPOSURES FOR DIRECTORS, OFFICERS, OR TRUSTEES

#### Allegation of Wrongful Acts

- Conflict of interests
- Fraudulent conduct, reports, financial statements or certificates
- Breach of contract
- Torts
- Violation of statute
- Violation of provisions of articles or by-laws
- Improper self-dealing
- Acquiescence in conduct of fellow directors engaged in improper self-dealing
- Transactions with companies in which officers or directors are personally interested

#### Allegation of Financial Mismanagement

- Inefficient administration resulting in losses
- Sale of assets for unreasonably low prices
- Wasting of assets
- Extension of credit where not warranted
- Failure to ascertain whether extension of credit is warranted

#### Allegation of Mistakes or Errors in Judgement

- Disclosure of material facts
- False or misleading reports
- Dissemination of false or misleading information
- Permitting organization to make improper guarantees

#### Allegation of Negligence

- Continual absence from meetings
- Failure to examine reports and documents before signing
- Failure to detect and stop embezzlement of organizational funds
- Failure to file annual report
- Failure to require withholding tax
- Failure to inspect organization books and records to keep abreast of its activities
- Failure to supervise the activities of others in a proper manner
- Failure to verify facts in official documents before signing them and filing them
- Shirking responsibility

If your organization has exposure to any of the items as identified, it is strongly recommended that Directors' & Officers' insurance coverage be secured.

Dennis A. Stowers  
1-800-686-2663  
dstowers@mourerfoster.com

## Dennis Stowers

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**To:** INSTRUCTIONS FOR COMPLETING THE D & O APPLICATION  
**Subject:** DIRECTORS AND OFFICERS LIABILITY APPLICATION INSRUCTIONS

To obtain a quotation please complete the following :

# 1 General Information

#2 Limits has been filled in If you wish crime coverage check the box and indicate the desired amount needed .  
No need for Employment practices if you do not have employees  
No need for Fiduciary Liability since you do not have a pension or benefit plan and do the administration  
No need for Kidnap , Ransom,& Extortion .

# 3 Complete this section

# 4 Complete this section

# 5 No need to complete if you do not have employees and wish this coverage .

# 6 No need to complete since normally you do not administer pension / benefit plans

#7 Complete only if you would like crime coverage

# 8 No need to complete

# 9 Answer the question

Sign and date the application .

Return the application back to me and I will obtain a proposal . Thank you in advance .



**Dennis Stowers**  
**Special Programs Division**  
Mourer Foster Inc.  
615 North Capitol Avenue, Lansing MI 48933  
517-371-2300 *office* | 517-290-3581 *cell*  
517-371-7121 *fax* | 517-346-5230 *direct*  
[dstowers@mourerfoster.com](mailto:dstowers@mourerfoster.com)

**From:** dstowers@mourer-foster.com,

**To:** doudbkpg@aol.com,

**Subject:** Kennel pro Dog Club Insurance

**Date:** Wed, Jun 9, 2021 1:59 pm

**Attachments:** Dog Club Quote Form - DAS.PDF (335K), SKMBT\_60117102612070.pdf (860K),

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Attached is the Kennel Pro Dog Club insurance program . This program was designed specifically for a dog club to meet their needs . You will note that the limits of liability are \$ 2,000,000.00 per occurrence. Twice the limits of any other program. With these limits you will be able to meet any requirements for premises rented to you .

We include the liability for any events you have . There is no charge to add additional insureds and or certificates needed .

We include non-owned and hired auto that protects the club if a non-owned auto is used on behalf of the club and the club is sued in addition to the driver / owner of the auto .

We include animal bailee so if the club ever takes possession of an animal without the owner present, we pay up to \$ 10,000.0 for medical and or replacement of the animal .

We also can include the clubs' property which can include trailers and or equipment . The additional premium to add property is \$ 100.00 and that will afford the club with \$ 10,000.00 in coverage . Higher limits are available at \$ 10.00 per \$ 1000.00 of value .

Look over the attached information and as always if you have questions give me a call .Thank you in advance for allowing us to be of service .



*Nation's Insurance Leader for the Dog  
Industry*

Thank you for your interest in the Kennel Pro program for dog clubs. The coverage's afforded under this program are as follows:

General Liability:

\$ 2,000,000.00 Per Occurrence  
\$ 2,000,000.00 Personal and Advertising injury  
\$ 10,000.00 Medical Expenses  
\$ 300,000.00 Damage to Premises Rented to You  
\$ 4,000,000.00 Products / Completed Operations Aggregate  
\$ 4,000,000.00 General Aggregate

- Covers third party claims against you for bodily injury (dog bites someone, slip or fall on the premises etc.)
- Covers third party claims against you for property damage (damage to someone's property)
- Covers you no matter where you are operating your services
- No deductible
- Includes coverage for members, employees, volunteers and Independent Contractors as long as they are working for you, under your direction, serving your clients and performing the same duties / service that we insure you for . Injuries to members, employees and independent contractors are not covered under the liability. Workers compensation is needed for this type of exposure.

Animal Bailee (Care, Custody or Control)  
Standard Limits \$ 25,000.00 Annual Limit  
\$ 10,000.00 Per Occurrence  
\$ 250.00 Deductible

- Coverage for non-owned animals while in your care, custody or control
- Includes coverage for Death, Theft, Injury, Mysterious Disappearance
- Includes coverage while in transit

Hired and Non-Owned Auto:

\$ 1,000,000.00 Liability Limit

- Provides liability protection for your business if a non-owned or hired auto is used while in the course of your business.
- ALL OF THE COVERAGE ABOVE ARE PART OF THE MASTER PROGRAM...
  - DELETING ANY OF THEM WILL NOT CHANGE THE PREMIUM.

Annual Premium \$ 425.00 (Deduct \$25.00 from above premium if paid in full)

Payment options Annual, Semi-Annual, or 3 Pay (30%/ 35% / 35%)

In order for us to issue the coverage we need the following completed and returned:

- Complete the following information and return
- Payment form (if you wish a payment option other than annual please advise and we will forward the finance contract to you for your signature
- Signed statement agreeing to the Participation Agreement below

**\*Everything can be electronically completed and emailed back\***

Please complete the following and return.

Name of Business (if any) \_\_\_\_\_

Your Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Type or entity (individual, LLC or Corporation) \_\_\_\_\_

Number of years in Business \_\_\_\_\_

Description of your operation \_\_\_\_\_

Annual Estimated Receipts \_\_\_\_\_

Effective Date you wish Coverage to Begin \_\_\_\_\_

**OPTIONAL PROPERTY COVERAGE:**

We can include coverage for the property owned by the club. If this is an option you wish to include let us know the value of your property /equipment and we can quote that section of the coverage.

Business Personal Property (Equipment): YES                      NO

If yes, please provide value: \$ \_\_\_\_\_



## ***Napa Valley Dog Training Club AGREEMENT***

I agree to hold the Napa Valley Dog Training Club, Inc., Owner(s) of Property, and/or other Business/Operations, and the Members, Governors, Officers and Employees of the aforementioned parties harmless from any claim for loss or injury which may be alleged to have been caused directly or indirectly to any person or thing by the act of this dog, myself or my guests, while in or upon the training premises or grounds or near any entrance thereto, and I personally agree to hold the aforementioned parties harmless from any claim for loss or damage to me, my guests or this dog by disappearance, theft, injury, death or otherwise, whether such loss, disappearance, theft, injury, death or damage be caused or alleged to be caused by the negligence of any other person, or by any other cause or causes.

Main Handler's Name (Printed) \_\_\_\_\_

Handler's Signature \_\_\_\_\_ Date \_\_\_\_\_

Second Handler Or Person's Name (Printed) \_\_\_\_\_

Second Person's Signature \_\_\_\_\_ Date \_\_\_\_\_