

Napa Valley Dog Training Club
Board Meeting Minutes
July 22, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President. **Members at Large** – Sandy Bonifield, Vange Leonis, Debbie Hilton. **Past President** – Linda Wargo. **Other Attendees** – Marilane Bergfelt and Gwenn McKenzie, representing LAPS

Meeting called to order at 12:22 pm

Linda Wargo made a motion to approve the June 24, 2025 board meeting minutes as presented. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Treasurer's Report – Vange Leonis

Checking \$30,619.22 @ 6/30/25
 \$26,280.90 @ 7/22/25
Savings \$22,370.44 @ 6/30/25
CD \$21,584.08 @ 6/30/25
YTD P&L @ 6/30/25 – Net Profit of \$12,032.61

Vice President – Adrienne Amdahl

We currently have 54 members. David LeCount paid his dues after the member renewal date and was informed multiple times that he needs to attend a general meeting, turn in his new member form and be voted in by the general membership. To date this has not happened. He is not included in our total membership number.

Office – Sandy Bonifield

All paperwork is done and Linda Wargo and Sandy have the office under control.

Training – Linda Luchsinger

Scent work would like to extend class time to 1-1/2 hours (we have run scent work at 1-1/2 hours in the past and the class is currently 1 hour long). Linda Wargo is working with Donna Golemon on how to potentially structure the 1-1/2 hour long classes and possibly add a novice scent work class.

We are extending our class sign-ups to the Monday during the break week between sessions. Class sheets will be available for the trainers by the Wednesday of break week.

Publicity – Vange Leonis

Laticia Sahs from Napa Humane will be our guest speaker at the September general membership meeting. Debbie is working on getting our current microphone and speaker Working. Linda Luchsinger is going to look into the price of a headset microphone. Napa Humane needs a projector, Vange suggested borrowing one from the library.

At our November general membership meeting Joanne Osborne will be speaking on regenerative medicine. Because we're having a speaker, November will be a no dog meeting. We won't be doing holiday pictures at the meeting as previously planned. Instead, Debbie will set up the Christmas backdrop on or about 11/9/25 and people can do pictures of their dogs on their own time. We can also offer pictures with Santa (Linda Luchsinger's husband will be Santa) on another afternoon. We will have sign-ups for Santa pictures. Exact date to be determined.

Building – Debbie Hilton

This Friday pest control will spray and will also be spraying for cockroaches

The bulletin board has been updated.

BBQ survey info will be going to Sue soon.

Newsletter/Website

Sue emailed the most recent general meeting minutes and her request for any items for the August 11th meeting announcement.

New Business

Marilane Bergfelt and Gwenn McKenzie representing Loving Animals Providing Smiles (LAPS) joined for a portion of the board meeting.

LAPS requested use of the building from 9 am – 1 pm on the following days to provide a 3-session Introduction to Therapy Dogs Classes: September 6, 2025, September 13, 2025 and September 27, 2025. Linda Wargo motioned to approved these dates for LAPS to rent the building and hold these classes. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Marilane (LAPS President & Director) also presented about Training Opportunities for Potential Therapy Teams (her full presentation is attached to these minutes as Appendix 1). Marilane spoke to the long relationship between NVDTC and LAPS and how this partnership has waned and she would like to it rebuilt. She shared LAPS' future plans, suggestions for raising the rental fees for outside building rentals (like LAPS). She also suggested we again promote outside dog classes that may interest our students (that we don't offer) and reinstate our interest binder so that NVDTC builds its class schedules based on what kinds of classes people want to take with their dogs.

She also noted that should we put out promotional flyers for other NVDTC specialty classes or outside groups that those materials can only be removed by the Building and Publicity Coordinators (this is due to these items being thrown out by others in the past.).

The board will consider all that LAPS has presented.

Old Business

Refund Policy – Vange reviewed the number of class credits and refunds we have given since the beginning of the year. For class credits we have given 7 (4 puppy, 1 ADO, 1 GM1 and 1 Rally). For refunds we have given 6 student requested refunds (most due to personal schedule changes or injury or illness. Adrienne handed out a draft of a new refund policy she prepared for consideration. This topic is tabled until the next board meeting.

PayPal Account – the scent work trial used Anne’s personal PayPal. We need to reactivate the Club’s PayPal account and change is from a business to a non-profit account. Linda Luchsinger has the information about the Club’s PayPal account and will get that information to Adrienne.

Paws for Healing would like to rent the building for morning use on the following dates: January 24, 2026, April 25, 2026 and September 19, 2026. Sandy motioned to approve these dates and Linda Wargo seconded. Aye 6, No 0, Ab 0. Motion passed.

Liability Insurance – Linda Luchsinger will look for our policy

Annual Banquet Expense Report – Linda Luchsinger

Dinner - \$867.61 - \$ 680 (pd by attendees) = \$187.61

Plaques - \$900

Supplies - \$98.04

Total expense to the Club - \$1,185.65

Linda Luchsinger suggests that the recipients pay some portion of the cost of plaques, plates and engraving. We will review all the costs for these items and decide on a cost sharing plan at next month’s board meeting.

Bank Transfer – With the scent work trial making a profit for the Club, Vange will move \$5,000 from the Club’s checking account to the savings account.

Dine & Donate – Debbie has arranged for a Dine and Donate at the Napa Mountain Mike’s on September 7th and 8th.

Building – Debbie got an electrician reference from Ross to get a bid for ceiling fans in the building.

The next board meeting will be held on August 26, 2025 at 12:15 pm in the PSI board room

Meeting adjourned at 3:06 pm

Minutes respectfully submitted by Adrienne Amdahl

Date: July 22, 2025
From: Marilane Bergfelt, LAPS President & Director
RE: Training Opportunities for Potential Therapy Teams

In recent years Loving Animals Providing Smiles (LAPS) has seen a reduction in NVDTTC students interested in volunteering and/or pets who are not prepared for working in the public. In addition, the Club hasn't provided information about open Saturdays months in advance, making LAPS long-term planning for training classes impossible.

The two organization once had a balanced relationship, where each group supported and gave positive feedback about each other. LAPS is still open to that option, and we wanted to be upfront with our current intensions plus make suggestions on how the Club can help rebuild that bridge.

We would like to use the NVDTTC building for many, if not all, of the activities noted below. However, LAPS needs time to promote the activities months in advance. LAPS understands that this means open communication with the Club, and reliable response time from both parties.

What LAPS is currently working on:

- a. Teaching a 3-week Introduction to Therapy Team Skills two or more times each year. (I wrote a similar class description which was approved by the NVDTTC in 2017. It has been taught by the Club 3x.)
- b. Adjusting our standard 6-week Team Training Class into a 4-week format. We hope to teach this 2 times each year (Spring and Fall sessions).
- c. Team Evaluations would remain 2x yearly, following the Team Training Class.
- d. Continue hosting an annual Caring Canines to find potential teams and promote further training to those interested but not ready.

Suggestions for the NVDTTC Board:

- 1) Adjust the current nonprofit rental fees. Based on review of other open, local spaces my suggestion is:
 - a. Provide an hourly rental rate of \$15.00 per hour for outside groups so they can hold a meeting or short training session. These could be non-pet related activities.
 - b. Raise the 4 hour rental rate to \$55.00 (\$13.75/hr).
 - c. Raise the 8 hour rental rate to \$100.00 (\$12.50/hr).
 - d. Provide an option for nonprofits to negotiate the rental fee when they need the room more than 4 hours but less than 8 hours.
 - e. Remove the additional rental fee for kiddie gates, or other items like tables and chairs, that are regularly used in training classes / seminars / workshops onsite.

- f. Plan for another small fee raise in 2027 or 2028. Ensure that nonprofits know of the fee raise in advance so they can plan / adjust their funding.

2) Help promote non-NVDTC classes and workshops that are held onsite, this would include Training Partners.

- a. Allow fliers / small posters to be hung at the clubhouse; provide an accessible place for fliers to be found by interested people easily; share information via social media and club newsletter; etc.
- b. Reinstate the Interest List binder. When left on the counter weekly, students were encouraged to put their names and contact info under any class / canine sport of interest. This allowed clearer view of current clients' wants and helped with long-term class planning. This could also help the NVDTC build more Training Partners and expand the use of the building.
- c. Disallow the removal of PR materials for other groups, events, programs, etc. from the clubhouse by an employee, volunteer or student.
 - If an employee, volunteer or student has concerns, they will contact the Building and Publicity Coordinators. Those 2 individuals will decide if the materials are appropriate or should be removed.
 - If an employee or volunteer is found removing or destroying materials, the Club will address the issue quickly and directly. This includes when an employee or volunteer has encouraged a student / client to remove or destroy materials.