

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

August 3, 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, and Marion Sigel. Absent: Sue Osborn.

II. TREASURER'S REPORT—Stefanie Meinhardt

- A. Savings: \$22,339.40 as of 7/31/20
- B. Checking: \$32,372.86 as of 7/31/20
- C. Paypal: \$834.00 as of 7/31/20
- D. Profit for July: \$6,700 (less instructors fees)
- E. Year to date loss: \$15,500
- F. Fifty percent August rent mailed on 7/27/2020.
- G. Financial reports for July attached.

III. SECRETARY'S REPORT—Sue Osborn

MSC to approve July 6, 2020 Board Meeting Minutes.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

- 1. No communication from Sawyer Properties; waiting for written lease and half rent agreement.
- 2. MSC (5 yes, 1 no vote) for no change from 2019 Guidelines and Procedures for voucher amounts for assistants and office workers, which is \$40 for 4 to 6 weeks and \$20 for 2 to 3 weeks.
 - a. The board will look at again in December 2020.
 - b. Linda will remind trainers to record assistants' attendance.
- 3. No drop-ins and no reduced rates for missed classes for 4-week sessions now in place (approved by email).
- 4. Linda still to look at potential change in phone service.

B. VICE RESIDENT—Sandy Bonifield

No report.

C. MEMBERSHIP/VOUCHERS—Carol Coawette

No report.

D. OFFICE—Sandy Bonifield

- 1. Sandy has been at NVDTTC almost daily handling the office.
- 2. Sandy reported new payment procedures aren't working due to people canceling classes and new people wanting to enroll at last minute.
- 3. Phone message has been updated.
- 4. Classes will now open on the 7th of the month and close on the 21st of the month.

E. TRAINING—Linda Luchsinger

- 1. Trainers are now to be shown/written/stated as instructors not trainers.
- 2. Only instructors names (no email or phone) will be added to flyers.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

August 3, 2020

Page 2 of 3

3. Debbie has posted new signage and instructor photos.
4. PSI cleans on Friday
5. August classes are full.

F. PUBLICITY—Marion Sigel

1. A 1/2" leash and one free session will be donated to Napa Humane's 2020 Virtual Walk for Animals. Marion will let Sabrina at Napa Humane know.
2. Marion will ask members at the August 10th general meeting if they would like to do a social distance walk (hopefully wearing NVDTTC shirts) at O'Brien Park on Pueblo Ave on August 11th or 12th at 10:30am. The goal is to have 8-10 volunteers walk their dog and videotaped to give to Sabrina along with a photo taken at the end of the mini walk of the dogs sitting.
3. Thank you to Carol Coawette for delivering the last three shirts to members who bought them. There is still one medium shirt available for \$35.
4. Instructors are to be reminded to distribute NVDTTC's new, adorable business cards.
5. During COVID-19, flyers and rack cards don't work well for distribution in the community. Interest was shown in outdoor signage on poles to place outside vet offices or other animal friendly locations.
6. Linda will distribute tote bags to advanced classes (i.e., scent work and rally) then to puppy, good manners and adolescent classes.

G. BUILDING—Debbie Hilton

1. There is now a new fire extinguisher near roll-up door.
2. Agility equipment has been organized.
3. Debbie made the change from trainers to instructors on the slat wall photos.
4. Linda Luchsinger will supply water bottles for refrigerator for instructors and assistants. Because of COVID-19, these will not be available to students.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. An email, dogshots@nvdtc.org, for emailing vaccination records has been set up.
2. COVID-19 related changes made to website
3. Ongoing registration updates will be posted to website.

I. AOCNC—Sue Osborn, Mary Ash

All current activities and meetings on hold. Winter workshop still undecided..

V. OLD BUSINESS

A. COVID-19 Waiver

1. Online DogBizPro version now has statement to scroll to read complete waiver.
2. Latest version has lines for printing name, contact name etc.
3. Waiver is to be signed by those who do not do so through DogBizPro (trainers, PSI, etc.)
4. Waiver forms are on a clipboard in the office.
5. Office binder for signed hardcopies is also located in the office.

B. Building Use by Members – Review of online policy and need of lock box

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

August 3, 2020

Page 3 of 3

1. No lock box to be installed.
2. No change in online policy.
3. The page showing NVDTC's building use program needs to be updated as to when the building might be available. Currently, it shows time periods being available when actually those times now have classes scheduled.

VI. NEW BUSINESS

A. Elections

Sandy asked if a current board member is not planning on staying on the 2021 board to please let her know.

B. Building Responsibilities

Debbie Hilton will not be able to participate in her role on the board if she should have foot surgery.

C. Inventory of Equipment

Sandy will take care of equipment inventory.

VII. MEETING ADJOURNED at 8:09 pm

Minutes formatted from Marion Sigel's
notes and respectively submitted by
Sue Osborn, NVDTC Secretary

Attachments:

- 1) 7-20 BS
- 2) 7-20 PNL YTD comparison

12:10 PM
08/02/20
Accrual Basis

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

	<u>Jul 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Mechanics Bank	32,372.86
105 · Savings - Mechanics Bank	22,339.40
110 · Paypal Clearing Account	834.00
Total Checking/Savings	<u>55,546.26</u>
Total Current Assets	<u>55,546.26</u>
TOTAL ASSETS	<u>55,546.26</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,144.00
Total Accounts Payable	<u>2,144.00</u>
Total Current Liabilities	<u>2,144.00</u>
Total Liabilities	2,144.00
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	15,978.08
Net Income	-15,547.95
Total Equity	<u>53,402.26</u>
TOTAL LIABILITIES & EQUITY	<u>55,546.26</u>

12:12 PM
 08/02/20
 Accrual Basis

Napa Valley Dog Training Club Profit & Loss YTD Comparison July 2020

	Jul 20	Jan - Jul 20
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	3,650.00	5,521.80
402 · Puppy	3,960.00	8,352.50
403 · GM1	1,050.00	4,307.50
404 · GM2	0.00	1,207.50
405 · Rally	805.00	2,026.77
408 · Scent Work	3,760.00	8,439.71
409 · Dog Dancing	1,400.00	3,745.00
410 · CGC	0.00	572.50
415 · Trick Dog	0.00	437.50
418 · Agility	300.00	967.50
419 · Delightful Distractions	0.00	0.00
Total 400 · Class Fees	14,925.00	35,578.28
425 · Equipment	17.00	749.00
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
Total Income	14,942.00	37,348.78
Cost of Goods Sold		
448 · Instructor Fees	0.00	5,397.00
450 · Discounts	0.00	1,067.60
460 · Vouchers	985.00	3,390.00
Total COGS	985.00	9,854.60
Gross Profit	13,957.00	27,494.18
Expense		
500 · AOCNC	0.00	130.00
503 · Advertising	0.00	99.36
505 · Building		
506 · Repairs & Maintenance	134.76	534.41
507 · Renovation	0.00	296.59
Total 505 · Building	134.76	831.00
510 · Bank Charges	303.36	821.49
513 · Class Supplies	0.00	469.21
515 · Events & Trials		
515a · Scentwork	0.00	807.80
Total 515 · Events & Trials	0.00	807.80
517 · Education	0.00	785.00
525 · Insurance	0.00	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	6,432.00	30,945.00
550 · Toys	0.00	6.44
555 · Storage	-35.87	678.13
560 · Telephone	202.15	1,417.94
575 · Utilities		
575a · Electricity	0.00	533.00
575b · Gas	0.00	194.00
575c · Garbage	40.08	275.33
Total 575 · Utilities	40.08	1,002.33
580 · Special Events		
580a · Awards Dinner	0.00	267.08
580b · Open House	0.00	227.35

12:12 PM
08/02/20
Accrual Basis

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
July 2020

	<u>Jul 20</u>	<u>Jan - Jul 20</u>
580d · Various	35.00	648.85
Total 580 · Special Events	35.00	1,143.28
583 · Donations	0.00	100.00
585 · Website	69.99	521.91
Total Expense	<u>7,181.47</u>	<u>43,057.95</u>
Net Ordinary Income	6,775.53	-15,563.77
Other Income/Expense		
Other Income		
910 · Interest Income	0.95	15.82
Total Other Income	<u>0.95</u>	<u>15.82</u>
Net Other Income	<u>0.95</u>	<u>15.82</u>
Net Income	<u><u>6,776.48</u></u>	<u><u>-15,547.95</u></u>