

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES
AUGUST 30, 2021**

(NOTE: This is the September Meeting, held early due to the Holiday.)

I. CALL TO ORDER - President Sue Osborn called the meeting to order at 6:33 PM at the Club House. Additional members in attendance were: Mary Ash, Marilane Bergfelt, Sandra Bonifield, Carol Coawette, Roxann Gracia, Debbie Hilton and Linda Luchsinger.

II. TREASURER'S REPORT - Linda Luchsinger

A. Linda reported that the Savings account as of 7/31/21 was \$22,365.78, the Checking account was \$37,379.47 as of 8/25/21. Sue transferred an additional \$4500 from the PayPal account into Checking after that on 8/25/21. The PayPal account was reported to have \$4077.42 remaining as of 8/30/21.

B. The Business License is now posted. Linda reported that she does not receive the original license and it is probably lost in the address change process. She will submit a mailing address change with City of Napa.

C. Insurance documents - Linda reported that the current yearly fee is \$800. It was reiterated that the Board had requested to have at least the Declaration Page so we can review Insurance plans and possibly change insurance coverage. It was also noted that the original insurance documents are to be filed in the Club office.

D. July Financial Report was submitted. It was discussed and noted that there were corrections in accounts. In addition, PayPal fees are entered on two different lines and will also be corrected. Corrected previous months financials are pending.

iii. SECRETARY'S REPORT - Roxann Gracia

The Board minutes of July 19, 2021 were unanimously approved as written.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT - Sue Osborn Thanked Roxann for sending out the Thank You notes to Lixit and the Sheriff's Department. Remainder of the President's report is included in the remaining agenda items.

B. VICE-PRESIDENT - Sandy Bonifield reported that the menu was set for the BBQ. Hamburgers and buns to be purchase by the club, Beans, Macaroni Salad, condiments, pies and drinks are all donated. Set up will start at 5:30. Please come to help with the tables and chairs.

C. MEMBERSHIP/VOUCHERS - Carol Coawette reported that there are no new pending members and that a new roster was sent to Board members.

D. OFFICE - Mary Ash reported all is up to date. There is still a question regarding missing mail. Mary reports going to the post office, but if the mail is delivered to PO BOX 7, then it depends on the person in that box to return any of our mail to the post office. Mail continues to be a problem.

E. TRAINING - It was determined that the next Training Committee meeting will be September 20th starting at 6:00 PM. In addition, an extra Board Meeting is scheduled on September 21st at 6 PM.

-Sue announced that there is now a link on the Website for a wait list procedure.

-An email has been sent to the trainers regarding Session #7 and responses are pending.

-An email from Judy Gamet was read regarding the sign-up procedures. She

would like to change her signup and contract agreement. She would still accept Member discounts and vouchers, but run the signups through her own company. It was decided to send this to the training committee for review and recommendations. This would be renegotiated and would start in January.

-Judy had a case of a late registration and wanted to allow a "drop-in" fee. The answer in this case was yes, to charge a drop-in fee.

-Two people have applied to become assistants. Donna Albin and Bunny Lincoln. Applications were read and will be sent to the Training Committee for review and recommendation.

-Megan Dalton requested a refund after her vet said she could not use a martingale for training. She took one GM1 class. Approved unanimously.

-Carol Sanchez was granted a credit voucher for \$105 because her dog came in heat. Votes: Ayes: 5 Nay: 2 Abstain: 1

It was recommended that the Training Committee review the policy on dogs that come into heat or become sick. Send to the Training Committee.

-Sue Ingalls in CGC attended the first class, then had a family emergency, then the dog came into heat. Requested a class voucher. Approved unanimously.

F. PUBLICITY - Marilane Bergfelt submitted a report earlier today. (See Attachment)

-Utilization of QR codes is encouraged where possible.

-October 22nd is "Make a Dog's Day". A request for ideas on how can support this event will be sent to the General Membership.

-Marilane will send the photo and info to the newspaper after getting the officers' names who participated in the Sheriff's presentation for last month's meeting.

-Remainder of items, please see attachment.

G. BUILDING - Debbie Hilton reported she is working on getting the lights in the office fixed.

-Keys are as follows:

Lea returned Key #22 from PSI

Linda will obtain Stefanie's Key #20

Debbie to contact Marlene for Key #25

Marilane to check with Dessea again re: Key#12

Lost/Unknown Key #7

Gerry Glantz Key #5 (Deceased)

Linda Luchsinger Key #13 (Lost)

Tandi Crowder Key #18 (Moved)

Kathryn Rhyno Key #24 (Moved)

-Cleaning is going fairly well. Debbie is at the club with them from 9am to 12noon. She also purchased a new hose and nozzle.

-Pest Control will be at the Club on Sept. 10th in the afternoon.

-Debbie to create a folder in the office files for the cleaning contract.

V. PROJECT REPORTS

A. CGC Materials - Mary reported that the AKC sent the wrong forms and they will be sent back.

B. Membership Benefits Brochure - Tabled

C. Voucher Reconciliation - Linda is working on this, but will reconcile Steffanie's right away due to the report of two vouchers being lost. The lost voucher numbers will then be voided. Linda will contact Steffanie and report to the Board.

D. Frequently Asked Questions - Sue is working on this.

E. Joy Wood Memorial - Mary reported that the tree was \$586 and the Plaque was \$393. JMD will pay for the plaque. \$200 has already been donated and will go toward the tree. Motion passed unanimously. This item is now closed.

F. Second Handler Form was approved with the addition of the Dog's name to the form. Signed copies will be filed with the class paperwork.

VI. OLD BUSINESS

A. Nominating Committee - Board members contacted members by phone, which resulted in several volunteers. All of the Names were placed in a "hat" and drawn as follows, with the first one drawn designated as the chair: Anne Stanley, Bunny Lincoln, Lea Ronald with alternates: Sandy Bonifield and Vange Leonis.

-Instructions and a list of positions to be filled will be sent to the committee.

-Sue to sent appreciation to others who volunteered. (Margie Vulk, Linda Wargo, Cheryl Meyer, Karen Jackson, Judy Gamet, and Francis Anamosa)

B. Class Refund Request and Class Voucher Updates - It was determined that Marilane will spearhead a revision subcommittee. Roxann and Debbie to send notes.

C. Guidelines and Procedures with Job Descriptions - It was determined that Marilane will spearhead a revision subcommittee. Roxann and Debbie to send notes.

D. Volunteer to xerox Training Sheets - Since there is no Training Chair, this job is unfulfilled. Debbie volunteered to do this on Fridays while supervising cleaning.

VII. NEW BUSINESS

A. BBQ night contest. Debbie described her idea for a contest to give away the donated agility equipment. Board members to send 3 pictures to Debbie for the contest. These are needed ASAP.

B. Sharing the Audit Report - Much discussion was held regarding issues surrounding the report and subsequent actions. A motion was made to publish a link for the General Membership to follow to review the report, and to send a copy (not just the link) to everyone on the Training Committee along with a note of explanation. It was unanimously passed. It was agreed that Sue and Roxann would write the cover note. (For missing vouchers, see Treasurer's report.)

C. Customer Relations - Two recent incidents were reviewed regarding bullying and intimidation with an unanimous note, and the public view of a recent fall. After much discussion and airing of past grievances, some from 6 years ago, it was suggested that a request be sent to the Training Committee for ideas on webinars, and/or materials that could be used in training to help prevent such incidents.

D. Review Refund and Credits Report - Tabled due to time.

E. Changing of the locks - Tabled

F. Dog Biz Pro Expectations - Tabled

G. Ongoing COVID Implications - Waivers are to be placed back at the door. Current cleaning procedures are being followed. The Club will update if Guidelines change.

H. Schedule for Extra Board Meeting:

1. Review Board Member Voucher Amounts
2. Perpetual Calendar
3. New Member Anonymous Voting
4. Computer Donation from Sue
5. Building Use Rental Charges
6. Voucher Scholarship Fund
7. Review Trainer Contracts
8. Review Complaint process & Policy
9. AKC ByLaws and Update Review
10. Business Card Addresses
11. Minutes approved prior to posting

Additional: Above Tabled items: (Membership Benefits Brochure, Review of Refund Report, Changing the Locks (no motion or vote was made), Dog Biz Pro)

Minutes Submitted by: Roxann Gracia

Attachments:
July Financial Report
Publicity Report

STATEMENT OF PROFIT AND LOSS

From 07/01/21 to 07/31/21

Year to Date As of 07/31/21

Sales or Income

CLASS FEES	\$ 11,580.00	97.4%	\$ 65,007.50	94.0%
DUES	227.50	1.9%	1,312.50	1.9%
MISC INCOME	63.00	0.5%	311.21	0.4%
BUILDING/EQUIPMENT RENTAL	20.00	0.2%	340.00	0.5%
EQUIPMENT	0.00	0.0%	84.75	0.1%
CLUB APPAREL	0.00	0.0%	619.00	0.9%
SCENTWORK TRIAL PROCEEDS	0.00	0.0%	1,500.00	2.2%

Total Sales or Income	11,890.50	100.0%	69,174.96	100.0%
-----------------------	-----------	--------	-----------	--------

Cost of Sales

VOUCHERS & DISCOUNTS	0.00	0.0%	1,952.76	2.8%
CLUB APPAREL	0.00	0.0%	516.29	0.7%

Total Cost of Sales	0.00	0.0%	2,469.05	3.6%
---------------------	------	------	----------	------

GROSS PROFIT	11,890.50	100.0%	66,705.91	96.4%
---------------------	------------------	---------------	------------------	--------------

Operating Expense

TRAINER FEES	2,295.00	19.3%	14,958.00	21.6%
STUDENT EQUIPMENT	879.24	7.4%	762.91	1.1%
SUPPLIES & MINOR EQUIP.	0.00	0.0%	286.05	0.4%
LEGAL/ACCOUNTING/FEES	0.00	0.0%	105.00	0.2%
OFFICE EXPENSE	112.98	1.0%	872.18	1.3%
PRINTING & COPYING	558.36	4.7%	558.36	0.8%
CLUB AWARDS	605.68	5.1%	998.18	1.4%
HOSPITALITY	0.00	0.0%	50.00	0.1%
PAYPAL FEES	302.16	2.5%	856.85	1.2%
DUES/CONTRIBUTIONS	0.00	0.0%	50.00	0.1%
BUILDING	265.72	2.2%	1,464.59	2.1%
NAPA SAWYER PROPERTIES	4,045.00	34.0%	25,329.00	36.6%
NAPA VALLEY PSI/BUILDING CLEANING	360.00	3.0%	1,698.75	2.5%
RE TAX & INSURANCE/NAPA SAWYER	424.00	3.6%	859.00	1.2%
INSURANCE EXPENSE	11.00	0.1%	11.00	0.0%
PAYPAL FEES	0.00	0.0%	291.08	0.4%
SCENTWORK TRIAL	0.00	0.0%	541.91	0.8%

Total Operating Expense	9,859.14	82.9%	49,692.86	71.8%
-------------------------	----------	-------	-----------	-------

NET INCOME OR <LOSS>	\$ 2,031.36	17.1%	\$ 17,013.05	24.6%
-----------------------------------	--------------------	--------------	---------------------	--------------

INCOME STATEMENT SUPPORTING SCHEDULE As of 07/31/21

	From 07/01/21 to 07/31/21		Year to Date As of 07/31/21	
CLASS FEES				
PUPPY	2,625.00	22.1%	12,410.00	17.9%
GOOD MANNERS/MIGHTY MIGHTS	1,630.00	13.7%	7,330.00	10.6%
GOOD MANNERS 2/CGC CLASS	1,360.00	11.4%	6,410.00	9.3%
AGILITY	125.00	1.1%	1,750.00	2.5%
ADVANCED OBEDIENCE	0.00	.0%	375.00	.5%
RALLY CLASS	1,540.00	13.0%	7,335.00	10.6%
ADOLESCENT DOG	1,710.00	14.4%	11,225.00	16.2%
DOGS CAN DANCE CLASS	770.00	6.5%	4,562.50	6.6%
SAMPLER CLASS	0.00	.0%	500.00	.7%
TRICKS & GAMES	0.00	.0%	665.00	1.0%
SCENT CLASS	1,820.00	15.3%	11,250.00	16.3%
BEYOND BASICS	0.00	.0%	835.00	1.2%
POLITE IN PUBLIC	0.00	.0%	360.00	.5%
Total CLASS FEES	11,580.00	97.4%	65,007.50	94.0%
VOUCHERS & DISCOUNTS				
PUPPY VOUCHERS & DISCOUNTS	0.00	.0%	92.20	.1%
GOOD MANNERS I / VOUCHERS & DISCOUNTS	0.00	.0%	97.60	.1%
GM2 VOUCHERS & DISCOUNTS	0.00	.0%	145.60	.2%
AGILITY	0.00	.0%	59.60	.1%
RALLY VOUCHERS & DISCOUNTS	0.00	.0%	76.88	.1%
ADOLESCENT DOG/VOUCHERS & DISCOUNTS	0.00	.0%	159.70	.2%
DOGS CAN DANCE/VOUCHERS & DISCOUNTS	0.00	.0%	366.00	.5%
SCENT WORK/VOUCHERS & DISCOUNTS	0.00	.0%	896.28	1.3%
BEYOND BASICS,DISCOUNTS & VOUCHERS	0.00	.0%	12.50	.0%
POLITE IN PUBLIC	0.00	.0%	46.40	.1%
Total VOUCHERS & DISCOUNTS	0.00	.0%	1,952.76	2.8%
TRAINER FEES				
DONNA GOLEMON	0.00	.0%	3,152.00	4.6%
MARY ASH	0.00	.0%	1,920.00	2.8%
MARILANE BERGFELT	0.00	.0%	192.00	.3%
LEA RONALD	0.00	.0%	768.00	1.1%
JUDY GAMET/DOGS CAN DANCE	783.00	6.6%	2,106.00	3.0%
DOGS CAN DANCE, LLC	0.00	.0%	360.00	.5%
VANGE LEONIS	168.00	1.4%	504.00	.7%
KIM LESLIE/TRAINER	1,344.00	11.3%	5,360.00	7.7%
DE BRILZ	0.00	.0%	260.00	.4%
STEFANIE MEINHARDT	0.00	.0%	336.00	.5%
Total TRAINER FEES	2,295.00	19.3%	14,958.00	21.6%
CLUB AWARDS				
AWARDS DINNER	605.68	5.1%	605.68	.9%
Total CLUB AWARDS	605.68	5.1%	998.18	1.4%
DUES/CONTRIBUTIONS				

INCOME STATEMENT SUPPORTING SCHEDULE As of 07/31/21

	From 07/01/21 to 07/31/21		Year to Date As of 07/31/21	
DONATIONS	<u>0.00</u>	.0%	<u>50.00</u>	.1%
Total DUES/CONTRIBUTIONS	0.00	.0%	50.00	.1%
BUILDING				
TELEPHONE	123.43	1.0%	719.77	1.0%
UTILITIES	<u>142.29</u>	1.2%	<u>744.82</u>	1.1%
Total BUILDING	265.72	2.2%	1,464.59	2.1%
INSURANCE EXPENSE				
RE TAX	<u>11.00</u>	.1%	<u>11.00</u>	.0%
Total INSURANCE EXPENSE	11.00	.1%	11.00	.0%
SCENTWORK TRIAL				
SCENTWORK TRIAL HOSPITALITY	0.00	.0%	411.18	.6%
SCENTWORK SUPPLIES	<u>0.00</u>	.0%	<u>130.73</u>	.2%
Total SCENTWORK TRIAL	0.00	.0%	541.91	.8%

Date: August 29, 2021
From: Marilane Bergfelt
RE: **Club Publicity Report**

Facebook:

- Still working on frequent posts that mix Club news / updates and fun stuff. Using up the photos and videos members have sent.
- Including hashtags: #napavalleydogtrainingclub #napadogtrainingclub

National days in September that we could highlight on Facebook:

September 12: National Pet Memorial Day & Hug Your Hound Day
September 18: National Responsible Dog Ownership Day - will look for educational materials to share
October 1: **National Black Dog Day** - will ask Members for pics to share
October 22: **National Make a Dog's Day** - club could do something for our local shelter (?)
October 31: **Halloween** - will ask Members for pics to share

Napa Valley's Finest 2021:

Voting closed in August and results will be announced mid-September. Thank you to everyone to voted and shared / encouraged friends to vote also.

Website: 'Fun Activities (and Tips) for Your Dog

This was created last year during shut down and hosts several PDF's for public use. Because pet owners have mentioned how much they appreciated the help, Sue has reposted it on the website Landing Page. I will be creating more pieces as time allows - - and to address questions / concerns raised in training classes.

Pictures in local newspapers:

- Waiting for names of officers and K9's who provided presentation on 8-9-21 before reaching out to Register or other local publications. Thank you to members who sent photos to me.
- NEED: Board member that gets hard copy newspaper(s). Help to find appropriate locations / headings for submittals. Examples: 'Pic of the Litter', 'Happy Tails' and 'People & Places'.

Instagram:

Attended webinar in May but haven't typed up notes yet. Will ask friends who use frequently how best to utilize.

Next Door:

Still in-progress to set up Club as 'business'. I have continued sharing club educational materials and class schedules as an individual, with positive results.

Hand-outs / Postings at Clubhouse:

- Continue to reproduce fliers and class schedules to put on class boards / post at clubhouse. Most recently upcoming Session 6 & $\frac{1}{2}$ page fliers for 'Learning Freestyle Moves 1'.
- 'Fun and Games' and 'Community Walks' planned for Saturdays in Session 7. Sue has created and I'll share / copy once current session online registration closes.

- I will continue to cover this expense. I will give club a summary of expenses for future budgeting uses at the end of the year.

Posters in Community:

- I have printed a few posters on heavy paper. Haven't reposted at Pet Food Express yet.
- As locations / business open, we (the board and membership) should all be keeping an eye out for locations to post Club info. Everyone should be willing to help and post.

Radio / Facebook Live Talks: No new report.

Online Education:

Continue to attend webinars that focus on working with clients and other professionals and how to promote business. Next webinar: Business Automation for Pet Professionals on Sept 17th.