

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

September 2, 2019

Page 1 of 3

I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:55 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Guest: Mary Ash

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the August 5, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. Checking: \$42,871.13 as of August 31st.
- B. Savings: \$22,312.18 as of August 31st.
- C. Paypal: \$684.36 as of August 31st.
- D. Year to Date Loss: \$1,167.13.
- F. Financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

Mary Ash presented Diane Collings interest in using the NVDTC building to teach conformation to her existing clients as well as new students. Board is interested however, this needs to go the training committee first (their next meeting is October 23rd). Mary will let Diane know it likely will be after the end of year before she could start classes if given go ahead.

B. VICE-PRESIDENT—Sandy Bonifield

Next general meeting is annual potluck.

C. MEMBERSHIP—Carol Coawette

No Report

D. OFFICE—Sandy Bonifield

- 1. Sue will send 2020 membership applications to Sandy for printing.
- 2. Linda will check out new membership packets, throw out anything no longer needed and keep what can be used .

E. TRAINING

- 1. Next meeting will be held Wednesday, Oct 23, 2019.
- 2. Next session starts week of September 9th..
- 3. Marilane, Sandy and Stefanie are organizing training equipment.

F. PUBLICITY

New rack cards have been received and are being distributed to vets.

G. BUILDING—Maria Giaccio

- 1. Maria will let Ross know leftover mats can be picked up when he is ready.
- 2. Marilane, Sandy and Stefanie are putting together permanent barriers to keep students away from equipment. This project was approved through email for \$240 or less and is for nine panels.
- 3. Mats have been laid in the crate area.
- 4. Additional baby gates are in storage.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

September 2, 2019

Page 2 of 3

H. NEWSLETTER/WEBSITE—Sue Osborn

The September-October Tattle Tails newsletter was sent out on August 30th and included announcement about potluck, brags, trick titles awarded, tracking class, articles on green-blue algae, Emergency Pet Preparedness Presentation, Napa Humane's Walk for Animals, Clear the Shelters Event, Why Title Your Dog, and a We Need Your Support letter from Sue Osborn, nominating committee chair.

I. AOCNC—Sue Osborn, Mary Ash, Joy Wood

1. Scent Work seminar being held at Mt. Diablo Dog Training Club on Sunday, September 22nd. Working team Joy Wood with Sierra and auditors Carol Coawette and Roxann Gracia will be attending from NVDTTC. De Brilz is signed up as an alternate.
2. Next quarterly meeting is October 26th hosted by San Mateo DTC.

V. OLD BUSINESS

A. Building Cleanup

Date for building cleanup project will be scheduled at next general meeting.

B. Scent Work Trial, April 18 and 19, 2019

Judge Kelly Boyer will be doing novice and advanced. Judge Patti Garcia will be doing excellent. The PSI grounds will be reviewed Tuesday, September 3rd. Committee of Joy Wood, Donna Golemon, Mary Ash, De Brilz and Linda Wargo will be meeting in October or November.

C. Nominating Committee

Sue sent out letter titled "We Need Your Support" to members and also published it in the September-October newsletter.

D. Guidelines and Procedures

Version 11 with incorporated changes, shown in red, was emailed to board members for final review. MSC to post guidelines and procedures on the website with the following changes from tonight's review as listed below.

1. Under Section II, under Use by Members, add the words "For a fee," in front of text that begins with "Any NVDTTC club member can schedule..."
2. Under Section II, under Use by Members, add "/trainer" after the words "Any board member" and before "can use the building at no charge."
3. Under WEBMASTER on page 10, change "onlinw" to "online."

VI. NEW BUSINESS- WEEK 1/ORIENTATION HANDOUT

MSC to approve Week 1/Orientation handout with the following changes:

- A. Under CLUB RULES, bullet #2, change "his leash" to say "the leash" at end of sentence two and leave in the sentence that states: "Don't let your dog visit with the other dogs."
- B. Under CLUB RULES, bullet #3, leave in the word "Please" at beginning of first sentence.
- C. Under CLUB RULES, bullet #5, leave in the word "Only" at beginning of first sentence.
- D. Under TRAINING EQUIPMENT, bullet #2, in the last sentence, change "its" to "it's."
- E. Under TRAINING EQUIPMENT, bullet #3 in sentence #2 change the sentence in parenthesis to (such as hot dogs, cheese, etc.).

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

September 2, 2019

Page 3 of 3

- F. Under THE FIRST CLASS with YOUR DOG, bullet #4, change "do not strangle" to "to not strangle."
- G. On page 4, too much wasted space so move the wording starting with "The Napa Valley Dog Training Club prides itself..." to page 2 by reducing size of text and/or closing up space after the heading at top of page 1 & 2. This will make the document only three pages instead of four.
- H. Under COMMONLY USED VERBAL CUES, where it says "Gentle," add the word "/Nice."

VII. MEETING ADJOURNED a 8:49 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for August
- 2) Profit & Loss YTD Comparison
- 3) PNL by Class

5:53 PM

08/31/19

Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of August 31, 2019

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	42,871.13
105 · Savings - Rabobank	22,312.18
110 · Paypal Clearing Account	684.36
Total Checking/Savings	<u>65,867.67</u>
Total Current Assets	<u>65,867.67</u>
TOTAL ASSETS	<u>65,867.67</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	-1,167.13
Total Equity	<u>65,867.67</u>
TOTAL LIABILITIES & EQUITY	<u>65,867.67</u>

Napa Valley Dog Training Club
Profit & Loss YTD Comparison
August 2019

	Aug 19	Jan - Aug 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	1,666.65	14,845.00
402 · Puppy	1,770.00	10,962.50
403 · GM1	1,305.00	13,465.00
404 · GM2	670.00	2,610.00
405 · Rally	420.00	5,231.50
406 · Puppy Playtime	0.00	710.00
407 · Small Dog Social	0.00	615.00
408 · Scent Work	585.00	8,508.50
409 · Dog Dancing	690.00	5,505.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	0.00	500.00
413 · Tricks & Games	0.00	680.00
416 · Obedience	0.00	750.00
Total 400 · Class Fees	7,106.65	66,257.50
420 · Equipment	168.75	1,337.17
430 · Dues	0.00	1,225.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	0.00	736.00
445 · Donation	10.50	114.50
450 · Discounts	-287.30	-2,776.00
455 · Class Credit	0.00	-125.00
460 · Vouchers	-530.00	-6,077.50
470 · Scent Work Trial	0.00	804.09
Total Income	6,468.60	61,503.76
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	189.65
505 · Building		
506 · Repairs & Maintenance	0.00	1,321.53
507 · Renovation	0.00	52.51
505 · Building - Other	0.00	167.82
Total 505 · Building	0.00	1,541.86
510 · Bank Charges	116.29	880.80
513 · Class Supplies	0.00	1,017.17
515 · Events & Trials		
515a · Scentwork	0.00	477.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	503.27
520 · Instructor Fees	752.00	11,101.00
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	0.00	1,847.48
535 · Office Supplies	0.00	386.42
537 · Outside Services	480.00	3,816.00
538 · Postage/PO Box	0.00	136.44
539 · Property Taxes	0.00	56.84
540 · Rent	4,045.00	31,215.00
542 · Reimbrsmnts Misc Class Supplies	15.29	15.29
550 · Toys	0.00	984.29
555 · Storage	109.00	872.00
560 · Telephone	221.41	1,524.91
575 · Utilities		
575a · Electricity	123.00	977.00
575b · Gas	0.00	264.00
575c · Garbage	0.00	208.53
575 · Utilities - Other	0.00	1,302.00
Total 575 · Utilities	123.00	2,751.53

Napa Valley Dog Training Club Profit & Loss by Class January through August 2019

	Ado Dog	Beyon...	CGC	Dog D...	GM1	GM2	Obedi...	Puppy	Puppy ...	Rally	Scent ...	Small ...	Tricks ...	Unclassif...	TOTAL
Ordinary Income/Expense															
Income															
400 · Class Fees															
401 · Ado Dog	14845.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,845.00
402 · Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10962.50	0.00	0.00	0.00	0.00	0.00	0.00	10,962.50
403 · GM1	0.00	0.00	0.00	0.00	13465.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,465.00
404 · GM2	0.00	0.00	0.00	0.00	0.00	2610.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,610.00
405 · Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5231.50	0.00	0.00	0.00	0.00	5,231.50
406 · Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	710.00	0.00	0.00	0.00	0.00	0.00	710.00
407 · Small Dog Social	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	615.00	0.00	0.00	615.00
408 · Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,508.50	0.00	0.00	0.00	8,508.50
409 · Dog Dancing	0.00	0.00	0.00	5390.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00	5,505.00
410 · CGC	0.00	0.00	1875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,875.00
411 · Beyond Basics	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
413 · Tricks & Games	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	680.00	0.00	680.00
416 · Obedience	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
Total 400 · Class Fees	14845.00	500.00	1875.00	5390.00	13465.00	2610.00	750.00	10962.50	710.00	5231.50	8,508.50	615.00	680.00	115.00	66,257.50
420 · Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,337.17	1,337.17
430 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,225.00	1,225.00
435 · Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00
440 · Building Rental	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	646.00	736.00
445 · Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114.50	114.50
450 · Discounts	(504.10)	(40.00)	(110.00)	(30.00)	(640.50)	(75.20)	(30.00)	(362.30)	(22.00)	(274.90)	(553.00)	(38.80)	(40.20)	(55.00)	(2,776.00)
455 · Class Credit	0.00	(125.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(125.00)
460 · Vouchers	(750.00)	0.00	(170.00)	(610.00)	(880.00)	(150.00)	(80.00)	(170.00)	0.00	(627.50)	(2,440.00)	(50.00)	(150.00)	0.00	(6,077.50)
470 · Scent Work Trial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	804.09	804.09
Total Income	13590.90	335.00	1595.00	4840.00	11944.50	2384.80	640.00	10430.20	688.00	4329.10	5,515.50	526.20	489.80	4,194.76	61,503.76
Expense															
500 · AOCNC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	225.00
503 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189.65	189.65
505 · Building															
506 · Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,321.53	1,321.53
507 · Renovation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.51	52.51
505 · Building - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.82	167.82
Total 505 · Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,541.86	1,541.86
510 · Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	880.80	880.80
513 · Class Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,017.17	1,017.17
515 · Events & Trials															
515a · Scentwork	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	477.35	477.35
515b · Tracking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.92	25.92
Total 515 · Events & Trials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	503.27	503.27