

**NAPA VALLEY DOG TRAINING CLUB**  
**BOARD MEETING MINUTES**  
**Sandy Bonifield's Home • September 7, 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 Sue Osborn. Absent: Marion Sigel.

**II. TREASURER'S REPORT**—Stefanie Meinhardt

- A. Savings: \$22,340.35
- B. Checking: \$37,959.64
- C. Paypal: \$659.25
- D. Paying Down Rental Debt:
  - MSC to pay half of July now then pay all of October rent when due and at October meeting assess how much can be paid moving forward.

**III. SECRETARY'S REPORT**—Sue Osborn

MSC to approve August 3, 2020 Board Minutes as published.

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

**A. PRESIDENT**—Linda Luchsinger

- 1. Written Agreement From Sawyer Properties:
  - Linda will write a letter to request written agreement and give to Stefanie to include with the rent she is now paying and mailing to property manager— Reference II-D.
- 2. Phone: MSC to accept Comcast 2 lines plus internet contract and to buy our own router modem (provided there is no additional charge for doing this from Comcast) and to go with a 2 year contract. Linda will follow up with Comcast and Stefanie will purchase router modem based on answer from Comcast.

**B. VICE-PRESIDENT**—Sandy Bonifield

No report.

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

Most current membership list has been emailed to board members.

**D. OFFICE**—Sandy Bonifield

- 1. Mary and Sandy have been busy working in office. Mary has been great taking care of office.
- 2. Sandy and Mary are the only two who are to log in payments.

**E. TRAINING**—Linda Luchsinger

- 1. No break between sessions 6 and 7. Session 7 will start the week of November 2nd instead of the week of November 9th. Sue will update year round session calendar for website.
- 2. MSC by six Board members at 9/2/20 training meeting for Donna to give student credit on their DogBizPro account for up to two weeks and if more than two weeks then requests for credit are to go to Board.
- 3. MSC by six Board members at 9/2/20 training meeting to give credit or refund due to fire situation to students in session 4 for up to four missed classes.
- 4. Four-week sessions will continue into the first three sessions of 2021 with option to review later this year or early 2021.

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5. Registering after online registration closes can only be done through DogBizPro via Donna and must be paid through Paypal.
6. Classes will continue to open on the 7th of the month and close on the 21st of the month in sessions 1 to 3, 2021.
7. Mailing address for shot records and payments both go to Napa Valley Dog Training Club, 68 Coombs Street, Box 7, Napa CA 94559.
8. Special class flyers are available online at [nvdtc.org/flyers/](http://nvdtc.org/flyers/).
9. MSC to approve giving instructors half pay for two students and running such class for 30 minutes.
10. Half pay given to Kim Leslie for GM2 class without board quorum.
11. Full refund for student in De's class with a Golden Retriever—approved by four board members via email.
12. Full refund to Margo Cohen approved by board via email.
13. Next training meeting: October 4th at 5:00 PM at the clubhouse to finalize sessions 1 to 3, 2021.

**F. PUBLICITY**—Marion Sigel

1. Napa Humane Walk for Animals: A leash and class gift certificate from NVDTC were donated to this years' Walk for Animals (virtual) event.
2. Flyers for upcoming special classes: Instructors to let Marion know if they need flyers.

**G. BUILDING**—Debbie Hilton

1. New fans: Purchase approved by Board via email.
2. Trash versus recycling cans: Debbie has rearranged cans to help with collection.
3. Taking out AND bringing in garbage and recycle cans for collection:
  - a. Wednesday night: garbage is taken out by instructor or assistant of last class.
  - b. Thursday morning instructor or assistant to bring in garbage can.
  - c. Recycling, if full enough, is taken out on Friday by instructor or assistant of last class. Recycling is collected by garbage company on Mondays.
4. Garbage can run over by vehicle has been replaced with a new one.
5. Debbie has put special class flyers outside the entry door.
6. Shop vac overheated and melted cord due to over-packed filter. Debbie to give to Sue for Robert to try to fix cord. A new extension cord also needs to be purchased.
7. Debbie will schedule pest spraying for the week off at Thanksgiving unless she can fit it in a tighter window before then.
8. Debbie asked Ross Mini to take down sign with the number 03 as it was pointing to our door thus causing confusion with deliveries.
9. Debbie will ask members at general meeting for ideas for use of money donated in memory of Joy Wood being a decision has not yet been made.

**H. NEWSLETTER/WEBSITE**—Sue Osborn

1. Latest edition includes: For the Love of Dachsunds article by Debbie Hilton, Session 6 Class Schedule, How Do Our Students Find Out About NVDTC graph, Fun and Affordable Webinars from Marilane, Know Your Dog's TEMP (Tail,

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Eyes/Ears, Mouth, Posture) article as suggested by Donna, minutes and brags.  
2. Marion and Sue are working together to incorporate AB-5 related changes to website.

**I. AOCNC**—Sue Osborn, Mary Ash

MSC for approval of use of NVDTC building by AOCNC for a meeting on Saturday, October 3, 2020 from 1 to 5.

**VI. OLD BUSINESS—Nominations for 2021 Board:**

Nominating Chair Sandy Bonifield presented the following nominations: President: Sue Osborn, Vice-President: Sandy Bonifield, Treasurer: Stefanie Meinhardt, Secretary: Roxann Gracia, Members at Large: Mary Ash, Carol Coawette, Debbie Hilton, and Marion Sigel. Past President: Linda Luchsinger.

**VII. NEW BUSINESS**

**A. Scent Work Trial for 2021:**

Linda will contact Donna to see about moving forward with a scent work trial for 2021. Deadline for paperwork is 10/1/20. Board approved using the same parameters as were set for 2020.

**B. Debit Card:**

There is only one card, which will be stored in safe place in the club office. This card number will be used for DogBizPro and Web Hosting services.

**C. Power Outage Compensation:**

Board members unanimously agreed not to issue vouchers to students due to power outages.

**D. Paypal Cancellation Fees:**

Proposal to charge a cancellation fee for clients who drop classes was tabled until the October board meeting.

**VIII. MEETING ADJOURNED** at 8:35 PM

Respectively submitted by  
Sue Osborn, NVDTC Secretary

Attachment:  
Financials for August 2020

12:37 PM  
09/06/20  
Accrual Basis

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

	<u>Aug 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Cash - Mechanics Bank	37,959.64
105 · Savings - Mechanics Bank	22,340.35
110 · Paypal Clearing Account	659.25
<b>Total Checking/Savings</b>	<u>60,959.24</u>
<b>Total Current Assets</b>	<u>60,959.24</u>
<b>TOTAL ASSETS</b>	<b><u>60,959.24</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	4,288.00
<b>Total Accounts Payable</b>	<u>4,288.00</u>
<b>Total Current Liabilities</b>	<u>4,288.00</u>
<b>Total Liabilities</b>	4,288.00
<b>Equity</b>	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	15,978.08
Net Income	<u>-12,278.97</u>
<b>Total Equity</b>	<u>56,671.24</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>60,959.24</u></b>

12:35 PM

09/06/20

Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison August 2020

	Aug 20	Jan - Aug 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>400 · Class Fees</b>		
401 · Ado Dog	3,500.00	9,021.80
402 · Puppy	1,460.00	9,812.50
403 · GM1	1,050.00	5,357.50
404 · GM2	800.00	2,007.50
405 · Rally	1,575.00	3,601.77
408 · Scent Work	925.00	9,364.71
409 · Dog Dancing	1,400.00	5,145.00
410 · CGC	0.00	572.50
413 · Tricks & Games	200.00	200.00
415 · Trick Dog	0.00	437.50
418 · Agility	400.00	1,367.50
419 · Delightful Distractions	0.00	0.00
<b>Total 400 · Class Fees</b>	11,310.00	46,888.28
<b>425 · Equipment</b>	131.00	880.00
<b>430 · Dues</b>	17.00	822.00
<b>435 · Miscellaneous</b>	0.00	96.00
<b>440 · Building Rental</b>	0.00	495.00
<b>445 · Donation</b>	0.00	0.50
<b>490 · Class Credit</b>	0.00	-375.00
<b>Total Income</b>	11,458.00	48,806.78
<b>Cost of Goods Sold</b>		
448 · Instructor Fees	4,472.00	9,869.00
450 · Discounts	0.00	1,067.60
460 · Vouchers	300.00	3,690.00
<b>Total COGS</b>	4,772.00	14,626.60
<b>Gross Profit</b>	6,686.00	34,180.18
<b>Expense</b>		
500 · AOCNC	0.00	130.00
503 · Advertising	13.76	113.12
<b>505 · Building</b>		
506 · Repairs & Maintenance	100.00	634.41
507 · Renovation	0.00	296.59
<b>Total 505 · Building</b>	100.00	931.00
510 · Bank Charges	234.75	1,056.24
513 · Class Supplies	0.00	469.21
<b>515 · Events &amp; Trials</b>		
515a · Scentwork	0.00	807.80
<b>Total 515 · Events &amp; Trials</b>	0.00	807.80
517 · Education	65.00	850.00
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	54.79	321.44
537 · Outside Services	427.50	1,700.50
538 · Postage/PO Box	0.00	207.14
539 · Property Taxes	61.89	61.89
540 · Rent	2,144.00	33,089.00
550 · Toys	0.00	6.44
555 · Storage	0.00	678.13
560 · Telephone	206.21	1,624.15
<b>575 · Utilities</b>		
575a · Electricity	0.00	533.00
575b · Gas	0.00	194.00
575c · Garbage	40.08	315.41
<b>Total 575 · Utilities</b>	40.08	1,042.41
580 · Special Events		

12:35 PM  
09/06/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss YTD Comparison**  
**August 2020**

	<u>Aug 20</u>	<u>Jan - Aug 20</u>
580a · Awards Dinner	0.00	267.08
580b · Open House	0.00	227.35
580d · Various	0.00	648.85
<b>Total 580 · Special Events</b>	<u>0.00</u>	<u>1,143.28</u>
583 · Donations	0.00	100.00
585 · Website	69.99	591.90
<b>Total Expense</b>	<u>3,417.97</u>	<u>46,475.92</u>
<b>Net Ordinary Income</b>	3,268.03	-12,295.74
<b>Other Income/Expense</b>		
<b>Other Income</b>		
910 · Interest Income	0.95	16.77
<b>Total Other Income</b>	<u>0.95</u>	<u>16.77</u>
<b>Net Other Income</b>	<u>0.95</u>	<u>16.77</u>
<b>Net Income</b>	<u><u>3,268.98</u></u>	<u><u>-12,278.97</u></u>

**Napa Valley Dog Training Club**  
**Profit & Loss Prev Year Comparison**  
**August 2020**

	Aug 20	Aug 19	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>400 · Class Fees</b>			
401 · Ado Dog	3,500.00	1,666.65	1,833.35
402 · Puppy	1,460.00	1,770.00	-310.00
403 · GM1	1,050.00	1,305.00	-255.00
404 · GM2	800.00	670.00	130.00
405 · Rally	1,575.00	420.00	1,155.00
408 · Scent Work	925.00	585.00	340.00
409 · Dog Dancing	1,400.00	690.00	710.00
413 · Tricks & Games	200.00	0.00	200.00
418 · Agility	400.00	0.00	400.00
<b>Total 400 · Class Fees</b>	11,310.00	7,106.65	4,203.35
425 · Equipment	131.00	168.75	-37.75
430 · Dues	17.00	0.00	17.00
445 · Donation	0.00	10.50	-10.50
<b>Total Income</b>	11,458.00	7,285.90	4,172.10
<b>Cost of Goods Sold</b>			
448 · Instructor Fees	4,472.00	752.00	3,720.00
450 · Discounts	0.00	287.30	-287.30
460 · Vouchers	300.00	530.00	-230.00
<b>Total COGS</b>	4,772.00	1,569.30	3,202.70
<b>Gross Profit</b>	6,686.00	5,716.60	969.40
<b>Expense</b>			
503 · Advertising	13.76	0.00	13.76
505 · Building			
506 · Repairs & Maintenance	100.00	0.00	100.00
<b>Total 505 · Building</b>	100.00	0.00	100.00
510 · Bank Charges	234.75	116.29	118.46
517 · Education	65.00	0.00	65.00
535 · Office Supplies	54.79	0.00	54.79
537 · Outside Services	427.50	480.00	-52.50
539 · Property Taxes	61.89	0.00	61.89
540 · Rent	2,144.00	4,045.00	-1,901.00
542 · Reimbrsmnts Misc Class Supplies	0.00	15.29	-15.29
555 · Storage	0.00	109.00	-109.00
560 · Telephone	206.21	0.00	206.21
575 · Utilities			
575a · Electricity	0.00	123.00	-123.00
575b · Gas	0.00	0.00	0.00
575c · Garbage	40.08	29.79	10.29
<b>Total 575 · Utilities</b>	40.08	152.79	-112.71
580 · Special Events			
580b · Open House	0.00	39.85	-39.85
<b>Total 580 · Special Events</b>	0.00	39.85	-39.85
585 · Website	69.99	69.99	0.00
<b>Total Expense</b>	3,417.97	5,028.21	-1,610.24
<b>Net Ordinary Income</b>	3,268.03	688.39	2,579.64
<b>Other Income/Expense</b>			
<b>Other Income</b>			
910 · Interest Income	0.95	2.94	-1.99
<b>Total Other Income</b>	0.95	2.94	-1.99
<b>Net Other Income</b>	0.95	2.94	-1.99
<b>Net Income</b>	<b>3,268.98</b>	<b>691.33</b>	<b>2,577.65</b>

12:34 PM

09/06/20

Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss by Class**  
**August 2020**

	Ado Dog	Agility	Dog Dan...	GM1	GM2	Puppy	Rally	Scent W...	Tricks & ...	Unclassi...	TOTAL
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
400 · Class Fees											
401 · Ado Dog	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
402 · Puppy	0.00	0.00	0.00	0.00	0.00	1,460.00	0.00	0.00	0.00	0.00	1,460.00
403 · GM1	0.00	0.00	0.00	1,050.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00
404 · GM2	0.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	800.00
405 · Rally	0.00	0.00	0.00	0.00	0.00	0.00	1,575.00	0.00	0.00	0.00	1,575.00
408 · Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	925.00	0.00	0.00	925.00
409 · Dog Dancing	0.00	0.00	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
413 · Tricks & Games	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	200.00
418 · Agility	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
<b>Total 400 · Class Fees</b>	<b>3,500.00</b>	<b>400.00</b>	<b>1,400.00</b>	<b>1,050.00</b>	<b>800.00</b>	<b>1,460.00</b>	<b>1,575.00</b>	<b>925.00</b>	<b>200.00</b>	<b>0.00</b>	<b>11,310.00</b>
425 · Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.00	131.00
430 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00	17.00
<b>Total Income</b>	<b>3,500.00</b>	<b>400.00</b>	<b>1,400.00</b>	<b>1,050.00</b>	<b>800.00</b>	<b>1,460.00</b>	<b>1,575.00</b>	<b>925.00</b>	<b>200.00</b>	<b>148.00</b>	<b>11,458.00</b>
<b>Cost of Goods Sold</b>											
448 · Instructor Fees	768.00	112.00	840.00	192.00	64.00	992.00	384.00	1,120.00	0.00	0.00	4,472.00
460 · Vouchers	0.00	0.00	160.00	40.00	0.00	0.00	80.00	20.00	0.00	0.00	300.00
<b>Total COGS</b>	<b>768.00</b>	<b>112.00</b>	<b>1,000.00</b>	<b>232.00</b>	<b>64.00</b>	<b>992.00</b>	<b>464.00</b>	<b>1,140.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,772.00</b>
<b>Gross Profit</b>	<b>2,732.00</b>	<b>288.00</b>	<b>400.00</b>	<b>818.00</b>	<b>736.00</b>	<b>468.00</b>	<b>1,111.00</b>	<b>-215.00</b>	<b>200.00</b>	<b>148.00</b>	<b>6,686.00</b>
<b>Net Ordinary Income</b>	<b>2,732.00</b>	<b>288.00</b>	<b>400.00</b>	<b>818.00</b>	<b>736.00</b>	<b>468.00</b>	<b>1,111.00</b>	<b>-215.00</b>	<b>200.00</b>	<b>148.00</b>	<b>6,686.00</b>
<b>Net Income</b>	<b>2,732.00</b>	<b>288.00</b>	<b>400.00</b>	<b>818.00</b>	<b>736.00</b>	<b>468.00</b>	<b>1,111.00</b>	<b>-215.00</b>	<b>200.00</b>	<b>148.00</b>	<b>6,686.00</b>