

Napa Valley Dog Training Club
Board Meeting Minutes
September 23, 2025

Attendees: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President. **Members at Large** – Sandy Bonifield, Vange Leonis, Debbie Hilton, **Past President** – Linda Wargo

Meeting called to order at 12:45 pm

Linda Wargo motioned to approve the minutes from the August 25, 2025 board meeting, Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Treasurer's Report – Vange Leonis

Checking \$20,811.93 @ 8/31/25
Savings \$27,370.86 @ 8/31/25
CD \$21,585.91 @ 8/31/25
P&L for August not available at this time

Vange noted that online banking has been set up and she set up overdraft protection between the checking and the savings accounts. She also noted the importance of updating all emails with things like insurance companies, etc. as each new board comes in at the beginning of each year.

Vice President – Adrienne Amdahl

We currently have 55 members. We will have our 2026 membership forms printed on pink paper at Minuteman. Adrienne will reach out to Sue Osborn about a blast about membership renewal

Our NVDTTC PayPal account has been reactivated. Adrienne is working on getting the business account non-profit status. Now that PayPal is activated the proceeds from the Bonfire t-shirt sales can be transferred to the NVDTTC bank account. Adrienne will get the PayPal information to Vange.

Office – Sandy Bonifield

Sandy changed the outgoing answering machine message with information for session 7. Registration for session 7 opens September 29th.

Linda Wargo gave the reminder that for Scent Work, Rally and Advance Obedience classes the instructors are responsible to get payment for the classes and for putting the students on the log.

Publicity – Vange Leonis

The speaker for our November General Membership meeting will be Joanne Osborn, a veterinary stem cell tech who will be speaking on regenerative medicine.

Debbie Hilton noted that we have 11" x 17" graphics up for our classes on the slat boards.

Debbie is working with Mary Ash, Dena Parrish, Marilane Bergfelt and Sue Osborn to create a poster for rally. We are short three to four 11" x 17" holders. They cost \$13.99 + shipping. Linda Luchsinger motioned to approve the purchase of 4 additional 11" x 17" poster holders. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed

Building – Debbie Hilton

As of this morning Ross (property manager) has no information on the scheduling of the pipe project.

The final cost estimate to place two overhead "Big Ass Fans" on the ceiling at the club has come in at \$5,000. We are tabling any further discussion of this matter as this purchase is not financially feasible.

Some of our wall fans are dying. Home Depot has 24" wall fans for \$54. Linda Luchsinger motioned for Debbie to purchase one 24" wall fan from Home Depot so we can try it out. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

Newsletter/Website

We need a blast to the membership about our October dog walk and our October General Meeting's Halloween costume contest. Debbie will reach out to Sue Osborn.

Training – Linda Luchsinger

Session 1 and 2 have been set for 2026. Session 1 will begin January 19th.

Old Business

The final draft of our new refund and class credit policies was presented to the board (see attached Guidelines & Procedures section XIV noted as appendix A) Linda Wargo motioned to approve the new class refund and class credit policies with this update becoming effective on January 1, 2026. Sandy seconded. Aye 6, No 0, Ab 0. Motion passed.

The board revisited the topic of award plaque cost sharing. Linda Wargo was able to obtain the cost of small plaques from our trophy supplier. A small plaque costs \$50 and has 6 spaces for engraved tags. Last month she noted that the large plaque with 12 spaces costs \$75.

Last month the board voted that recipients of the large plaques would pay \$35 of the \$75 cost.

Sandy motioned that starting with the 2025 trial plaques each recipient will pay \$24 of the \$50 Cost. Vange seconded. Aye 5, No 0, Ab 1. Motion passed.

Discussion on the topic continued as it became apparent that the cost sharing needs to be based on a percentage rather than a dollar amount in light of costs changing in the future. Sandy amended her prior motions as follows: the cost sharing for both the large and small trial plaques beginning with the 2025 trial plaques (awarded in Spring 2026) shall be 60% to NVDTC and 40% to the plaque recipient (see attached Guidelines and Procedures section

XXI noted as appendix B).

Adrienne will reach out to Sue Osborn to blast out both Appendix A and Appendix B, noted above, to the general membership prior to the upcoming October meeting.

Moving Forward Toward Independence had reached out about a client of their possibly helping in some of our classes. It is possible that the Moving Forward client could come in as an observer (with an assistant from Moving Forward) in one of Linda Wargo's 9:45 am, 11:00 am, or 12:30 pm scent work classes. Linda Luchsinger will reach out to Moving Forward.

There was prior discussion of purchasing more of the 50th anniversary window clings, but we have decided not to move forward with this purchase.

New Business

The nominating committee is comprised of Sandy Bonifield and Dena Parrish. They will be reaching out to see what board members want to stay on and what spaces need to be filled and will be looking for people to fill open positions.

The board has set a tentative meeting on Friday, Oct 10th at 2:30 pm at the club to meet with Sue Osborn and discuss all she has been doing for the club and how to transition her jobs to new people.

Debbie will be heading up all the decorating and set-up for our Halloween costume contest at the October meeting. She has asked for money to put on the event. Linda Luchsinger motioned that Debbie can use up to \$75 toward the Halloween event. Adrienne seconded. Aye 6, No 0, Ab 0. Motion passed

Our October 4th dog walk will meet at 10 am at Veterans Park. Please bring a lunch and if you have an NVDTTC logoed t-shirt or royal blue shirt, please wear that.

Vange's community has another upcoming free document shredding day. The board told Debbie it is ok to dispose of 2016 paperwork (please keep all of the newsletters).

Vange passed out information about California Labor Laws as it pertains to payroll timing. Vange motioned that we follow California Labor Law and run payroll every two weeks rather than after each session. The motion died for lack of a second.

The next regular board meeting will be held on Tuesday October 28th at 12:15 pm at the PSI conference room.

Meeting adjourned at 3:43 pm

Minutes respectfully submitted by Adrienne Amdahl

XIV. CLASS REFUND REQUESTS

Use a Class Refund Request form if an owner (aka “student”) cannot complete a class and is not planning on taking another class in the near future. The blank forms are in the office file cabinet in the drawer marked “Office Documents” in the folder marked “Class Refund Request Forms.” All refund requests to be completed in duplicate. **Refunds can be offered as follows:**

A. Class refunds will be processed as follows:

	6 Week Session	5 Week Session	4 Week Session	3 Week Session
Registration thru week 1	\$125	\$100	\$75	\$50
2 weeks	\$100	\$75	\$50	0
3 weeks	\$75	\$50	0	0
4 weeks	0	0	0	n/a
5 weeks	0	0	n/a	n/a
6 weeks	0	n/a	n/a	n/a

1. Steps required for issuance of a refund:
 - a. Instructor will fill out the Class Refund Request form in duplicate and place it in the office drop box.
 - b. Instructor will notify the Treasurer that the completed form is has been placed in the drop box.
 - c. Office staff will route the completed form to the Treasurer so a refund can be made. It will be the Treasurer’s responsibility to file the duplicate form in the appropriate location.

B. Any refund requests differing from the above require Board approval.

Steps required:

1. Instructor facilitates the completion of a Class Refund Request form in duplicate and places it in the office drop box.
2. Instructor will notify the Training Chair or President that the form is ready for board consideration.
3. If the refund is APPROVED, the Treasurer will:
 - a. Notify the instructor of the Board’s decision.
 - b. Attach a check for the proper amount to the original, completed form and mail to the owner, or credit to the student’s card if paid electronically.
 - c. File the duplicate form in the appropriate location.
4. If a refund is DENIED, the Treasurer will:
 - a. Notify the instructor and it will be the instructor’s responsibility to connect with the owner.
 - b. File the original completed form in the appropriate location, with notations as to reason(s) for the denial.

XV. CLASS CREDIT COUPONS

If an owner (aka ‘student’) cannot complete a class, and a Class Credit Coupon is not in order, then the instructor has the option to issue a ‘Class Credit Coupon’. The blank forms are

in the office file cabinet in the drawer marked 'Office Documents' in the folder marked 'Class Credit Coupons Forms'. All credit coupons to be completed in duplicate.

A. Credits will be processed as follows;

	6 Week Session	5 Week Session	4 Week Session	3 Week Session
Registration thru week 1	\$125	\$100	\$75	\$50
2 weeks	\$100	\$75	\$50	0
3 weeks	\$75	\$50	0	0
4 weeks	0	0	0	n/a
5 weeks	0	0	n/a	n/a
6 weeks	0	n/a	n/a	n/a

Attachment to NVDTTC Board Minutes 9/23/25 – Appendix A

XXI. CLUB AWARD QUALIFICATIONS

A. COMPETITION YEAR END AWARDS:

1. Must have attended a minimum of four (4) Club General Meetings
2. Must be a current member in Good Standing with the Napa Valley Dog Training Club (NVDTC) and American Kennel Club (AKC), and
3. Participate in at least one NVDTC sponsored activity (as listed below).
4. No later than the January general meeting, members are responsible for filling out and submitting award form (as shown at link below) to include desired picture/data and dates of approved sponsored activities completed (as listed below) and dates general meetings were attended.
5. NVDTC sponsored activities include:
 - a. Serve on Board of Directors
 - b. Volunteer as an approved assistant for 1 six-week session
 - c. Provide refreshments & drinks for a general meeting
 - d. Serve as Newsletter/Webmaster
 - e. Volunteer in office for one six-week session
 - f. Participate in the annual fiscal audit
 - g. Chair an activity or serve on a committee pre-approved by Board of Directors as follows:
 - Annual Banquet
 - Annual Awards Coordinator
 - Annual BBQ or Pizza Party or other festivities, such as May Madness, March Luck of the Irish, Christmas Potluck, Booth at Walk for Animals, Club Clean-up Day
 - Or any other activity approved by the Board of Directors
 - h. The cost of the award plaques will be shared between NVDTC and the recipient. NVDTC will pay 60% of the cost and the recipient will pay 40% of the cost.