

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING —APPROVED  
SEPTEMBER 24, 2024**

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ATTENDANCE: OFFICERS: President Linda Wargo, Vice President Carol Coawette, Treasurer Lori Jackson MEMBERS AT LARGE: Donna Golemon, Roxann Gracia, Karen Jackson, Past President: Mary Ash

**I. CALL TO ORDER: 4:34PM**

**II. CALL FOR ADDITIONS OR CHANGES TO AGENDA**

-Add to New Business, Item D, Approval for Guidelines and Procedures to be updated by Sue as Version 13.

**III. TREASURER'S REPORT - Lori Jackson**

- A. Checking, as of Sept. 24th = \$13,573.39
- B. Savings: = \$22,368.58
- C. CD = \$21,310.78
- D. August P&L: Loss of \$3,349.98 and YTD Loss of \$3613.55

**IV. AUGUST MINUTES - Linda Wargo**

Corrections to minutes: Change Agenda to Minutes, Jill to Jyl and Toni Belt.  
Approved (6Y, 0N, 1A)

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

**A. MEMBERSHIP -Carol Coawette**

Nothing to report

**VOUCHERS Outstanding - Lori Jackson**

Total Vouchers = \$45,755  
Board Vouchers = \$4290  
Meeting Vouchers = \$8090  
Other Vouchers (Blue) = \$33,375  
(These are expiring and include office assistants, instructor assistants)

**B. OFFICE - Mary Ash**

-Phones caught up.  
-Approximately 12 dogs signed up so far in first two days of registration.  
-Discussion was held regarding sign-up procedures and need to understand the unintended consequences of arbitrarily not following deadlines.

**C. TRAINING - Donna Golemon**

1. Discussion regarding the afore mentioned unintended consequences.  
FB advertising after sessions are closed resulting in client confusion.  
The Training Chair and the President to go over procedures with the instructor.
2. New Statement has been added to volunteer contracts for those who do not want to be paid.
3. Sue Osborn has made up a flyer advertising Jyl Wilkenson class offerings. A request to Sue will be to send out an email, separate blast. Donna will ask Marilane to post on FaceBook.
4. The next Training Committee meeting is October 21st. at 5:30pm. Among the topics will be setting the next few sessions of the next year, renaming some of the classes, and looking for fun classes.

5. Donna acquired a new cart from PSI with the intent of putting the Platforms in after use.

**D. PUBLICITY**

RD Winery said they didn't need people from the NVDTTC to attend the event due to low attendance and requested brochures. Linda Wargo will provide.

**E. BUILDING** - Karen Jackson

Building will be sprayed in October. Karen researching Kennel-Sol.

**F. NEWSLETTER / WEBSITE**

No Report

**VI. OLD BUSINESS**

**A. Results of September Dine and Donate Pizza Party:**

Check from Mountain Mikes was \$222.55.

Total Donations: \$61

Total Income Received: \$283.55

Check to Debbie for Pizza: \$169.94

Net Profit: \$113.61

(NOTE: Marilane and Debbie donated the Salads and fixings and was most appreciated.)

**B. Expiring Vouchers**

Discussion was held regarding how to best handle expiring vouchers. Sue will be asked to send a notice to all members to turn in unusable vouchers in December or January. Vouchers to be clearly identified in the notice. This will prevent confusion and time consuming calls if they are inadvertently turned in to register for classes. This would create difficulty in contacting students for both office staff and instructors. (6Y,1N,0A)

-This will also be discussed at the Training Committee Meeting to help instructors know what can and cannot be used.

**C. Trainer Promotion Subcommittee Report - Mary Ash**

It was agreed that Linda W. will ask Marilane to submit a draft of the minutes to subcommittee members.

**D. Building Opening/Closing Electronic Lock - Voted to table to later date. (5Y, 1N, 1A)**

**E. Open House 2025**

No volunteers at the last General Meeting. Item closed due to lack of interest.

**F. Insurance - Linda Wargo**

Linda is collecting information... Researching EquiSure, Sportsman, Kennel Pro, Hartford and will check with Marin to see who they use and the coverage.

**G. ByLaws**

Motion approved for Linda W., Donna Golemon and Roxann Gracia to continue working on the rough draft and to add BOD in addition to treasurer for liability in statement. (6Y, 0N, 1A)

**H. Requirement to Offer Retirement Accounts in 2025 - Linda Wargo**

Linda will present and explain at the Training Committee for employees.

**I. Board Goals and Projects 2024**

1. Educational Stipend - add this review to the ByLaws and Policies Review

2. Financial Review - Linda W. and Roxann -Ongoing.

**VII. NEW BUSINESS**

- A. Debbie's request for Halloween for \$50 was approved. (7Y)  
Anyone with new ideas for the event should email Debbie.
- B. Judy Gamet Contract Renewal  
Board concerns:  
Tuesdays, Due date for payments should be 10 days after the first day of class, number of privates vs groups, numbers in each, address dog count on invoice, equipment fee charges, minimum building rental, voucher maximums and does she know which ones are expiring, hours of building use in the contract (and office use), minimum rental fee. Linda to discuss with Judy.
- C. Perpetual Calendar  
-Director's Insurance - has been paid  
-Review of Trainers Contracts - done  
-Update membership application form - Change date and color of choice approved  
-Update Service and Year End Award Form - Sue will be requested to place the policy on the back of the form so that members know what consists of approved activities. (7Y)  
-Selection Committee for Gerry Glantz Award - Linda W.  
(Volunteer will be requested at October meeting for the one member at large.)
- D. Ok to update Guidelines and Procedures as Version 13 (7Y)

**VIII. NEXT BOARD MEETING: October 22, 2024 at 4:30pm**

**IX. MEETING ADJOURNED: 6:59 pm**

Minutes Submitted By:

Roxann Gracia