

NAPA VALLEY DOG TRAINING CLUB BOARD MINUTES
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- I CALL TO ORDER - President Sue Osborn called the meeting to order at 6:33 PM at the Clubhouse. Additional members in attendance were: Mary Ash, Marilane Bergfelt, Sandra Bonifield, Carol Coawette, Debbie Hilton and Linda Luchsinger.

- II TREASURER'S REPORT - Linda Luchsinger
 - A. Finances as of 9/30/21:
 - Checking \$42,208.74
 - Savings (same as before)
 - PayPal. \$1,626.38
 - B. August Financial will be attached to this report.
 - C. Linda will resend past corrected Financial Reports to Board Members.
 - D. Linda will submit a change of address form for 2022 Business License.

- III APPROVAL OF MINUTES
 - A. August 30, 2021 Board Minutes were approved with the following corrections under VI. OLD BUSINESS Section A. "Members were canvassed by phone to see if they would serve on the Nominating Committee for the 2022 Board."
 - B. September 29, 2021 Board Minutes were approved with the following corrections under II. REVIEW OF VOUCHER AMOUNTS Paragraph 2, second sentence add "effective immediately"; Paragraph 3 should read "Motion was made to increase the Board Members vouchers to \$150 per year starting next year, January 2022"; Paragraph 4 should read ""Motion passed with Aye: 7 Nay: 1". Under IV. ANONYMOUS VOTING Strike second sentence. Change in the third sentence from "follow the Guidelines" to " follow the Bylaws."

- IV BOARD, COMMITTEE AND CHAIR REPORTS
 - A. PRESIDENT - Sue Osborn
 - Email from Roxann Gracia to president announcing immediate resignation as secretary was presented.
 - B. VICE PRESIDENT - Sandy Bonifield
 - Bring your dog to the Meeting nights...October 11 Halloween costume contest
 - Discussion with new Board in December to plan quarterly Bring your dog Night activities.
 - C. MEMBERSHIP/VOUCHERS - Carol Coawette
 - No new members.
 - D. OFFICE - Mary Ash
 - Office up to date.
 - E. TRAINING -
 - 1. Current PayPal Refunds, Check Refunds and Class Credit Vouchers
 - a. Paypal refund (requested before start of session due to scheduling conflicts) made to Priya Neelkanton.
 - b. Check refund (requested before start of session) made to Megan Dalton.
 - 2. Per recommendations from Training Committee:
 - a. Board approved Donna Albini and Bunny Lincoln as Provisional Assistants. Board approved training committee's suggestion that Jyl Wilkinson view 3 different classes before the end of the year to become familiar with NVDTTC practices.
 - b. Handling of refund and class vouchers requests. Motion was approved to go back to old rules. First three weeks at instructor's discretion, after that

goes to Board.

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- c. "Solo Classes" to be called "Stand Alone Classes". Instructor to reserve Club with Building Use Coordinator, collect registration paperwork, collect \$25 fee in cash or check (no discounts or vouchers accepted), minimum 4 dogs, current instructor fees. Approved.
- 3. Judy Gamet's proposal for 2022 was discussed. Judy is proposing to run her classes through DCD so she can allow students to register after classes start. Board agreed if Judy is to run NVDTTC classes through DCD, she will collect fees with checks written to her, flyers for her classes will be created by NVDTTC, her classes will still be shown on NVDTTC schedule Changes effective in 2022. Board will look at her contract at next meeting.
- 4. In season or sick dog policy: Marilane working on proposal.
- 5. Extra assistants for reactive dogs: Marilane is proposing changes to Guidelines and Procedures as follows:
Change wording from "...that additional assistants are needed."
to "...an additional assistant is needed." and to ask training chair for permission if more than two assistants are needed.
- F. PUBLICITY - Marilane Bergfelt
 - 1. Newspaper coverage of K9 Unit/Sheriff's demo, obtaining names from Anne Stanley to submit write up.
 - 2. Flyers made for upcoming Session 7 classes.
 - 3. Checkout NVDTTC FACEBOOK page for upcoming events.
- G. BUILDING - Debbie Hilton
Note to be sent to inactive instructors asking for return of building door key.
- H. SUNSHINE - Debbie Hilton
NVDTTC made a donation to Ripple Effect Rescue at De's request in bereavement for her parents.

VI PROJECT UPDATE REPORTS

- A. Membership benefits brochure...Sue submitted request for estimate and is due soon. These could replace outdated rack cards.
- B. Voucher reconciliations...Linda will get back to project after current tax deadlines at work.
- C. "Frequently asked questions" page on website...Sue and Donna updating, in progress.
- D. Joy Wood Memorial...Mary to confirm how we make out \$200 check for donation if Rick Wood has already paid for the cemetery memorial tree. JMD is paying for plaque. Request for additional \$150 NVDTTC donation to memorial did not pass: 2 Ayes and 6 Nays.

VII OLD BUSINESS

- A. Nomination Committee Report
Committee recommendations: Treasurer...Lori Jackson, David Le Count... Training Chair, Mary Ash...Office Manager, Debbie Hilton...Building Manager. Nominations for any position will be taken from the General Membership at the October 11, 2021 meeting.
- B. Class Refund Request and Class Credit Voucher update
Rewriting of policies and forms in progress by Marilane and subcommittee with

- recommendations from Training Committee.
- C. Insurance Document Declaration Page—Linda to bring original to office for file.

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- D. Canine Good Citizen
Mary to follow up on correct forms from AKC. In the meantime old forms can be modified by hand.
- E. Audit Report
Sue has sent to Training Instructors, as well as, the General Membership.
- F. Dog Biz Pro
Sue is researching ways to take advantage of more features from the program such as making handler/dog info available to instructors. She will ask other computer nerds from membership for ideas about programs.
- G. Posting of unapproved Board Minutes will resume.
- VIII NEW BUSINESS
- A. 2022 Membership Applications are now available in the Clubhouse and online.
- B. Instructor Contracts
Lea is reviewing for updates and suggestions from instructors due by October 8
- C. Gerry Glantz Memorial Service Club Award
Debbie will contact last 4 previous winners for nominations.
- D. Kennel cough
Instructors are to continue to be diligent and follow all cleaning and disinfecting protocols as established by NVDTC.
- E. Building usage
Irish Terrier Club on schedule to reserve building 11:30 - 3:30 Dec 5 or Dec 12

IX MEETING ADJOURNED at 9:17 PM

Minutes submitted by Debbie Hilton

Attachment:
August Financials