

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

October 7, 2019

Page 1 of 3

I. CALL TO ORDER

- A. Vice President, Sandy, called the meeting to order at 6:37 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Guests: Mary Ash, Marilane Bergfelt
- C. **April 18 and 19, 2020 Scent Work Trial Update**—Mary Ash
 - 1. Judges for trial are Pat Moffit and Kelly Boyer.
 - 2. AKC has approved event.
 - 3. Mary presented a preliminary draft of job assignments. See attached.
 - 4. Opening date is February 5, 2020 with closing date of March 25, 2020.
 - 5. Ribbons need to be ordered. There are some ribbons left from NVDTTC's February scent work trial. For quantity needed, check with Mary when ready to order to see how many dogs are entered. Mary suggested asking Linda Wargo to mentor person assigned to do ribbons.
 - 6. Tables and chairs may be required from club if PSI does not have enough. JMD will confirm once closer to trial dates.
 - 7. Three classes are being offered on both days.
 - 8. Mary suggested NVDTTC set up a budget for hospitality.
 - 9. Donna Golemon is working on premium.
 - 10. A scent work trial meeting is scheduled for October 22nd at 6:30 pm at clubhouse.
 - 11. Update on scent work trial from JMD will be presented to board in January.

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the September 2, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of September 30th:
 - 1. Checking: \$43,783.64
 - 2. Savings: \$22,315.14
 - 3. Paypal: \$1,027.20
- B. Year to Date profit: \$91.18. Last year at this time we had a profit of \$13,847.37. There was approximately \$6000 for building renovations in 2019.
- C. No gas bill from Ross since NVDTTC noted the overcharge made to club.
- D. Financials are attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger
No Report
- B. **VICE-PRESIDENT**—Sandy Bonifield
Next general meeting on October 14th is a "Bring Your Dog To The Meeting" night, a Halloween contest and parade event. Stefanie made prizes for the event: one grand prize plus rope prizes for participants. Ideas for activities were kicked around.
- C. **MEMBERSHIP**—Carol Coawette
Membership applications will be sent out after January to those who have not yet renewed.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

October 7, 2019

Page 2 of 3

Sandy has had hardcopy applications printed for the clubhouse.

D. OFFICE—Sandy Bonifield

No report

E. TRAINING

1. Stefanie has her agility training program (12 weeks of lesson plans) ready for presentation to the training meeting on October 23rd. Donna also has a class she is going to bring to the training committee. Marilane would like to send both proposals to trainers for review before training meeting.
2. Marilane presented three versions of session setups for 2020 and requested a decision be made before next training committee meeting as to the best one to use.
3. Stefanie will run reports to see how income versus classes size up.

F. PUBLICITY

Marilane is looking for ways to publicize the November 17th Sue McGrath workshop other than posting on club bulletin board and on trainer boards.

G. BUILDING—Maria Giaccio

1. MSC to approve use of building by LAPS on Nov 9th, 23rd and December 7th, as requested by Marilane. More LAPS dates for 2020 will be submitted at general meeting for approval.
2. New attractive panels were put up to keep equipment safe and clean. Thank you to Stefanie, Maria, and Sandy for this nice addition to the training floor and also for cleaning up bins and making new signs in the training area.
3. Sue will touch base with Diana Martin for use of building on December 8th.

H. NEWSLETTER/WEBSITE—Sue Osborn

The October Meeting Announcement was sent out via MailChimp to members and students. The announcement will go out again on October 8th..

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

1. Scent Work seminar was held at Mt. Diablo Dog Training Club on Sunday, September 22nd.
2. Next quarterly meeting is October 26th hosted by San Mateo DTC.
3. Golden Gater Kennel Club Show coming up end of January- AOCNC will have a table.
4. Winter Workshop will be held February 9, 2020.

V. OLD BUSINESS

A. Building Cleanup

Date for building cleanup project is scheduled for October 27th at 10 am. A signup sheet will be passed around at the October 14th general meeting.

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

See item I-C above.

C. Nominating Committee

Nominations to date have been presented to members with announcement for the October 14th meeting and are as follows: President: Linda Luchsinger, Vice President: Sandy Boni-

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

October 7, 2019

Page 3 of 3

field, Treasurer: Stefanie Meinhardt, Secretary: Sue Osborn, At Large Board Members: Carol Coawette, Marion Sigel, and Debbie Hilton with two open At Large Board positions. Additional nominations will be taken at the October 14th meeting.

4. Tracking Test 2020

No report.

VI. NEW BUSINESS - Christmas/Santa Photos

- A. Date for taking Santa photos for members' dogs is set for November 16, 2019 at the clubhouse. Sue and Linda Luchsinger will get together to set up details such as scheduling, backdrop, respond by date, etc.. Stefanie will check with a friend to see if he can be our Santa.

VII. MEETING ADJOURNED by President, Linda Luchsinger, at 8:32 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for September
- 2) Profit & Loss YTD Comparison
- 3) PNL by Class
- 4) Scent Work Trial Jobs (Preliminary)

12:25 PM

10/05/19

Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of September 30, 2019

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	43,783.64
105 · Savings - Rabobank	22,315.14
110 · Paypal Clearing Account	1,027.20
Total Checking/Savings	<u>67,125.98</u>
Total Current Assets	<u>67,125.98</u>
TOTAL ASSETS	<u>67,125.98</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	91.18
Total Equity	<u>67,125.98</u>
TOTAL LIABILITIES & EQUITY	<u>67,125.98</u>

Napa Valley Dog Training Club
Profit & Loss Prev Year Comparison
 January through September 2019

	Jan - Sep 19	Jan - Sep 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
400 · Class Fees				
401 · Ado Dog	16,615.00	17,721.50	-1,106.50	-6.2%
402 · Puppy	12,712.50	20,886.10	-8,173.60	-39.1%
403 · GM1	15,235.00	14,746.80	488.20	3.3%
404 · GM2	3,360.00	3,545.00	-185.00	-5.2%
405 · Rally	6,071.50	6,305.00	-233.50	-3.7%
406 · Puppy Playtime	710.00	1,966.80	-1,256.80	-63.9%
407 · Small Dog Social	615.00	1,785.00	-1,170.00	-65.6%
408 · Scent Work	9,668.50	7,770.00	1,898.50	24.4%
409 · Dog Dancing	6,585.00	6,847.00	-262.00	-3.8%
410 · CGC	1,875.00	625.00	1,250.00	200.0%
411 · Beyond Basics	500.00	2,780.00	-2,280.00	-82.0%
412 · Community Walks	0.00	390.00	-390.00	-100.0%
413 · Tricks & Games	680.00	470.00	210.00	44.7%
414 · Tracking	0.00	725.00	-725.00	-100.0%
415 · Trick Dog	0.00	25.00	-25.00	-100.0%
416 · Obedience	1,000.00	0.00	1,000.00	100.0%
Total 400 · Class Fees	75,627.50	86,588.20	-10,960.70	-12.7%
420 · Equipment	1,411.17	1,712.25	-301.08	-17.6%
430 · Dues	1,241.00	840.00	401.00	47.7%
435 · Miscellaneous	8.00	0.00	8.00	100.0%
440 · Building Rental	1,141.00	1,970.00	-829.00	-42.1%
445 · Donation	141.50	368.00	-226.50	-61.6%
450 · Discounts	-3,271.60	-4,044.90	773.30	19.1%
455 · Class Credit	-125.00	-625.00	500.00	80.0%
460 · Vouchers	-7,342.50	-5,280.00	-2,062.50	-39.1%
470 · Scent Work Trial	804.09	0.00	804.09	100.0%
Total Income	69,635.16	81,528.55	-11,893.39	-14.6%
Expense				
500 · AOCNC	225.00	270.00	-45.00	-16.7%
503 · Advertising	335.11	73.69	261.42	354.8%
505 · Building				
506 · Repairs & Maintenance	1,446.76	189.16	1,257.60	664.8%
507 · Renovation	102.51	6,133.06	-6,030.55	-98.3%
505 · Building - Other	167.82	0.00	167.82	100.0%
Total 505 · Building	1,717.09	6,322.22	-4,605.13	-72.8%
510 · Bank Charges	941.16	554.01	387.15	69.9%
513 · Class Supplies	1,314.69	769.61	545.08	70.8%
515 · Events & Trials				
515a · Scentwork	477.35	0.00	477.35	100.0%
515b · Tracking	25.92	25.00	0.92	3.7%
Total 515 · Events & Trials	503.27	25.00	478.27	1,913.1%
520 · Instructor Fees	11,805.00	13,918.57	-2,113.57	-15.2%
525 · Insurance	800.00	800.00	0.00	0.0%
530 · Leashes/Collars/Treat Pouches	2,158.44	1,736.35	422.09	24.3%
533 · Licenses & Permits	0.00	125.00	-125.00	-100.0%
535 · Office Supplies	456.35	481.08	-24.73	-5.1%
537 · Outside Services	4,200.00	2,376.00	1,824.00	76.8%
538 · Postage/PO Box	136.44	120.00	16.44	13.7%
539 · Property Taxes	56.84	57.06	-0.22	-0.4%
540 · Rent	35,260.00	33,264.00	1,996.00	6.0%
542 · Reimbrsmnts Misc Class Supplies	15.29	0.00	15.29	100.0%
550 · Toys	984.29	346.12	638.17	184.4%
555 · Storage	991.00	1,090.00	-99.00	-9.1%
560 · Telephone	1,765.29	1,461.27	304.02	20.8%

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

	Sep 19	Jan - Sep 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	1,770.00	16,615.00
402 · Puppy	1,750.00	12,712.50
403 · GM1	1,770.00	15,235.00
404 · GM2	750.00	3,360.00
405 · Rally	840.00	6,071.50
406 · Puppy Playtime	0.00	710.00
407 · Small Dog Social	0.00	615.00
408 · Scent Work	1,160.00	9,668.50
409 · Dog Dancing	1,080.00	6,585.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	0.00	500.00
413 · Tricks & Games	0.00	680.00
416 · Obedience	250.00	1,000.00
Total 400 · Class Fees	9,370.00	75,627.50
420 · Equipment	74.00	1,411.17
430 · Dues	16.00	1,241.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	405.00	1,141.00
445 · Donation	27.00	141.50
450 · Discounts	-495.60	-3,271.60
455 · Class Credit	0.00	-125.00
460 · Vouchers	-1,265.00	-7,342.50
470 · Scent Work Trial	0.00	804.09
Total Income	8,131.40	69,635.16
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	145.46	335.11
505 · Building		
506 · Repairs & Maintenance	125.23	1,446.76
507 · Renovation	50.00	102.51
505 · Building - Other	0.00	167.82
Total 505 · Building	175.23	1,717.09
510 · Bank Charges	60.36	941.16
513 · Class Supplies	297.52	1,314.69
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	704.00	11,805.00
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	310.96	2,158.44
535 · Office Supplies	69.93	456.35
537 · Outside Services	384.00	4,200.00
538 · Postage/PO Box	0.00	136.44
539 · Property Taxes	0.00	56.84
540 · Rent	4,045.00	35,260.00
542 · Reimbrsmnts Misc Class Supplies	0.00	15.29
550 · Toys	0.00	984.29
555 · Storage	119.00	991.00
560 · Telephone	432.00	1,765.29
575 · Utilities		
575a · Electricity	92.00	1,069.00
575b · Gas	0.00	264.00
575c · Garbage	0.00	208.53
575 · Utilities - Other	64.64	1,366.64
Total 575 · Utilities	156.64	2,908.17

Napa Valley Dog Training Club
Profit & Loss Prev Year Comparison
 January through September 2019

	Jan - Sep 19	Jan - Sep 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
400 · Class Fees				
401 · Ado Dog	16,615.00	17,721.50	-1,106.50	-6.2%
402 · Puppy	12,712.50	20,886.10	-8,173.60	-39.1%
403 · GM1	15,235.00	14,746.80	488.20	3.3%
404 · GM2	3,360.00	3,545.00	-185.00	-5.2%
405 · Rally	6,071.50	6,305.00	-233.50	-3.7%
406 · Puppy Playtime	710.00	1,966.80	-1,256.80	-63.9%
407 · Small Dog Social	615.00	1,785.00	-1,170.00	-65.6%
408 · Scent Work	9,668.50	7,770.00	1,898.50	24.4%
409 · Dog Dancing	6,585.00	6,847.00	-262.00	-3.8%
410 · CGC	1,875.00	625.00	1,250.00	200.0%
411 · Beyond Basics	500.00	2,780.00	-2,280.00	-82.0%
412 · Community Walks	0.00	390.00	-390.00	-100.0%
413 · Tricks & Games	680.00	470.00	210.00	44.7%
414 · Tracking	0.00	725.00	-725.00	-100.0%
415 · Trick Dog	0.00	25.00	-25.00	-100.0%
416 · Obedience	1,000.00	0.00	1,000.00	100.0%
Total 400 · Class Fees	75,627.50	86,588.20	-10,960.70	-12.7%
420 · Equipment	1,411.17	1,712.25	-301.08	-17.6%
430 · Dues	1,241.00	840.00	401.00	47.7%
435 · Miscellaneous	8.00	0.00	8.00	100.0%
440 · Building Rental	1,141.00	1,970.00	-829.00	-42.1%
445 · Donation	141.50	368.00	-226.50	-61.6%
450 · Discounts	-3,271.60	-4,044.90	773.30	19.1%
455 · Class Credit	-125.00	-625.00	500.00	80.0%
460 · Vouchers	-7,342.50	-5,280.00	-2,062.50	-39.1%
470 · Scent Work Trial	804.09	0.00	804.09	100.0%
Total Income	69,635.16	81,528.55	-11,893.39	-14.6%
Expense				
500 · AOCNC	225.00	270.00	-45.00	-16.7%
503 · Advertising	335.11	73.69	261.42	354.8%
505 · Building				
506 · Repairs & Maintenance	1,446.76	189.16	1,257.60	664.8%
507 · Renovation	102.51	6,133.06	-6,030.55	-98.3%
505 · Building - Other	167.82	0.00	167.82	100.0%
Total 505 · Building	1,717.09	6,322.22	-4,605.13	-72.8%
510 · Bank Charges	941.16	554.01	387.15	69.9%
513 · Class Supplies	1,314.69	769.61	545.08	70.8%
515 · Events & Trials				
515a · Scentwork	477.35	0.00	477.35	100.0%
515b · Tracking	25.92	25.00	0.92	3.7%
Total 515 · Events & Trials	503.27	25.00	478.27	1,913.1%
520 · Instructor Fees	11,805.00	13,918.57	-2,113.57	-15.2%
525 · Insurance	800.00	800.00	0.00	0.0%
530 · Leashes/Collars/Treat Pouches	2,158.44	1,736.35	422.09	24.3%
533 · Licenses & Permits	0.00	125.00	-125.00	-100.0%
535 · Office Supplies	456.35	481.08	-24.73	-5.1%
537 · Outside Services	4,200.00	2,376.00	1,824.00	76.8%
538 · Postage/PO Box	136.44	120.00	16.44	13.7%
539 · Property Taxes	56.84	57.06	-0.22	-0.4%
540 · Rent	35,260.00	33,264.00	1,996.00	6.0%
542 · Reimbrsmnts Misc Class Supplies	15.29	0.00	15.29	100.0%
550 · Toys	984.29	346.12	638.17	184.4%
555 · Storage	991.00	1,090.00	-99.00	-9.1%
560 · Telephone	1,765.29	1,461.27	304.02	20.8%

8:05 PM

10/06/19

Accrual Basis

Napa Valley Dog Training Club
Profit & Loss Prev Year Comparison
January through September 2019

	<u>Jan - Sep 19</u>	<u>Jan - Sep 18</u>	<u>\$ Change</u>	<u>% Change</u>
575 · Utilities				
575a · Electricity	1,069.00	1,024.80	44.20	4.3%
575b · Gas	264.00	207.72	56.28	27.1%
575c · Garbage	208.53	238.32	-29.79	-12.5%
575 · Utilities - Other	1,366.64	909.77	456.87	50.2%
Total 575 · Utilities	2,908.17	2,380.61	527.56	22.2%
580 · Special Events				
580a · Awards Dinner	1,441.53	573.65	867.88	151.3%
580b · Open House	131.00	34.74	96.26	277.1%
580c · Walk for Animals	93.66	295.94	-202.28	-68.4%
580d · Various	145.27	153.47	-8.20	-5.3%
Total 580 · Special Events	1,811.46	1,057.80	753.66	71.3%
583 · Donations	500.00	0.00	500.00	100.0%
585 · Website	685.71	479.43	206.28	43.0%
Total Expense	69,570.60	67,707.82	1,862.78	2.8%
Net Ordinary Income	64.56	13,820.73	-13,756.17	-99.5%
Other Income/Expense				
Other Income				
910 · Interest Income	26.62	26.64	-0.02	-0.1%
Total Other Income	26.62	26.64	-0.02	-0.1%
Net Other Income	26.62	26.64	-0.02	-0.1%
Net Income	<u>91.18</u>	<u>13,847.37</u>	<u>-13,756.19</u>	<u>-99.3%</u>

AKC Trail Jobs

#	Job	Group Assigned to	Person Assigned too	Comments
1	Trial Application	JMD	Donna	Done
2	Securing Judges	JMD	Mary	Done
3	Securing Site	JMD	Mary	Done
4	Application Submission	JMD	Donna	Done
5	Committed formed	Both		Done
6	Classed to be held each day	JMD	JMD	Novice, Advanced, Excellent (Interior, Exterior, Containers, Buried)
7	Decide on entry method	JMD	FCFS	
8	Decide Opening Date	JMD	Feb 5	
9	Decide Closing Date	JMD	March 25	
10	Decide on entry number	JMD	limited (125 per judge)	Done
11	Develop Premium List	JMD	Donna - Must be to AKC 21 days before opening	
12	Premium Approval from AKC		Donna	
13	Communication with judges		Mary	
14	Decide on order of classes	JMD		
15	Supply Equipment (pens, pencils, clipboards, etc.)	NVDTC		
16	Boundary Markers	NVDTC		
17	Check in Table	NVDTC		
18	Warn-up containers	JMD	Donna	
19	Distractions items as needed	JMD		
20	Timers (physical)	JMD	Joy	
21	Judges Scoresheets	JMD	Donna	
22	Judges Certificates Pages	JMD	Donna	
23	Move ups	JMD	Yes	
24	Judges program sent to exhibitors	JMD	Joy	

AKC Trail Jobs

#	Job	Group Assigned to	Person Assigned too	Comments
25	Assign arm band #	JMD	Donna	
26	Determine when trial is full	JMD	Donna	
27	Communicate with entrants	JMD	D/J	
28	Maintain wait list	JMD	Donna	
29	Return entries after close	JMD	Donna	
30	Refund entries, replaced by wait list	JMD	Mary/Donna	
31	Action any entry declined by club	JMD	Donna	
32	Action class transfers	JMD		
33	Judges Time Schedule per AKC	JMD		
34	Admin/Set up			
35	Novice 2.5 min			
36	Advanced 3 min			
37	Exc. Except int. 4 min			
38	Exc. Int. 6.5 min			
39	Master except int. 5 min			
40	Master Int. 7 min			
41	Determine staging areas	JMD	JMD	Done
42	Determine spectator area	JMD		
43	Layout of each search area to judges	JMD	Joy	Diagram and pictures
44	Demo Dog			
45	Handler briefing Judge plus			
46	Posting of preliminary results	JMD		
47	Records results	JMD		
48	Submittal of results	JMD		
49	Trail Secretary Certification Pages	JMD		
50	Recording Fees calculate	JMD		

AKC Trail Jobs

#	Job	Group Assigned to	Person Assigned too	Comments
51	Parking	NVDTC		
52	Hospitality	NVDTC		
53	Bathrooms - supplies	NVDTC		
54	Signage	NVDTC		
55	Head Volunteer	NVDTC	Linda Wargo	
56	Assignments of volunteer jobs	Linda Wargo		
57	Ribbons	NVDTC		
58				
59				
60				
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				
72				
73				
74				