

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

November 4, 2019

Page 1 of 2

I. CALL TO ORDER

- A. President, Linda Luchsinger, 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. Guest: Marilane Bergfelt.

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the October 7, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of October 31st:
 - 1. Checking: \$45,440.03
 - 2. Savings: \$22,317.99
 - 3. Paypal: \$778.77
- B. Stefanie presented a discounts and vouchers to class fees comparable report.
- C. Financials are attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

- A. **PRESIDENT**—Linda Luchsinger
No report.
- B. **VICE-PRESIDENT**—Sandy Bonifield
Donna Golemon will present a Handler Discrimination demo on November 11, 2019 before start of general meeting.
- C. **MEMBERSHIP**—Carol Coawette
Membership applications are available in office and online (online version is for renewal only)
- D. **OFFICE**—Sandy Bonifield
Sandy gave a big thank you to Marilane for coming in to help with phone messages. Although most classes are closed, there have been a lot of phone calls.
- E. **TRAINING**
 - 1. Session 1 and 2 were set at the October 24th training meeting. Instructors will let Marilane know for sure if classes for session 1 and 2 are okay.
 - 2. Next training meeting is November 25, 2019 at the clubhouse.
 - 3. Upcoming sessions: Marilane will come up with another workup for a session schedule (option D).
 - 4. Online registration procedure for those who are not able to do so is as follows: A hard-copy is filled out by individual followed by a picture of hard copy sent to Donna. Donna then calls individual and sets up an online account on DogBizPro for them.
 - 5. MSC to issue a \$115 class refund to Janet Volkman.
 - 6. MSC to issue a full refund to Betsy Morgan for a puppy class.
 - 7. MSC to accept Stefanie Meinhardt as an Agility Instructor.
 - 8. MSC to accept Deanna Brilz as an Instructor for Puppy, AdoDog and GM1.
 - 9. MSC to start Stefanie at \$28/hour and De at \$20/hour.
 - 10. MSC to accept "Agility Foundation for Competition" class outline as approved by Training committee.

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

November 4, 2019

Page 2 of 2

11. MSC to approve "Train Your Dog to Listen Anytime, Anywhere" class by Donna Golemon with the stipulation there will be a maximum of eight and a minimum of five. students.
12. Consideration for new, non-club instructor for Conformation, Diane Collings, is on hold until Linda Luchsinger contacts her to find out how she would like to receive payment.
13. MSC to require all students sign up for classes through the club's online registration.

F. BUILDING—Maria Giaccio

Evidence of rats found. Linda Lucshinger will purchase traps. Marilane will set up.

V. OLD BUSINESS

A. Building Cleanup

During four hours on October 27th, the main floor was cleaned by the following members: Marion Sigel, Chris Mayer, Stefanie Meinhardt, Marilane Bergfelt, Linda Luchsinger, and Debbie Hilton. Leslie McNamara and her daughter and her daughter's friend, Ruby, also helped as a community service project for St Anthony's School. Pizza was served. Vouchers will be issued to members who volunteered.

B. Nominating Committee

It is important for members to attend the November annual meeting to vote on the 2020 Board of Directors.

C. Sue McGuire November 17 Workshop

MSC to postpone the Sue McGuire workshop to January 11, 2020.

VI. NEW BUSINESS

Group Use of Building:

MSC to approve use of building by AOCNC on January 11th for their quarterly meeting.

VII. MEETING ADJOURNED at 8:33 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

- 1) Balance Sheet for October
- 2) Profit & Loss YTD Comparison
- 3) PNL by Class
- 4) PNL Previous Year Comparison

1:36 PM
11/02/19
Accrual Basis

Napa Valley Dog Training Club
Balance Sheet
As of October 31, 2019

	<u>Oct 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	45,440.03
105 · Savings - Rabobank	22,317.99
110 · Paypal Clearing Account	778.77
Total Checking/Savings	<u>68,536.79</u>
Total Current Assets	<u>68,536.79</u>
TOTAL ASSETS	<u>68,536.79</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	1,501.99
Total Equity	<u>68,536.79</u>
TOTAL LIABILITIES & EQUITY	<u>68,536.79</u>

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

	Oct 19	Jan - Oct 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	2,240.00	18,855.00
402 · Puppy	1,750.00	14,462.50
403 · GM1	1,730.00	16,965.00
404 · GM2	375.00	3,735.00
405 · Rally	215.00	6,286.50
406 · Puppy Playtime	0.00	710.00
407 · Small Dog Social	0.00	615.00
408 · Scent Work	745.00	10,413.50
409 · Dog Dancing	1,080.00	7,665.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	625.00	1,125.00
413 · Tricks & Games	0.00	680.00
414 · Tracking	435.00	435.00
416 · Obedience	0.00	1,000.00
417 · Jumps & Tunnels	850.00	850.00
Total 400 · Class Fees	10,045.00	85,672.50
420 · Equipment	160.00	1,571.17
430 · Dues	140.00	1,381.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	196.00	1,337.00
445 · Donation	0.00	141.50
450 · Discounts	-398.70	-3,670.30
455 · Class Credit	125.00	0.00
460 · Vouchers	-785.00	-8,127.50
470 · Scent Work Trial	125.00	929.09
Total Income	9,607.30	79,242.46
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	335.11
505 · Building		
506 · Repairs & Maintenance	140.57	1,587.33
507 · Renovation	0.00	102.51
505 · Building - Other	0.00	167.82
Total 505 · Building	140.57	1,857.66
510 · Bank Charges	186.83	1,127.99
513 · Class Supplies	0.00	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	2,508.00	14,313.00
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	11.15	2,169.59
535 · Office Supplies	54.75	511.10
537 · Outside Services	404.16	4,604.16
538 · Postage/PO Box	0.00	136.44
539 · Property Taxes	0.00	56.84
540 · Rent	4,045.00	39,305.00
542 · Reimbrsmnts Misc Class Supplies	113.50	128.79
550 · Toys	0.00	984.29
555 · Storage	119.00	1,110.00
560 · Telephone	190.59	1,926.09
575 · Utilities		
575a · Electricity	149.00	1,218.00
575b · Gas	0.00	264.00
575c · Garbage	34.85	273.17
575 · Utilities - Other	0.00	1,366.64
Total 575 · Utilities	183.85	3,121.81

NVDTC

October 2019

PNL by Class with Discount/Voucher %

	Ado Dog	Beyond Basics	CGC	Dog Dancing	GM1	GM2	Jumps & Tunnels	Obedience	Puppy	Puppy Playtime	Rally	Scent Work	Small Dog Social	Tracking	Tricks & Games	Unclassified	TOTAL
Ordinary Income/Expense																	
Income																	
400 - Class Fees																	
401 - Ado Dog	18855	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18855
402 - Puppy	0	0	0	0	0	0	0	0	14462.5	0	0	0	0	0	0	0	14462.5
403 - GM1	0	0	0	0	16965	0	0	0	0	0	0	0	0	0	0	0	16965
404 - GM2	0	0	0	0	0	3735	0	0	0	0	0	0	0	0	0	0	3735
405 - Rally	0	0	0	0	0	0	0	0	0	6286.5	0	0	0	0	0	0	6286.5
406 - Puppy Playtime	0	0	0	0	0	0	0	0	0	710	0	0	0	0	0	0	710
407 - Small Dog Social	0	0	0	0	0	0	0	0	0	0	0	615	0	0	0	0	615
408 - Scent Work	0	0	0	0	0	0	0	0	0	0	10413.5	0	0	0	0	0	10413.5
409 - Dog Dancing	0	0	0	7550	0	0	0	0	0	0	0	0	0	0	0	115	7665
410 - CGC	0	1875	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1875
411 - Beyond Basics	0	1125	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1125
413 - Tricks & Games	0	0	0	0	0	0	0	0	0	0	0	0	0	0	680	0	680
414 - Tracking	0	0	0	0	0	0	0	0	0	0	0	0	0	435	0	0	435
416 - Obedience	0	0	0	0	0	0	0	1000	0	0	0	0	0	0	0	0	1000
417 - Jumps & Tunnels	0	0	0	0	0	0	850	0	0	0	0	0	0	0	0	0	850
Total 400 - Class Fees	18855	1125	1875	7550	16965	3735	850	1000	14462.5	710	6286.5	10413.5	615	435	680	115	85672.5
420 - Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1571.17	1571.17
430 - Dues	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1381	1381
435 - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8
440 - Building Rental	0	0	0	126	0	0	0	0	0	0	0	0	0	0	0	1211	1337
445 - Donation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	141.5	141.5
450 - Discounts	-674.1	-70	-110	-40	-840.5	-125.2	-58.1	-80	-482.3	-22	-309.2	-733.3	-38.8	-11.6	-40.2	-55	-3670.3
455 - Class Credit	0	-125	0	0	0	0	0	0	0	0	0	0	0	0	0	125	0
460 - Vouchers	-850	-175	-170	-780	-1160	-230	-185	-240	-210	0	-727.5	-3090	-50	-120	-150	0	-8127.5
470 - Scent Work Trial	0	0	0	0	0	0	0	0	0	0	125	0	0	0	0	0	804.09
Total Income	17330.9	755	1595	6856	14964.5	3379.8	606.9	700	13770.2	688	5249.8	6725.2	526.2	303.4	489.8	5301.76	79242.46
Expense																	
500 - AOCNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	225	225
503 - Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	335.11	335.11
505 - Building																	
506 - Repairs & Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1587.33	1587.33
507 - Renovation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	102.51	102.51
505 - Building - Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	167.82	167.82
Total 505 - Building	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1857.66	1857.66
510 - Bank Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1127.99	1127.99
513 - Class Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1314.69	1314.69
515 - Events & Trials																	
515a - Scentwork	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	477.35	477.35
515b - Tracking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25.92	25.92
Total 515 - Events & Trials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	503.27	503.27
520 - Instructor Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14313	14313
525 - Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	800	800
530 - Leashes/Collars/Treat Pouches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2169.59	2169.59
535 - Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	511.1	511.1
537 - Outside Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4604.16	4604.16
538 - Postage/PO Box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	136.44	136.44
539 - Property Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56.84	56.84
540 - Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	39305	39305
542 - Reimbrsmnts Misc Class Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	128.79	128.79
550 - Toys	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	984.29	984.29
555 - Storage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1110	1110
560 - Telephone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1926.09	1926.09
575 - Utilities																	
575a - Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1218	1218
575b - Gas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	284	284
575c - Garbage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	273.17	273.17
575 - Utilities - Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1366.64	1366.64
Total 575 - Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3121.81	3121.81
580 - Special Events																	
580a - Awards Dinner	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1441.53	1441.53
580b - Open House	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	144.98	144.98
580c - Walk for Animals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	115.08	115.08
580d - Various	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	162.42	162.42
Total 580 - Special Events	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1864.01	1864.01
583 - Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500
585 - Website	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	875.1	875.1
Total Expense	17330.9	755	1595	6856	14964.5	3379.8	606.9	700	13770.2	688	5249.8	6725.2	526.2	303.4	489.8	77769.94	77769.94
Net Ordinary Income																	
Other Income/Expense																	
Other Income																	
910 - Interest Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29.47	29.47
Total Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29.47	29.47
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29.47	29.47
Net Income	17330.9	755	1595	6856	14964.5	3379.8	606.9	700	13770.2	688	5249.8	6725.2	526.2	303.4	489.8	-72438.7	1501.99

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

	Jan - Oct 19	Jan - Oct 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
400 · Class Fees				
401 · Ado Dog	18,855.00	19,971.50	-1,116.50	-5.6%
402 · Puppy	14,462.50	22,846.10	-8,383.60	-36.7%
403 · GM1	16,965.00	16,246.80	718.20	4.4%
404 · GM2	3,735.00	4,045.00	-310.00	-7.7%
405 · Rally	6,286.50	7,255.00	-968.50	-13.4%
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	10,413.50	8,615.00	1,798.50	20.9%
409 · Dog Dancing	7,665.00	7,582.00	83.00	1.1%
410 · CGC	1,875.00	625.00	1,250.00	200.0%
411 · Beyond Basics	1,125.00	2,780.00	-1,655.00	-59.5%
412 · Community Walks	0.00	390.00	-390.00	-100.0%
413 · Tricks & Games	680.00	470.00	210.00	44.7%
414 · Tracking	435.00	725.00	-290.00	-40.0%
415 · Trick Dog	0.00	55.00	-55.00	-100.0%
416 · Obedience	1,000.00	0.00	1,000.00	100.0%
417 · Jumps & Tunnels	850.00	0.00	850.00	100.0%
Total 400 · Class Fees	85,672.50	95,358.20	-9,685.70	-10.2%
420 · Equipment	1,571.17	1,879.25	-308.08	-16.4%
430 · Dues	1,381.00	875.00	506.00	57.8%
435 · Miscellaneous	8.00	0.00	8.00	100.0%
440 · Building Rental	1,337.00	2,010.00	-673.00	-33.5%
445 · Donation	141.50	368.00	-226.50	-61.6%
450 · Discounts	-3,670.30	-4,354.00	683.70	15.7%
455 · Class Credit	0.00	-625.00	625.00	100.0%
460 · Vouchers	-8,127.50	-6,030.00	-2,097.50	-34.8%
470 · Scent Work Trial	929.09	0.00	929.09	100.0%
Total Income	79,242.46	89,481.45	-10,238.99	-11.4%
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	1,587.33	189.16	1,398.17	739.2%
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	1,857.66	6,322.22	-4,464.56	-70.6%
510 · Bank Charges	1,127.99	689.76	438.23	63.5%
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%
517 · Education	0.00	130.00	-130.00	-100.0%
520 · Instructor Fees	14,313.00	16,124.57	-1,811.57	-11.2%
525 · Insurance	800.00	800.00	0.00	0.0%
530 · Leashes/Collars/Treat Pouches	2,169.59	1,855.79	313.80	16.9%
533 · Licenses & Permits	0.00	125.00	-125.00	-100.0%
535 · Office Supplies	511.10	481.08	30.02	6.2%
537 · Outside Services	4,604.16	2,760.00	1,844.16	66.8%
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	39,305.00	37,080.00	2,225.00	6.0%
542 · Reimbrsmnts Misc Class Supplies	128.79	0.00	128.79	100.0%
550 · Toys	984.29	512.58	471.71	92.0%
555 · Storage	1,110.00	1,199.00	-89.00	-7.4%
560 · Telephone	1,926.09	1,634.73	291.36	17.8%