

**NAPA VALLEY DOG TRAINING CLUB BOARD MEETING - APPROVED
NOVEMBER 26, 2024**

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. Guests: Sandy Bonifield, Adrienne Amdahl, Linda Luchsinger, Debbie Hilton

I. CALL TO ORDER: 3:30PM

II. CALL FOR ADDITIONS - None

III. TREASURER'S REPORT - Lori Jackson

A. Checking \$11,535.58

B. Savings: \$22,368.95

C. CD: \$21,476.71 It was voted to renew the CD for 6 months. (6Y, 0N, 1A)

IV. MINUTES OF OCTOBER 22ND

Approved as submitted by Roxann Gracia (7Y, 0N,0A)

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/ VOUCHERS -

Carol Coawette - Membership stands at 59.

Lori Jackson reported:

TOTAL VOUCHERS = \$45,390

BOARD TOTAL = \$4,540

BLUE VOUCHERS = \$32,850 (Expires December 31, 2024)

MEETING VOUCHERS = \$8,000

It was noted that the P&L was due on the 21st, as financials were submitted on November 6th. Therefore, the financial review could not be completed.

B. OFFICE - Mary Ash

Phone Calls acknowledged. Not all people contacted, but messages left. Mary plans to have the Log in payments done by Friday or Saturday.

Open Enrollment for Session #1 was extended to December 30th, and Payments received by January 6th, 2025.

C. TRAINNG - Donna Golemon

1.) Donna has received three training assistant applications.:

a.) Mackenzie Risch was approved for shadow assisting in Session #1 for Tuesday or Wednesday Morning, and Provisional for Session #2. (7Y,0N,0A)

b.) Linda Wargo - Reinstatement as Assistant Scent work instructor. Approved. (6Y,0N,1A)

c.) Roxann Gracia - Assistant Scent work Instructor Approved (6Y,0N,1A)

4. Linda Luchsinger will not be able to teach in Session #2.

5. Classes may be renamed in 2025. Combo classes will be entertained. It was noted that Puppy classes are not filling in the whole area.

6. Judy Gamet will now run classes on the hour now, and be done so that NVDTTC can run a class at 7pm on Tuesdays. Evening classes are the first to fill.

D. PUBLICITY

There was discussion regarding lack of Club support on Facebook postings. Linda Wargo to talk to Marilane and to make sure the passwords are available and locked in the safe. There was a motion to have Carol help post in Facebook. This was originally brought up in July. (2Y, 4N,1A) Motion not carried at this time.

- E. BUILDING - Karen Jackson
 - Drain clogged out front and bathrooms out of use. There is a key in the desk for the bathrooms in Building D for use at night. For day use, the bathrooms in Building C and D are open. Plumbers are working on the problems.
 - Rescue has been purchased.
 - Lights are flickering in the bathroom and office area.
 - New Building person, Debbie, can research solution to replace Pooph. Reminder, it was selected because there is no odor and it eliminates organic odor.
- F. NEWSLETTER/WEBSITE - Deadline is December 21st.

VI. OLD BUSINESS

- A. Judy Gamet Contract.
 - Donna presented the proposal. Changes are:
 1. Line 3 will read: NVDTC equipment, if damaged while in use, will be replaced or reimbursed, excluding chairs, baby gates and tables.
 2. The contract will cover one calendar year.
Contract passed: (7Y, 0N,0A)
 - Donna to make changes and have Sue post on line with other contracts.
 - B. Pay Raises Subcommittee
 - Approved (7Y,0N,0A) This completes the final updates for the year and Sue can now update the policies for the year. To Sue Osborn to complete.

It was brought up by a guest, that a sick leave policy is needed. This was brought up before. It was recommended that the minimum per law be allowed to carry over and no more than that. A policy is needed and this will be the new Board to develop. It was noted that no instructor or assistant has reached the minimum level this year.
- C. Revised ByLaws - Roxann has provided previously the draft of the new Constitution. Action tabled. New Board can carry forth.
- D. Perpetual Calendar Actions Due
 - Gerry Glantz Award Committee consists of: Debbie Hilton, Linda Wargo, Lea Ronald, Cheryl Meyer, Sue Osborn. Nominees will be announced at the December General Meeting. Final awardee will be announced at the annual banquet.
- E. Board Goals and Project for 2024
 1. Educational Stipend Changes - This was not completed, but the idea was to prorate the stipend to the number of classes taught and to limit to subject matter being taught.
 2. Financial Review - Roxann provided an analysis and points to consider going forward. Items were reviewed. (See attached.)

VII. NEW BUSINESS

- A. Financial Shortfall Solutions
 1. Raise class fees or adjust vouchers received per class. Much discussion, with no action taken.
 2. NACSW event is planned for May 31st and June 1st. We can use the entire College campus for no fee, which is amazing. We might have to bribe Security with cookies for helping. A lot of club help will be needed.
- B. Perpetual Calendar - actions due this month.
 - Lori wants to add the Business License is due. Sue to add to the Calendar which is posted on line.

C. Counterpart Meetings - No action

VIII. CONFIRM NEXT BOARD MEETING - No Action

IX. MEETING ADJOURNED: 5:36 PM

Attachments:

Dogs can Dance contract posted on-line.

Financial Review Note by Roxann

Pay Raises Subcommittee

Minutes Submitted by: Roxann Gracia

Forward Looking Financial Notes: NVDTTC
November 2024

Problems For 2025:

- 1.) Rent and Triple Net will go up.
- 2.) Minimum wages & employee employment taxes (May be in 2025 or the latest 2026 depending on the election.)
(Do you consider increasing Instructor pay as the assistants are closing in on Instructor pay?)
- 3.) Workman's Comp Review - Refund and/or Increase. To be determined in the Spring.
- 4.) Class fees were increased in 2024 without clear indication of covering expenses. Need to address.
- 5.) Running a deficit currently, with projection roughly \$8,000 to \$10,000. This depends on the final use of some vouchers and how soon members renew their membership.
- 6.) Reminder, a month to month comparison is not valid as wages and class fees are not obtained on a monthly basis, depending on the timing of sessions.
- 7.) Paying employees bimonthly or every two weeks should be addressed.

Suggestions:

- 1.) Need to write a Job description for the Training Chair supervisor responsibilities regarding employees. Review for compensation.
- 2.) Increase sign-ups by offering more flexibility in lower level classes. Here's one way.....Combine Adolescent into GM1. This offers more options for signups. (Remember: No other club has ADO and what instructor cannot handle 2 or 3 adolescent dogs in GM1. Our own instructors took their ADO for training in other facilities in combined classes. It's good for young dogs to be exposed to all level of dogs. I have trained puppies in Marin in combined classes. More class time offerings is good for our clients.)
- 3.) A brief analysis of how to address this year's deficit. First off, Thank You to Donna Golemon for adding to her busy schedule. She added 13 dogs to beginning Scent Work in an effort to help the deficit. It looks like a \$5 to \$10 increase in class fees for next year, may help cover the current projected deficit. This was obtained by using average Session dog attendance X 7 sessions minus rent and triple net estimates, employee costs - not just wages - (Wage taxes, education requirements and vacation accrual, etc.) and a percentage of voucher/coupon usage. This is an estimate.
- 4.) Fundraisers have not been addressed for next year, however, Donna has proposed putting on a NACSW trial in June, which may have great consequences. This is a short term potential fix.
- 5.) Long term goals for the future of the club need to be addressed. Expenses will continue to rise and class fees won't be able to cover it all, unless the number of class offerings are increased.
- 6.) In order to the change the running of the club, updating the ByLaws and stream lining the policies can help in the long term goals. Having a Board switch out every 6 months is not ideal. (It takes a couple of months to understand what's going on and by August new Board members are proposed and the old Board starts stepping away.) I started a Perpetual Calendar the last time I was on the Board and it was redone and updated. This should help a great deal for the incoming board. As a reminder.....a Board's function is to provide guidance and direction, not to do all the work, or to be an employee supervisor.

Submitted By:
Roxann Gracia

XXX. INSTRUCTORS DESCRIPTIONS AND FEE SCHEDULE

A. Level One - Entry Level Instructor

1. Requirements:
 - a. Has assisted in a minimum of six, 6-week sessions, for a total of 36 individual class gatherings with the NVDTTC under at least two different instructors, or at another training facility/company with recommendations.
 - b. Has trained own dog(s) to an advanced level.
 - c. Demonstrates ability to communicate effectively.
 - d. Demonstrates willingness to handle different kinds of dog behaviors and adverse situations calmly and confidently.
 - e. Embraces the training philosophies of the club.
 - f. Develops, maintains and presents class curriculum on a consistent basis.
 - g. Educates self continually with the most current training techniques by attending seminars, webinars or advanced training.
2. Pay Rate: \$24.00 per class hour

B. Level Two - Intermediate Instructors

1. Requirements:
 - a. Has completed Level One - Entry Level Instructor Requirements
 - b. Has trained a minimum of 144 individual class gatherings, and for a minimum of one year as a Level One - Entry Level Instructor.
 - c. Promotes the training philosophies of the club.
 - d. Enhances the training program through individual skills.
 - e. Has advanced experience in the area of training expertise.
 - f. Has been reviewed by the Training Committee and Board of Directors when indicated.
2. Pay Rate: \$28.00 per class hour

C. Level Three - Advanced Instructors

1. Requirements:
 - a. Has completed Level Two - Intermediate Instructor Requirements
 - b. Has trained a minimum of 144 individual class gatherings and a minimum of one year as a Level Two - Intermediate Level Instructor.
 - c. Demonstrates training skills with own dog(s), as well as working with students in resolving problems.
 - d. Demonstrates ability to work independently to learn and develop new and exciting training techniques and to share with the Training Committee.
 - e. Receives continual positive feedback from class participants.
 - f. Exemplifies the training philosophies of the Club.
 - g. Has been reviewed by the Training Committee and Board of Directors when indicated.
2. Pay Rate: \$32.00 per class hour

D. Level Four - Master Instructors

1. Requirements:
 - a. Has completed Level Three - Advanced Instructor Requirements.
 - b. Has trained a minimum of 144 individual class gatherings and a minimum of one year as a Level Three - Advanced Level instructor.
 - c. Demonstrates training skills with own dog(s) as well as working with students to resolve problems.

- d. Demonstrates ability to work independently to learn and develop new and exciting training techniques and to share with the Training Committee.
 - e. Receives continual positive feedback from class participants.
 - f. Exemplifies the training philosophies of the Club.
 - g. Has been reviewed by the Training Committee and Board of Directors when indicated.
2. Pay Rate: \$36.00 per class hour

E. Pay Increases

1. Instructors are responsible for applying for pay increases, when eligible, by notifying immediately, the Training Chair and President of the Board of Directors
2. There are no retroactive pay increases.

F. Eligibility to Teach Types of Classes

1. Eligibility is determined by Specific Class. (Example: Puppy, ADO, GM1, GM2, Advanced Obedience, Speciality Classes and so forth.)
2. The Training Committee will set and review periodically, the criteria and will be reviewed by the Board. See Separate listing under Training Committee.