

NAPA VALLEY DTC BOARD MEETING
TUESDAY, NOVEMBER 28, 2023, AT 4:30 PM

approved



Mary Ash ☒ Carol Coawette ☒ Donna Golemon ☒ Lori Jackson ☒
Karen Jackson ☒ David LeCount ☒ Sue Osborn ☒

Guesses: Linda Wargo and Roxann Gracia

- I. Call to Order at: 4:30 pm
- II. Call for additional or changes to agenda: nothing.
- III. Treasurer Report – Lori Jackson – A. **Checking \$17,694.28** B. **Savings: \$22,366.52** C. CD - **\$20,492.80**
- IV. Minutes – Donna Golemon
 - a. Approval of October 24, 2023, Board Minutes – Correction of last name Scott Pommier. minutes approved **7y/0n/0a**
 - b. Approval of November 10, 2023, Special Board Meeting Minutes – minutes have not been received to approve, Lorie to forward minutes for email approval.
- V. Board, Committee & Chair Reports
 - a. Membership/Vouchers – Carol Coawette/Lori Jackson; nothing to report.
 - b. Office – Mary Ash; total of 6 puppies for 6 classes signed up to date. Going to keep these classes open until 2 weeks before classes start. Will email at that time if decision need to be made regarding the classes.
 - c. Training – David LeCount
 - i. Approval of Jennifer Vaughn as Instructor; recommended by Training committee to become a trainer for puppy, adolescent and GM1. Approved **4y/0n/3a** Comment made apprenticeship should not be done under Sandy, that leaves Carol and Mary. Carol is not willing to mentor her, so only option is to work with Mary in Session 1 on Tuesdays at 10 am in a GM1 class. David will update instructor list.
 - ii. Session 1, Instructor Status; Marilane has stated that she is not available to train in session 1, Carol has stepped up to do the Wednesday evening classes.
 - iii. Complaint RE: Instructor Letter received last week regarding an incident that occurred on April 26, 2023. Letter was delayed getting to us by the post office. At the same time several notices were received from Comcast. Letter was reviewed and discussed. Mary and David to meet with instructor and will receive a verbal reprimand.
 - d. Publicity – no report
 - e. Building – Karen Jackson; letter received by another company that does cleaning, Karen will contact and meet with them to see what they would charge us.
 - f. Newsletter/Website – Sue Osborn
 - i. Deadline for January/February Newsletter is December 22, 2023
- VI. Old Business
 - a. Floor Level Ladder Purchase – update; Scott Pommier made two ladders and donated them to us. They are already being used in class. Thank you note to be sent by Donna. Also thank you notes to Don Neiman for the donations of two chairs for purchase and the money donated to the club. And Judy and Bruce Phillips for the donation of a very nice crate.
 - b. Guidelines & Procedures Changes – See attached for latest version. Item on hold.
 - c. Educational Stipend; item on hold.

Attachment 1 – Laps request for building usage

- d. AB5 – David, Sue, Lori attended the whole phone call, Carol participated in a portion of the call. Previously a meeting was held by board members to discuss the lawyer’s comments. At the meeting nothing was voted on just an information sharing meeting. For an instructor to train with us they need to sign the following forms: I9, W4 and a DE4. If an instructor is unwilling to sign the forms by January 1, 2024, they will no longer be trainers and their name will be removed from the instructor list. Vange sent a letter asking for a meeting on December 9th, but too many board members already had plans for that time, also building was already in use. An alternate date was sent to Vange of December 14th at 5:30 pm. This meeting will be to answer previous questions that were asked and to go over decisions the board has voted on. Mary to email Vange with date.

VII. New Business

- a. Via email
 - i. Approval of Paws for Healing for use of the building on 4/13/24, 8 to 12:00 (**7y/0n/0a**)
 - ii. Approval of contract termination letter (**5y/0N/2a**)
- b. Kiwanis Club Request for Class Gift Certificate; approved **7y/0n/0a**, Mary will prepare and give to Lea.
- c. Judy Gamet Classes; Judy is offering a class in Virtual Rally for AKC. There is some feeling that it is a conflict with our Rally classes. Judy’s contract states that classes must be approved by the board. Class cannot happen then next session. David and Donna to meet with her.
- d. Criteria for receiving 2023 year-end awards. For 2023, anyone who has earned a title, must have attended 3 meeting this year. No other criteria. Vote **7y/0n/0a**.
- e. Laps request for building use- see attached for dates. Laps approved for the dates in February, March, April, and July. The other dates cannot be approved until classes during those dates are set.
- f. Meeting of the Mind: 2023 Board and 2024 Board
- g. JMD Dog Sports, use of building on March 24, 2024, all day; no time for discussion.
- h. Karen Jackson willing to be on the Board in 2024 as a board position. Vote: **5y/0n/2a**. Carol Coawette is also willing to be on the board in 2024 as Vice-President. Vote **6y/0n/1a**.
- i. Vouchers, according to the attorney, we can no longer issue vouchers and should not allow them to be used. Discussion held on this issue. Those vouchers were issued in good faith, motion made for the vouchers to be good for uses until December 31, 2024, vote **4y/3n/0a**. This does not include vouchers given for attending meetings. These will continue to be good and in the future \$10.00 coupons will be given out for general meeting attended, vote **7y/0n/0a**. Sue will design new coupon.

VIII. Confirm January Board Meeting: Tuesday January 23, 2024, 4:30 pm

Respectfully Submitted,

Donna Golemon

Attachments:

- 1) LAPS/Caring Canines 2024 Building Rental Request

Attachment 1 – Laps request for building usage

Napa Valley Dog Training Club
Mary Ash, President
Donna Goleman, Secretary
Carol Coawette, Building Coordinator
Linda Wargo, Incoming President

I am writing on behalf of Loving Animals Providing Smiles (LAPS) to request non-profit use of the building for our Spring and Fall Training Classes in 2024 and our public education event Caring Canines on the following dates:

Spring 2024 - Saturdays
Feb 17 - 1/2 day morning
Feb 24 - 1/2 day morning
Mar 2 - 1/2 day morning
Mar 9 - 1/2 day morning
Mar 16 - 1/2 day afternoon
Mar 23 - 1/2 day morning
Apr 6 - Full day
Apr 13 - 1/2 day afternoon

July 20 - Full Day - Saturday - "Caring Canines"

Fall 2024 - Saturdays
Sep 7 - 1/2 day morning
Sep 14 - 1/2 day morning
Sep 21 - 1/2 day morning
Oct 5 - 1/2 day morning
Oct 12 - 1/2 day afternoon
Oct 19 - 1/2 day morning
Oct 26 - Full day
Nov 2 - 1/2 day morning

We appreciate your prompt attention to this request so that we can publish the Spring Class dates, as well as plan for the July 20 event and our Fall Class.

Please advise when we may expect a decision on our requested dates so we can move forward with our 2024 planning.

If there is any question, please feel free to email me or call me at 707-738-7593.

For Loving Animals Providing Smiles,
Gwenn McKenzie, Secretary & Treasurer