

NAPA VALLEY DOG TRAINING CLUB BOARD MEETING MINUTES

December 2, 2019

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I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:38 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Maria Giaccio, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Guest: Incoming Board Member Debbie Hilton

II. SECRETARY'S REPORT—Sue Osborn

MSC to approve the November 4, 2019 board minutes as published.

III. TREASURER'S REPORT—Stefanie Meinhardt

- A. As of November 30th:
 - 1. Checking: \$44,752.96
 - 2. Savings: \$22,230.65
 - 3. Paypal: \$679.44
- B. Profit for year: \$718.25
- C. Financials attached.

IV. BOARD, COMMITTEE & CHAIR REPORTS

A. PRESIDENT—Linda Luchsinger

Linda reviewed jobs for 2020 Board members: Debbie Hilton will take over building. Marion Sigel's job will be determined at next board meeting. Everyone else now on the Board and continuing on will keep their 2019 jobs.

B. VICE-PRESIDENT—Sandy Bonifield

No Report

C. MEMBERSHIP/VOUCHERS—Carol Coawette

- 1. Carol reported not all trainers have renewed their dues for 2020 and need to be renewed before they can start teaching classes in 2020. Sue can send a segmented MailChimp email reminder out.
- 2. At last training meeting, Carol gave vouchers to building cleanup volunteers.

D. OFFICE—Sandy Bonifield

Marilane has been doing most of the work in the office. Sandy is willing to do a training session on office duties to encourage others to volunteer.

E. TRAINING

- 1. MSC to approve Marlene as a puppy instructor.
- 2. MSC to approve De Brilz, Carol Coawette, and Chris Mayer as scent work assistants.
- 3. MSC to approve Linda Wargo as an assistant for scent work and specialty classes.
- 4. MSC to approve Chris Mayer as an agility assistant.
- 5. Sue Osborn's submitted application to be an agility assistant needs to go through training committee before being submitted for Board approval.
- 6. Training committee agreed on option D for 2020 schedule, which consists of six 6-week sessions and two 2-week sessions allowing for more time off in the summer.
- 7. Sessions 1 and 2 have been finalized. New and returning classes need to be PR'd. Instructors are to contact Sue with descriptions of classes for use on flyers, Facebook, and email blasts to members and students.
- 8. Next training meeting is scheduled for Feb 26, 2020 at the clubhouse: 6:00 pm for instructors/trainers, 6:30 pm for assistants.

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F. PUBLICITY

1. Sandy suggested posting flyers, such as class schedules, at pet stores and vet offices.
2. Rack cards continue to be provided to vet offices.

G. BUILDING—Maria Giaccio

No word about results from mouse traps recently set in building.

H. NEWSLETTER/WEBSITE—Sue Osborn

1. Meeting announcement for December 9th Christmas potluck and gift exchange was sent out November 29th.
2. Deadline for January February newsletter is December 20th.

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

1. Next quarterly meeting is January 11, 2020 hosted by Napa Valley DTC at the NVDTTC clubhouse.
2. AOCNC will have an educational table at the Golden Gate Kennel Club Show at Cow Palace coming up January 25th & 26th.
3. AOCNC's annual winter workshop will be held February 9, 2020 at Cow Palace. Flyers will be posted/emailed soon. Sue will have a volunteer signup sheet available at upcoming general meeting.

V. OLD BUSINESS

A. VST Test

No Report.

B. Year End Awards and Gerry Glantz Memorial Club Service Award

1. Year end award forms go to Linda Wargo.
2. Service award nominations go to Stefanie Meinhardt.

VI. NEW BUSINESS

A. Additional Facebook Administrator Request

MSC to approve De Brilz as an additional administrator for NVDTTC's Facebook page.

B. Critter Comforters Request

1. Gwen MacKenzie from Critter Comforters requested \$745.47 to purchase 1,000 labels for blankets that are donated to Napa County Animal Shelter: approval will go to general due to amount being requested.
2. Gwen is looking for someone to take over the lead for Critter Comforters.

C. Sue McGuire Workshop Reimbursements

MSC to reimburse trainers and assistants now for money they already paid out for the Sue McGuire workshop originally scheduled for November 17, 2019, which was postponed to January 12, 2020 due to unforeseen circumstances.

D. Irish Terrier Club Building Use

Because Sue will be out of town, Sandy Bonifeld will open and close the building on December 8th for the Irish Terrier Club.

VII. MEETING ADJOURNED at 7:38 PM.

Respectively submitted by
Sue Osborn, Secretary

Attachments:

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

12:28 PM

12/02/19

Accrual Basis

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

	<u>Nov 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	44,752.96
105 · Savings - Rabobank	22,320.65
110 · Paypal Clearing Account	679.44
Total Checking/Savings	<u>67,753.05</u>
Total Current Assets	<u>67,753.05</u>
TOTAL ASSETS	<u>67,753.05</u>
LIABILITIES & EQUITY	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	14,062.67
Net Income	718.25
Total Equity	<u>67,753.05</u>
TOTAL LIABILITIES & EQUITY	<u>67,753.05</u>

12:27 PM
 12/02/19
 Accrual Basis

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

	Nov 19	Jan - Nov 19
Ordinary Income/Expense		
Income		
400 · Class Fees		
401 · Ado Dog	2,125.00	20,980.00
402 · Puppy	520.00	14,982.50
403 · GM1	375.00	17,340.00
404 · GM2	510.00	4,245.00
405 · Rally	160.00	6,446.50
406 · Puppy Playtime	0.00	710.00
407 · Small Dog Social	0.00	615.00
408 · Scent Work	590.00	11,003.50
409 · Dog Dancing	540.00	8,205.00
410 · CGC	0.00	1,875.00
411 · Beyond Basics	425.00	1,550.00
413 · Tricks & Games	0.00	680.00
414 · Tracking	0.00	435.00
416 · Obedience	0.00	1,000.00
417 · Jumps & Tunnels	0.00	850.00
418 · Agility	250.00	250.00
Total 400 · Class Fees	5,495.00	91,167.50
420 · Equipment	288.50	1,859.67
430 · Dues	350.00	1,731.00
435 · Miscellaneous	0.00	8.00
440 · Building Rental	40.00	1,377.00
445 · Donation	0.00	141.50
470 · Scent Work Trial	0.00	929.09
490 · Class Credit	0.00	0.00
Total Income	6,173.50	97,213.76
Cost of Goods Sold		
448 · Instructor Fees	1,386.00	15,699.00
450 · Discounts	212.00	3,882.30
460 · Vouchers	110.00	8,237.50
Total COGS	1,708.00	27,818.80
Gross Profit	4,465.50	69,394.96
Expense		
500 · AOCNC	0.00	225.00
503 · Advertising	0.00	335.11
505 · Building		
506 · Repairs & Maintenance	95.00	1,682.33
507 · Renovation	0.00	102.51
505 · Building - Other	0.00	167.82
Total 505 · Building	95.00	1,952.66
510 · Bank Charges	49.33	1,177.32
513 · Class Supplies	8.73	1,323.42
515 · Events & Trials		
515a · Scentwork	0.00	477.35
515b · Tracking	0.00	25.92
Total 515 · Events & Trials	0.00	503.27
525 · Insurance	0.00	800.00
530 · Leashes/Collars/Treat Pouches	0.00	2,169.59
533 · Licenses & Permits	60.00	60.00
535 · Office Supplies	86.03	597.13
537 · Outside Services	361.00	4,965.16
538 · Postage/PO Box	0.00	136.44
539 · Property Taxes	0.00	56.84
540 · Rent	4,045.00	43,350.00
542 · Reimbrsmnts Misc Class Supplies	0.00	128.79
550 · Toys	0.00	984.29
555 · Storage	119.00	1,229.00
560 · Telephone	206.76	2,132.85

12:26 PM
12/02/19
Accrual Basis

**Napa Valley Dog Training Club
Profit & Loss by Class
January through November 2019**

	Ado Dog	Agility	Beyond ...	CGC	Dog Dan...	GM1	GM2	Jumps &...	Obedien...	Puppy	Puppy P...	Rally	Scent ...	Small ...	Track...	Tricks &...	Unclasi...	TOTAL
Ordinary Income/Expense																		
Income																		
400 - Class Fees																		
401 - Ado Dog	20,980.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,980.00
402 - Puppy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,982.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,982.50
403 - GM1	0.00	0.00	0.00	0.00	0.00	17,340.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,340.00
404 - GM2	-115.00	0.00	0.00	0.00	0.00	0.00	4,360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,245.00
405 - Rally	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,446.50	0.00	0.00	0.00	0.00	0.00	6,446.50
406 - Puppy Playtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	710.00	0.00	0.00	0.00	0.00	0.00	0.00	710.00
407 - Small Dog Social	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	615.00	0.00	0.00	0.00	615.00
408 - Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,003.50	0.00	0.00	0.00	0.00	11,003.50
409 - Dog Dancing	0.00	0.00	0.00	0.00	8,205.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,205.00
410 - CGC	0.00	0.00	0.00	1,875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,875.00
411 - Beyond Basics	0.00	0.00	1,550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,550.00
413 - Tricks & Games	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	680.00	0.00	680.00
414 - Tracking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	435.00	0.00	0.00	0.00	435.00
416 - Obedience	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
417 - Jumps & Tunnels	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00
418 - Agility	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
Total 400 - Class Fees	20,865.00	250.00	1,550.00	1,875.00	8,205.00	17,340.00	4,360.00	850.00	1,000.00	14,982.50	710.00	6,446.50	11,003.50	615.00	435.00	680.00	0.00	91,167.50
420 - Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,859.67
430 - Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,731.00
435 - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
440 - Building Rental	0.00	0.00	0.00	0.00	126.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,251.00
445 - Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	141.50
470 - Scent Work Trial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	0.00	804.09
490 - Class Credit	0.00	0.00	-125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
Total Income	20,865.00	250.00	1,425.00	1,875.00	8,331.00	17,340.00	4,360.00	850.00	1,000.00	14,982.50	710.00	6,446.50	11,128.50	615.00	435.00	680.00	5,920.26	97,213.76
Cost of Goods Sold																		
448 - Instructor Fees	3,368.00	0.00	0.00	0.00	4,563.00	384.00	192.00	128.00	0.00	2,792.00	288.00	448.00	3,040.00	368.00	0.00	128.00	0.00	15,699.00
450 - Discounts	764.10	0.00	80.00	110.00	40.00	850.50	145.20	58.10	60.00	502.30	22.00	317.20	787.30	38.80	11.60	40.20	55.00	3,882.30
460 - Vouchers	850.00	0.00	175.00	170.00	780.00	1,160.00	290.00	185.00	240.00	220.00	0.00	727.50	3,120.00	50.00	120.00	150.00	0.00	8,237.50
Total COGS	4,982.10	0.00	255.00	280.00	5,383.00	2,394.50	627.20	371.10	300.00	3,514.30	310.00	1,492.70	6,947.30	456.80	131.60	318.20	55.00	27,818.80
Gross Profit	15,882.90	250.00	1,170.00	1,595.00	2,948.00	14,945.50	3,732.80	478.90	700.00	11,468.20	400.00	4,953.80	4,181.20	158.20	303.40	361.80	5,865.26	69,394.96
Expense																		
500 - AOCNC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	225.00
503 - Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	335.11	335.11
505 - Building																		
506 - Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,682.33
507 - Renovation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.51
505 - Building - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.82
Total 505 - Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,952.66
510 - Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,177.32
513 - Class Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,323.42
515 - Events & Trials																		
515a - Scentwork	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	477.35
515b - Tracking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.92
Total 515 - Events & Trials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	503.27

12:23 PM
 12/02/19
 Accrual Basis

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

	Jan - Nov 19	Jan - Nov 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
400 · Class Fees				
401 · Ado Dog	20,980.00	20,721.50	258.50	1.3%
402 · Puppy	14,982.50	24,475.03	-9,492.53	-38.8%
403 · GM1	17,340.00	16,641.80	698.20	4.2%
404 · GM2	4,245.00	4,045.00	200.00	4.9%
405 · Rally	6,446.50	8,490.00	-2,043.50	-24.1%
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	11,003.50	8,680.00	2,323.50	26.8%
409 · Dog Dancing	8,205.00	7,807.00	398.00	5.1%
410 · CGC	1,875.00	625.00	1,250.00	200.0%
411 · Beyond Basics	1,550.00	2,780.00	-1,230.00	-44.2%
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%
418 · Agility	250.00	0.00	250.00	100.0%
Total 400 · Class Fees	91,167.50	99,657.13	-8,489.63	-8.5%
420 · Equipment	1,859.67	2,038.25	-178.58	-8.8%
430 · Dues	1,731.00	1,085.00	646.00	59.5%
435 · Miscellaneous	8.00	0.00	8.00	100.0%
440 · Building Rental	1,377.00	2,090.00	-713.00	-34.1%
445 · Donation	141.50	369.00	-227.50	-61.7%
470 · Scent Work Trial	929.09	0.00	929.09	100.0%
490 · Class Credit	0.00	-625.00	625.00	100.0%
Total Income	97,213.76	104,614.38	-7,400.62	-7.1%
Cost of Goods Sold				
448 · Instructor Fees	15,699.00	17,031.57	-1,332.57	-7.8%
450 · Discounts	3,882.30	4,527.00	-644.70	-14.2%
460 · Vouchers	8,237.50	6,280.00	1,957.50	31.2%
Total COGS	27,818.80	27,838.57	-19.77	-0.1%
Gross Profit	69,394.96	76,775.81	-7,380.85	-9.6%
Expense				
500 · AOCNC	225.00	270.00	-45.00	-16.7%
503 · Advertising	335.11	154.63	180.48	116.7%
505 · Building				
506 · Repairs & Maintenance	1,682.33	384.76	1,297.57	337.2%
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	1,952.66	6,517.82	-4,565.16	-70.0%
510 · Bank Charges	1,177.32	721.22	456.10	63.2%
513 · Class Supplies	1,323.42	769.61	553.81	72.0%
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%