

NVDTC BOARD MEETING MINUTES
MARCH 28, 2022

I. CALL TO ORDER at 5:32PM by Interim President Mary Ash. Other

Board Members present were Debbie Hilton, Lori Jackson, David LeCount and Sue Osborn.

II. ADDITIONS OR CHANGES TO AGENDA

Added: VII. NEW BUSINESS/ Change of Club Insurance and PayPal refund.

III. TREASURER'S REPORT-Lori Jackson

A. Money Market: \$22,362.88 (3/28/22)

B. Checking: \$41,543.60 “

C. PayPal (Sue) \$ 1,682.60

IV. MINUTES-Debbie Hilton

Minutes from February 28, 2022 Board Meeting were approved with the following corrections:

A. Under Section III. TREASURER'S REPORT / A. Money Market: amount corrected to \$22,362.97 (from \$22,362.80).

B. Under Section V. / A. MEMBERSHIP/ VOUCHERS / 4: Board member voucher payments will be made 3 times a year, in April, August and December at \$50 each payment.

C. Under Section VI. OLD BUSINESS / I. Instructor fees clarification: Effective as of the beginning of Session 5, instructor fees will be increased \$4.00 per class hour for all levels of Instructors.

D. Under Section VII. NEW BUSINESS / F. Napa Valley Support Services Contract clarification: New 2 hour weekly contract was approved for an increase from \$70 to \$77 an hour, effective March 1, 2022.

V. BOARD, COMMITTEE & CHAIR REPORTS

A. MEMBERSHIP/VOUCHERS-Lori Jackson

2021 members who have not yet renewed will be sent an application to fill out for reinstatement to be voted in at the next General Meeting.

B. OFFICE-Mary Ash

Topics covered under VI. / C. Registration Process Update.

C. TRAINING-David LeCount

Review of Session 4 Draft of Class Schedule prompted

concerns.

1. David will send email to Sandy, Lea and Linda to confirm their correct classes and times.
2. The 5:45 Scent Work class conflicts with attendance of the General Meetings and will not be held on those nights. (MSC)
3. No classes will be held after 5 PM in the clubhouse on General Meeting nights to allow time for demos to be set up. (MSC)

D. PUBLICITY

Debbie has distributed NVDTC Rack Cards to Napa Small Animal Hospital, Napa River Pet Hospital and Napa Solano Pet Hospital. She will ask General Membership during April meeting to take to other Vets.

E. BUILDING-Debbie Hilton

1. Ross Mini from property management has repaired our toilets and office lights.
2. Pest control spraying due about the second week of April will be scheduled soon.

F. SUNSHINE-Debbie Hilton

1. Sympathy card sent to Maria Giaccio on the loss of her cat, Bob.
2. Mary will check with Donna Albini to confirm Scott had his surgery.

VI. OLD BUSINESS

- A. Awards Banquet is planned for a May 21 luncheon at La Strada. Sue will call to make preliminary arrangements. (2nd choice date is June 4.)
- B. Audit Report for 2021 was shared with the Board. The Audit Committee will now set a meeting with Linda Luchsinger to pose any questions they might have.
- C. Registration Process Update: Mary and Sue shared perceived problems/issues with first day of registration. They're working out details and will be ordering quantities of needed registration forms. Mary will clear 2nd office desk of miscellaneous items to make more space for registration staff.
- D. Dog Toys budget and purchasing on hold.

VII. NEW BUSINESS

- A. Class Certificate was approved for Glenn Dusky in compensation for installing our new registration drop box. (MSC) Thank you, Glenn!

- B. Virtual Titling filming at the club was discussed, but no decision reached yet. Additional info from AKC is expected on whether they will continue the program.

BOARD MEETING RECESSED AT 8PM 3/28/22
UNTIL 4/01/22 5:30PM.

BOARD MEETING RECONVENED AT 5:35PM 4/01/22.

- C. PayPal credit of \$125 was issued to Steve Perkin for health reasons. (MSC)
- D. Website Redesign-Sue shared an example of new website page that she is working on. It will be a whole new look for us, streamlined and easy to use.
- E. Clarification on Class Refund Request- Instructors to follow written, posted information to create paper trail.
- F. Maintenance of Student Data Base-Because Dog Biz Pro will be discontinued Sue needs a volunteer to set up a digital file for all this valuable info.
- G. Following Club Rules
 1. Shoe apparel-With the arrival of warm weather now's the time to remind members and students that closed toe and heel shoes must be worn on the training floor. This is part of our orientation material, as well as, our Guidelines and Procedures. Instructors should set an example by following this policy and disseminating info to their assistants and students.
 2. Disinfecting and Cleaning Policies (for the staff)-The Board will consider new or modified requirements as written by Sue and Debbie.
- H. New Insurance Co.- tabled until next Board Meeting.
- I. Guidelines and Procedures-revisions as made by Sue, Marilane, Roxann and Debbie were evaluated by the Board. After Board made more recommendations, Sue will edit the document and resend to the Board. Once finalized all members may obtain a copy.

VIII. NEXT BOARD MEETING to be held April 25 at 5:30PM.

IX. MEETING ADJOURNED at 8:33PM.

Minutes submitted by,
Debbie Hilton