

**NAPA VALLEY DOG TRAINING
CLUB BOARD MEETING MINUTES**

December 6, 2021

- I. CALL TO ORDER at 6:35PM by President, Sue Osborn. Sandy Bonifield, Marilane Bergfelt, Carol Coawette, Debbie Hilton, Linda Luchsinger and Sue Osborn were in attendance.
- II. ADDITIONS/CHANGES TO AGENDA
-Under TRAINING: Session 1 date was changed to 2022.
-Under OLD BUSINESS Section F: missing/just a typo.
- III. TREASURER REPORT Linda Luchsinger
A. Finances as of 11/30/21:
1. Savings...\$22,342.25
2. Checking...\$42,757.25
3. PayPal...\$2,767.88
B. Bank account changes:
Sue will set up Lori Jackson, 2022 Treasurer on the bank account.
- IV. MINUTES APPROVAL OF NOVEMBER 1, 2021 BOARD MEETING
Minutes were approved after the following corrections/clarifications:
-under G & P Bereavement MSC \$100 was approved for plants/flowers
Including delivery for a hospitalized member
-under G & P AOCNC MSC \$50 mileage allotment was approved for one carpool driver
-under donation for Linda Wargo's father, it was made to the ambulance corp
(not the fire dept)
- V. BOARD, COMMITTEE & CHAIR REPORT
A. PRESIDENT - Sue Osborn
Welcomed new 2022 Board Members: Lori Jackson - Treasurer and David LeCount - Training Chair
B. VICE PRESIDENT - Sandy Bonifield
Christmas Party next Monday 12/13/2021! Lots of people have signed up including some students as potential new members.
C. MEMBERSHIP - Carol Coawette
-No report
-Lori volunteered to cover membership vouchers for now
D. OFFICE - Mary Ash
-No report/absent
E. TRAINING
1. Next training meeting was tentatively set up for 2/23/21 at 6:30.
2. Session 1 has been set (with additional scent work 1 class and additional puppy class).
3. Session 2 still has openings that instructors could fill.
4. Jyl Wilkinson Status - Sue will touch base with her again end of December. She won't be able to teach until at least Session 2.
5. Club will carry insurance for Donna Goldman's Scent work field trips to Napa Expo.
F. PUBLICITY - Marilane Bergfelt
- continues to post class schedules, info, photos, events and fun items on Facebook
G. BUILDING - Debbie Hilton
-new flea control options were discussed that Debbie had researched
-2 more services were recommended to be called: Silverado and Avalon. Debbie

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will touch base with them and report before making any arrangements.

-Ross Mini concerns were discussed: Parking in front of Building P should be in designated painted slots (otherwise lg. trucks don't have room to pull into the property). Secondly, pet relief lawn by the big fig tree needs to be emphasized with students by Instructors. There was a discussion about using a small sign as a deterrent. Debbie will talk to Ross about that.

H. SUNSHINE - Debbie Hilton

-surgeries noted for Roxann Gracia, Cheryl Meyer and Carol Coawette

VI. OLD BUSINESS

- A. Club insurance documents currently filed in office file cabinet will be moved to safe (by Linda Luchsinger).
- B. Updated CLASS REFUND REQUEST AND CLASS CREDIT VOUCHER forms and procedures submitted by Marilane Bergfelt were approved with one change. New Treasurer will process and file Class Credit Vouchers.
- C. Guidelines and Procedures updates are in progress to be finalized by Committee and Sue Osborn.
- D. Registration Process Committee update
-no report Mary Ash/absent
- E. Instructor Contracts/Judy's Contract
-Sue has received some signed instructor contracts, missing a few.
-new contract for Judy's DOGS CAN DANCE classes was approved.
- F. New COMPLAINT/INCIDENT FORM and procedures submitted by Marilane Bergfelt were approved.
- G. Voucher Reconciliation Status
-Linda has it in progress, doesn't need help to finish.

VII. NEW BUSINESS

- A. Certification of insurance for Sawyer Properties
-Linda to take care of.
- B. Moving forward without a full Board
-Sue asked Board Members about how to split up job responsibilities.
A suggestion was made to make a list of tasks for General Member volunteers and assign a voucher amount for doing each specific task.

VIII. MEETING ADJOURNED...at 8:17PM.

Submitted by Debbie Hilton

Attachment:
Publicity Memo

Date: 12-6-21

From: Marilane Bergfelt

To: 2021 & 2022 NVDTC Board of Directors

RE: Publicity Expenses - for future budgeting

- Expenses tracked for most of 2021.
- All reproduction was done In-House.
- Staples discounts / coupons used as often as possible.
- All expenses in 2021 donated by Marilane.

- a) Printer Ink for colored fliers, posters, etc. Spent \$161.41 w/ coupons for 2 sets
Regularly more than \$100.00 dollars / 3-pack
- b) Colored and white paper – used for fliers Spent \$80.96 w/ coupons
Regularly about \$15.00 / package for colored paper
Regularly more than \$50.00 for box of white paper
- c) Xerox cartridges – used to reproduce fliers and more Spent \$177.48 for 2 cartridges
Regularly more than \$100.00 for a single cartridge
- d) Miscellaneous items NOT tracked include personal office materials already in stock at start of year, painter's tape, protective sheet covers, etc.

Estimated expenses for Publicity is over \$600.00 annually

Other:

- Facebook page is kept current with at least 2 posts each week (this is recommended by nonprofit support sources). Marilane has tracked what type of posts are most successful and found that general and safety information plus humor posts receive the most 'Likes' and 'Shares'.
- Attended webinars about Instagram and online registration computer program – reports sent to 2021 Board. Associated fees covered by Marilane.
- Did not pursue Instagram due to time constraints. Could be useful in future if a volunteer has the time and knowledge of that format.
- Started company listing on Next Door. Until that is verified, published PR and educational information on the site as an individual and linked to NVDTC website.
- Did not spend any funds for boosting Facebook posts or ads in newspaper.