

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

1 of 3

February 12, 2024 at 6:30 PM at NVDTC Clubhouse

I. CALL TO ORDER: ___ 6:30pm _____

II. Call for additions or changes to agenda - none

III. APPROVAL of January 8, 2024 MINUTES—Linda Wargo - approved

IV. TREASURER’S REPORT—Lori Jackson

- A. Business Checking Account: \$12,955.37
- B. Business Savings Account: \$22,367.27
- C. Certificate of Deposit: \$20,741.36
- D. November & December Profit & Loss Statements: 12/31 \$139.37 profit YTD
\$1,054.46 profit

V. BOARD, COMMITTEE, & CHAIR REPORTS

A. PRESIDENT—Linda Wargo

- AB5 Status
 - Instructors – 5, Assistants -3
 - Ms. Golemon is heading up a subcommittee to complete the employment agreement. Board decided potential instructors would have 1 month to review and sign the agreement once it is available.
 - Board discussed whether a separate employee handbook is needed or if the guidelines and procedures would suffice
 - Workers comp insurance payment of \$889.73 approved. Note: Board discussed that when General approved AB5 it was assumed all associated costs were approved.
- Board Goals for 2024
 - Gerry Glantz Service Award review. On Hold awaiting information/suggestions from the 2023 selection committee
 - Other items on board goals addressed elsewhere in the minutes

B. VICE PRESIDENT—Carol Coawette

- 45 Total members as of 2/1/24
- New member voted in tonight: Linda Lydon
- Renewal late voted in tonight: Sharon Leos

C. MEMBERSHIP/VOUCHERS—Carol Coawette/Lori Jackson

- Membership Roster as of February 2024 emailed by Ms. Coawette
- Membership packets updated by Ms. Lori Jackson
- Reminder that all vouchers must be used prior to 12/31/24. The exception is any vouchers given for general meetings and/or Board duties

D. OFFICE—Mary Ash

- Call for volunteers to help in the office especially answering and returning calls and signing people up for classes

E TRAINING—Donna Golemon

Ms. Golemon requested approval to offer AKC FIT Dog classes. She will pay for the required training. Board approved.

- Training Committee to be held February 21, 2023 at 12:30 pm.
- Any classes you would like to see, contact Donna Golemon

F. PUBLICITY

- Rack brochures were updated. 1000 copies made. Thanks to Mary Ash. Request for help in distribution.
- Suggestion made to also distribute Session 3 schedule to various places

G. BUILDING—Karen Jackson

- Karen checking again with complex management about light that is out.
- Insect spraying is \$175 each time. Karen will place following dates for spraying on calendar in office: 3/22 – 1-4pm; 7/26 – 1-4pm; 10/18 – 1-4pm
- Discussion about scheduling deep cleaning of Club when weather warms (May or June)
- Marilane Bergfelt, Linda Wargo & Mary Ash will look for hammers and measuring tape and a bucket for “poop” disposal to donate to the Club.

H. NEWSLETTER/WEBSITE—Sue Osborn

- Deadline for submitting items for the March-April Newsletter is February 22nd.

I. HOSPITALITY

1. Tonight: Marilane Bergfelt and Sandy Bonifield
2. March 11, 2024: Dena Parrish & Anne Stanley

J. SUNSHINE—Debbie Hilton

- Request to send card to Frank, Grandson of Mary Joy Davis who passed away. Long time very active contributor to the Club.

VI. OLD BUSINESS

1. Year End Awards — Linda Wargo

- Everything sent to vendor should be returned by early March

2. Year End Banquet – Sue Osborn

- Sue had a 50% response to survey about the year end banquet.
- Overwhelming response was for a luncheon
- There will be games.
- She will choose the restaurant and is looking possibly at April 6th and an alternate date of April 13
- There are 8-10 volunteers to assist!

3. May Madness – May 13 2024 – Karen Jackson

- Contact Karen with ideas you liked.
- Ok to invite students to come and join the fun (without their dogs)

-
- 4. Luck of the Irish – March 11, 2024 – Debbie Hilton
 - Ok to invite students to come and join the fun (without their dogs)
- 5. Yearly Financial Audit –Mary Ash
 - Audit complete. Thank you, Mary Ash, Sue Osborn and Debbie Hilton.
 - Report will be made to Board & General
- 6. Updates to Guidelines and Procedures (attached) – Linda Wargo
 - #14 regarding instructor pay raises. Marilane Bergfelt objected to the item. After discussion, a committee of Mary Ash Roxanne Gracia and Marilane Bergfelt will convene to re-vamp Section XXX-F

VII. NEW BUSINESS

1. Competition Awards Policy (attached)– Roxann Gracia
 - Roxann reviewed the revamped awards criteria
 - New requirements include:
 - Attending four meetings per year
 - Contributing to the club (a list of ways to accomplish that were presented in the document)
 - Individuals will be required to note their contributions on a revised awards form.
2. Key Policy – Roxann Gracia
 - Roxann Gracia reviewed the revised key policy
 - Change trainer to “instructor” suggested by Marilane Bergfelt
 - Marlane Bergfelt objected to method of communication in presented policy. After discussion, agreement to change to email and phone notice.

VIII. BRAGS

1. Sue Osborn has been fostering 2 very young pups. One just went to forever home.
2. Anne Stanley announced the success of several of Donna Golemon’s scent work students in obtaining “Master” level in the 2023 NACSW Challenge. Thank you, Donna!
3. Anne Stanley announced the Wild Blue Dogs summer camp in Lake Tahoe is open for registration. She has attended and found it to be a fun experience with many different dog related activities.
4. Mary Ash’s Cort received his Novice Trick Dog Title.

IX. MEETING ADJOURNED at 8:02 pm

POLICY SECTION:

XXI.

A. COMPETITION AWARDS

The NVDTC encourages and supports members in participating in AKC sponsored events, as well as other recognized canine organizations. Individual teams are recognized at the end of each calendar year.

REQUIREMENTS CONSIST OF:

1. Current membership in Good Standing in the NVDTC
2. Current Good Standing with the AKC or other Recognized Canine Organization requesting recognition or Award.
3. Attendance of at least 4 General Meetings per Calendar Year.
4. Volunteer in a Club sponsored activity.

Some of the following meet the Requirement for Sponsored activity:

- a.) Serve on BOD
 - b.) Volunteer as an approved Assistant for 1 six week session
 - c.) Chair an activity or serve on a committee pre-approved by the BOD such as:
 - Annual Banquet
 - Annual Awards Coordinator
 - Annual BBQ or Pizza Party or other Festivities
 - May Madness Dog Event
 - March Luck of the Irish Dog Event
 - Christmas PotLuck
 - Booth at Walk for Animals
 - Working on Club Clean up Day
 - d.) Provide Refreshments and Drinks for a General Meeting for 2 meetings. (This requires preparation and \$\$ donation.) (Maximum two people credited per meeting.)
 - e.) Serve as Newsletter/Webmaster
 - f.) Volunteer in the Office for 1 six week session
 - g.) Participate in the Annual Fiscal Audit (Usually 3 people)
 - h.) Any other activity pre-approved by the BOD
5. Submission of the Award Form, desired picture and data, no later than the first General Meeting in January, The form will require the dates and events identifying the Club qualifying sponsored activity as well as the attendance dates of the General meeting. Members requesting the Award are responsible for supplying the required information.

CHANGES AND ADDITIONS
NVDTTC GUIDELINES AND PROCEDURES VERSION 12

- 1.) Section VI-A Revised Text: Cost of a six week session is \$150.00
- 2.) Section VI-C Revised Text: Drop-ins are only allowed in advanced classes, with the instructor's discretion and for a fee of \$30 per class. Vouchers are accepted for drop-in classes.
- 3.) Section VI-D1 Revised Text: \$125 for five week session
- 4.) Section VI-D2 Revised Text \$100 for four week session
- 5.) Section VI-D3 Revised Text \$75 for three week session

- 6.) Section X: DELETE ENTIRE SECTION X AND REPLACE WITH:
X. TRAINING REFERRALS
A listing of outside training referrals is not maintained or endorsed by the NVDTTC. If an instructor makes a referral to a student or an outside party, they are to inform them that the referral is their own opinion and not the club's.

- 7.) Section X-D Revised text: "Drop-ins" are at the instructor's discretion for a fee of \$30 per class. Vouchers are accepted for drop in classes.

- 8.) Section XXIII-B2e Revised Text "Ensures Membership Packages are updated, maintained and that each new member receives one. Membership packet will include links to current NVDTTC Guidelines, Procedures and By-Laws.

- 9.) Section XXIII-D2a2 Revised Text: "Provide or facilitate providing an unapproved copy in person, by mail or email to all board members. At the next board meeting, printed or emailed minutes will be presented to the board for approval at which time corrections can be made. Minutes as approved will be posted online."

- 10.) Section XIV-C Revised text
 1. NVDTTC Classes at \$150/session
 - a. 1 week = \$125
 - b. 2 week = \$100
 - c. 3 week = \$75
 - d. 4 week = \$50
 - e. 5 week = No Refund

 2. Delete all item 2 (a thru e) Specialty Classes

- 11.) Section XXVIII-P Added Text: "Instructors cannot combine unlike classes. Like classes such as GM1 and GM2 can be combined."

- 12.) Section XXVIII-Q Added Text: "Club instructors are not allowed to be a student in

a NVDTTC class they are instructing.”

13.) Section XXVIII-R Added Text: “An instructor is to be removed from active status when they have not taught any NVDTTC sessions for two years. An assistant is to be removed from active status when they have not assisted any NCDTC sessions for two years.

14.) Section XXX - F Added Text: “Pay raises other than what is shown above are subject to review and approval by the Board.”

15.) Section XXIII - D7 Added Text: “Include names of all attendees at both general and board meetings either as part of the minutes, attached file, or filed separately in the office.