

NAPA VALLEY DOG TRAINING CLUB
GENERAL MEETING MINUTES
March 11, 2024 at 6:30 PM at NVDTC Clubhouse

I. CALL TO ORDER: 6:31 pm

II. Call for additions or changes to agenda - None

III. APPROVAL of February 12, 2024 MINUTES—Linda Wargo

A. Approved as written

IV. TREASURER’S REPORT—Lori Jackson

A. Business Checking Account: \$16,727.07

B. Business Savings Account: : \$22,367.45

C. Certificate of Deposit: \$20,817.99

D. January Profit & Loss Statement:

- Loss of \$4,625.17. Due to a cash flow problem with late posting

V. BOARD, COMMITTEE, & CHAIR REPORTS

A. PRESIDENT—Linda Wargo

• **AB5 Status**

- Training Committee provided instructor and assistant employment agreements to board which were approved.
- Donna Golemon is working on standard timecards that will meet needs of bookkeeper and provide an audit trail.

B. VICE PRESIDENT—Carol Coawette

- Forty-nine active members

C. MEMBERSHIP/COUPONS—Carol Coawette/Lori Jackson

- Lori Jackson is working on cleaning up the voucher book.

D. OFFICE—Mary Ash

- Signups started today with ten dogs/handlers signing up for next session classes
- Slow start so we may need to look at some schedule changes for next session.

E TRAINING—Donna Golemon

- Sessions 3 & 4 class schedules are online.
- Sessions 3 & 4 will be testing increasing the class size to 10 for Puppy, Adolescent and GM1 classes.
- New board approved curriculum will begin Session 4. Donna Golemon will set up training sessions for instructors.

F. PUBLICITY

- New rack cards printed. Linda Wargo to research a list of places to deliver rack cards.

G. BUILDING—Karen Jackson

- Spraying happening on March 22

- Club needs to be closed for 2 days for air quality testing. Suggested date was April 19, 20, or 21. Mary Ash to confirm with building manager.
- Karen Jackson volunteered to clean fans and crates with respect to annual cleaning practice.

H. NEWSLETTER/WEBSITE—Sue Osborn

- No report

I. HOSPITALITY

1. Tonight: Dena Parrish & Anne Stanley. Thank you for the delicious treats!
2. April 8, 2024: Pauline Seago, Sara Decrevel and Linda Wargo

J. SUNSHINE—Debbie Hilton

- Get Well Card sent to Lori Jackson

VI. OLD BUSINESS

1. Year End Awards — Linda Wargo - on track
2. Year End Banquet – Sue Osborn
 - Place: La Strada on April 13th for luncheon. Flyer to go out soon.
 - Motion made and passed to provide Sue Osborn with \$150 for incidentals.
 - Motion made and passed for the club to pay for tax and tip for the attendees,
3. May Madness – May 13 2024 – Karen Jackson – nothing to report
4. Yearly Financial Audit (attached) –Mary Ash
 - Thank you, Sue Osborn, Debbie Hilton and Mary Ash, for conducting the audit.
 - Minor suggestions were made for procedural changes.
5. Updates to Guidelines and Procedures
 - Status of subcommittee to revamp Section XXX-F - Instructor Pay Raises. (Mary Ash, Marilane Bergfelt, Roxann Gracia) Subcommittee met and has completed their recommendations. Report tabled to next meeting.
6. Luck of the Irish event – Debbie Hilton
 - Thank you to Debbie Hilton for providing décor, prizes and treats.

VII. NEW BUSINESS

1. Suggestion to have the November meeting be” bring your dog” for Holiday pictures was approved..
2. Suggestion to have a “bring your dog” meeting with Judy Gamet to have fun with musical freestyle was approved.

VIII. BRAGS

1. Karen Jackson and Cole finished their AKC Trick Dog Intermediate title.
2. Donna Golemon and Tarp completed their AKCScent Work Advanced title.
3. Mary Ash and Cort completed their AKC Scent Work Advanced tile.
4. Chris Mayer and Pepper completed their AKC Scent Work Masters Buried and Exterior titles.
5. Don Neimann and RAFA finished their first 3 AKC Scent Work Detective legs in their first three tries..

6. Carol Coawette and Pierre finished their second AKC Detective leg.
7. Carol Coawette and Louis completed some AKC Scent Work Advanced legs.
8. Sharon Leos and Thingamajig completed their AKC Novice Agility Standard title.
9. Marcie Neller and Mia received two first places and one second place in NACSW Elite trials.
10. Roxann Gracia and Tanner Finished their AKC Scent Work Advanced Elite Buried, overall Advanced Elite and Excellent Buried titles.

IX. MEETING ADJOURNED at 7:01 pm to start our Luck of the Irish program.

Submitted by Linda Wargo

Attachment:
2023 Audit Report



NAPA VALLEY DOG TRAINING CLUB

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Napa Valley Dog Training Club Audit Report for Fiscal Year 2023

February 2024

Mary Ash, Debbie Hilton, and Sue Osborn completed audit of the books for 2023 on Sunday, February 11, 2024.

One month from each quarter of bank transactions was randomly selected for an item-by-item comparison. Four bank transactions were randomly chosen for review in all other months.

General Comments:

- 1) Actual Mechanics Bank check register not provided. Instead, photocopies were provided making it hard to track where one month ended and another started because of repeating same sections of months while photocopying
- 2) Where “No receipt,” “No class refund request” or “No invoice” is noted does not necessarily mean they were not turned in.
- 3) In comparison to the last two audits, provided files and documents for the audit of 2023 books was better organized.

Recommendations:

- 1) Keep vendors in their own envelopes or file folders.
- 2) When entering transactions in check register, start each month on a new page.
- 3) Provide the original register not photocopies.
- 4) Make handwriting in check register readable, clear, and legible.

Month-to-Month Review:

January 2023— Review of 4 random transactions

No concerns.

February 2023— Review of 4 random transactions

No concerns.

March 2023— Review of all transactions

Check #405 for \$100 to Karen Jackson for Zio Fraedos deposit— No receipt

April 2023— Review of 4 random transactions

No concerns.

May 2023— Review of all transactions

No concerns.

June 2023— Review of 4 random transactions

No concerns.

Napa Valley Dog Training Club Audit Report for Fiscal Year 2023

February 2024

July 2023— Review of 4 random transactions

No concerns.

August 2023— Review of 4 random transactions

Check #469 for \$125— No Class Refund Request.

September 2023— Review of all transactions

No concerns.

October 2023— Review of 4 random transactions

Check #490 for \$432.00 to Sandy Bonifield— No invoice.

November 2023— Review of all transactions

Check #498 for \$23.10 to Minuteman Press—No invoice.

December 2023— Review of 4 random transactions

No concerns.