

Napa Valley Dog Training Club
General Meeting Minutes
October 13, 2025

Board members in attendance: **Officers** – Linda Luchsinger, President, Adrienne Amdahl – Vice President. **Members at Large** Sandy Bonifield, Debbie Hilton. A list of the 7 General Members in attendance is available in the club office.

The meeting was called to order at 6:38 pm

Treasurer's Report – Adrienne Amdahl for Vange Leonis

Checking \$15,007.90 @ 9/30/25
Savings \$27,372.09 @ 9/20/25
CD \$21,586.80 @ 9/30/25
P&L for September net loss of \$2,539.39. YTD net profit \$4,508.04

A motion was made to approve the minutes from the September 8, 2025 General Membership meeting. The motion was seconded. Aye 11, No 0, Ab 0. Motion passed

Vice President – Adrienne Amdahl

We have 55 registered members for 2025. The 2026 membership forms are available at the club and on the website. Current members can renew now through January 31, 2026. If you renew after January 31st you will need to come to a meeting and be voted back in like a new member.

Shari Newhart presented her new membership form today. A motion was made to vote Shari in as a club member. All voting members present voted Aye. Motion passed.

Office – Sandy Bonifield

Everything in the office is caught up. Session 7 sign-ups are slow. The closing date for session 7 is October 20th.

Training – Linda Luchsinger

The 2026 schedule has been approved. Session 1 and 2 are set. Session 3 and 4 will be set in January 2026.

Publicity – Adrienne Amdahl for Vange Leonis

Our Mountain Mike's Dine and Donate fundraiser raised \$131.18. The guest speaker at our November General Membership Meeting will be Joanne Osburn who is a vet tech working in stem cell technology and will speak on regenerative medicine.

Building – Debbie Hilton

The building management has provided no information on the pipe project that is supposed to happen in December. Our 2026 session 1 will start the 3rd week of January to try and

Accommodate the re-piping project.

Pest control will be spraying on October 31st and the building will be closed

Newsletter – Sue Osborn

Any information for the newsletter needs to get to Sue by the 22nd of the month.

Linda mentioned again the Sue will be retiring from her many jobs that she does for the Club effective December 31st. She is our webmaster, creates our newsletter, maintains our member database among other things. We need people to step up to take on some of these jobs. Attached is a summary of a recent meeting Sue had with the board to detail the jobs she does, the time it takes to do them and how long it would take her to train for these jobs. Please review what jobs are available and if you have any interest, please reach out to a board member. You can email info@nvdtc.org.

Old Business

A new refund and class credit policy that will become effective 1/1/26 was passed at the last board meeting. The new policy was emailed to all members for reference prior to tonight's meeting. Debbie will post the new policy in the office.

Board nominating committee – Sandy Bonifield, Chair and Dena Parrish. Sandy encouraged new (and younger) members to consider joining the 2026 NVDTC Board of Directors. The board is made up of the President, Vice President, Secretary, Treasurer and up to 5 members at large.

Our October 3rd downtown dog walk was fun. Six members participated.

New Business

Linda noted in the coming year we will not be able to put on another scent work trial. She thought maybe we could do a scent work or rally show and go. We are always looking for new ideas for fundraisers.

Meeting adjourned at 7:05 pm

Minutes respectfully submitted by Adrienne Amdahl

Sue Osborn's Notes & Comments from October 10, 2025 Special Board Meeting

For reference, the 2 pages of "NVDTC Roles" handed out at meeting are on the next two pages of this PDF.

Role #1 Databases: Will be advertised in the newsletter and brought up at next general meeting to ask for volunteer. If it is decided not to maintain MailChimp databases, I can download all names in the databases and provide to the board for repurposing to another database manager. Information now sent out to databases can be emailed instead if whoever sends out has a mail program that can handle sending out a large number of emails. This may not work with the student database being it contains a large number of recipients. MailChimp is a free account and currently has almost 2,000 recipients. The limit for a free MailChimp account is 2,000 recipients. To keep it pared down, I have been archiving older addresses a feature inside MailChimp. Archived addresses do not count toward the 2,000 limit.

Role #2 Newsletter & Meeting Announcements: Will be advertised in the newsletter and brought up at next general meeting to ask for volunteer. Newsletter templates can be used and found for free on the internet. I can convert the latest edition of the newsletter to Word if it helps. The newsletter does not have to be as grand as it has been. The club has been receiving a cadillac version and a dodge truck version is just fine. The main focus is to relay club news to the membership. The newsletter as well as meeting avouchments can go out via email rather than through MailChimp.

Role #3 Website: Will be advertised in the newsletter and brought up at next general meeting to ask for volunteer. Looking at making the current desing of the website static and all links to anything that changes will link to a PDF which can be changed. The name of the PDF will always remain the same. This is how the current class and upcoming class scheudles are now set up. I recommend staying with DreamHost which hosts the NVDTC site and also manges the four domains for club: nvdtc.org, nvdtc.com, napadogtraning.org, and napadogtraining.com. Even if another host is used, these domains must be paid for on an annual basis. I am looking into if hositng and domain management has to be in a specific individual's name or if it can be in the name of the Napa Dog Training Club, Inc. To get changed PDFs onto the webiste, someone needs to know how to FTP (file transfer protocol) them into the website. I will show whoever takes this on how to do this. Also someone needs to be assigned to receive bills from DreamHost.

Role #4 Building Group Use : Debbie Hilton will take over.

Role #5 Flyers & Posters: Marilane Bergfelt will continue doing this job with assistance from Vange Leonis and Debbie Hilton.

Role #6: Facebook Will be advertised in the newsletter and brought up at next general meeting to ask for a co-adminstrator as a backup. Marilane is the current adminstrator.

Role #7 Class Selection Sheet: The registration application is currently provided as an online fillable PDF and includes a class sheet fill-in sheet for each session which is created in Word with fillable fields and has to be converted to a PDF out of Word to be added to the two fillable pages of the registration application. This can be convereted to a PDF from Word. Unfortunately Acrobat does not pick up the fillable fields created in Word so they have to be recreated using Acrobat Pro. The club would need to license Acrobat Pro at a set cost per month. Instead, suggestion was to no longer provide the registration application as an online fillable PDF and to make it so it has to be downloaded, printed, and filled out by hand. The complete registration application packet of 3 pages would then be provided as a PDF download.

One other note: I recommend changing info@nvdtc.org to a fully hosted email so anyone who has the user name and password can log into <https://webmail.dreamhost.com> to view info@nvdtc.org emails coming in and respond to them from info@nvdtc.org so responses are not coming from their own personal email address. At this time, I will. be giving the user name and password to Linda Luchsinger. If someone else is appointed to handle info@nvdtc.org. emails, the user name and password can be passed on to them. This can be done through the club's website host, DreamHost.

Sue Osborn
NVDTC Roles — Page 1 of 2 *Version 2*

1. **Manager of both member and student databases - includes sending out related emails**
 - A. **Time needed to accomplish this job:** Up to 4 hours a month.
 - B. **Difficulty Level to learn to do:** Moderate if familiar with working on databases
 - C. **Approximate time needed to learn each job:** 1 to 2 hours.
 - D. **Selling or sharing programs with NVDTC:** Online app; I can share administration information and password(s).
2. **Newsletter & Meeting Announcements editor**
 - A. **Time needed to accomplish this job:** 8 to 10 hours for newsletter sent out odd months and up to 2 hours for meeting announcement sent out on even months.
 - B. **Difficulty Level to learn to do:** Moderate if using a pre-made template. High level of technical skill if continuing the format newsletter is now in.
 - C. **Approximate time needed to learn each job:** 1 to 2 hours if using template or if going with current format
 - D. **Selling or sharing programs with NVDTC:** I can research newsletter templates to share OR I can share the current format of newsletter as a Word document for editing.
3. **Website webmaster and website design (includes posting of minutes and important documents and access to online calendar).**
 - A. **Time needed to accomplish this job:** Up to 5 hours a month.
 - B. **Difficulty Level to learn to do:** High level of technical computer & website skills. WordPress knowledge a huge bonus if continuing the Wordpress format is now in.
 - C. **Approximate time needed to learn this job:** Up to 15 hours or more depending on technical knowledge of assigned webmaster.
 - D. **Selling or sharing programs with NVDTC:** The current website is in WordPress and I will share admin info and password for it or I can research free or low cost website templates that can be used independently or tied into the WordPress version.
4. **Manage building group use**
 - A. **Time needed to accomplish this job:** 1 to 2 hours per each party renting the building.
 - B. **Difficulty Level to learn to do:** Moderate
 - C. **Approximate time needed to learn each job:** 1 to 2 hours
 - D. **Selling or sharing programs with NVDTC:** I can share all current documents used for group use.
5. **Design posters, flyers, and other graphics**
 - A. **Time needed to accomplish this job:** Up to 3 hours a month.
 - B. **Difficulty Level to learn to do:** Moderate if using pre-made templates, high level of graphic design skills if creating original layouts.
 - C. **Approximate time needed to learn each job:** Varies anywhere from 1 to 2 hours if using templates to a full course on how to do graphic design (no way to calculate this in hours).
 - D. **Selling or sharing programs with NVDTC:** With AI, there are many avenues for creating graphics and templates; there are also free templates available for making flyers.
6. **Co-administrator of club's Facebook page**
 - A. **Time needed to accomplish each job:** Up to 1 hour a month.
 - B. **Difficulty Level to learn to do:** Easy to moderate if familiar with facebook setup and parameters
 - C. **Approximate time needed to learn each job:** Time for this depends on how long it would take the current main administrator to teach someone the ropes.
 - D. **Selling or sharing programs with NVDTC:** I can share administration information and password(s) or refer you to Marilane Bergfelt who can set up a co-administrator.

continued on back.

Sue Osborn
NVDTC Roles — Page 2 of 2 *Version 2*

7. Convert Word formatted class selection sheet for reregistration packet to a fill-in PDF

- A. **Time needed to accomplish this job:** Up to 1 hour every 7 weeks.
- B. **Difficulty Level to learn to do:** Moderate - if have access to Acrobat Pro.
- C. **Approximate time needed to learn each job:** Up to 1 hour.
- D. **Selling or sharing programs with NVDTC:** I cannot sell Acrobat Pro to anyone, would have to be purchased from Adobe. Alternative is to provide the class selection sheet as a fill-in Word document online, which may not work for all users.

8. Items beneficial for the board to know for this transition

- A. I am willing to teach anyone interested in learning each job.
- B. The domain names (nvdtc.org, nvdtc.com, napadogtraining.org, & napadogtraining.com) will need to be transferred to someone else whether DreamHost is used for hosting or not.
- C. The current website as it is now set up can be made static with a new easier to manage website from a template that can point to items on the current website that do not change. Items that change can be included on the templated website. Or the entire website can be rebuilt by someone who knows how to do websites or who can build a new website from a template.
- D. Currently info@nvdtc.org emails are sent directly to me and I forward them to the training chair. This email, if it is to remain the same as shown on the current website, needs to be forwarded directly to someone who can answer such emails who is not on Comcast, AOL, Verizon or Outlook.com being these providers are known to block forwarded mail. OR, a fully hosted email can be set up wherein whoever is assigned to answer info@nvdtc.org emails can log in and pick up such emails as well as answer them from info@nvdtc.org.
- E. For reference, I can provide my current Excel spreadsheet file listing most current groups who have used the building showing receipt of checks, insurance coverage, liability releases, etc. Also I have a recommendation regarding signed off liability releases. Ask that they be put into the drop box right at the end of each day an event is held. Groups have been very lax about turning them in and I have been lax in pushing the issue.
- F. I can copy NVDTC files I currently have on my computer system to thumb drive(s) and provide to NVDTC. For documents provided as PDFs, Adobe Acrobat Pro can be used to convert them to Word wherein they can be edited. PDFs can also be edited in Adobe Acrobat Pro however there are limits to what can be edited.
- G. Update IDs and passwords of club accounts for book I have provided to club president.