

# NAPA VALLEY DOG TRAINING CLUB SPECIAL BOARD MEETING MINUTES

May 18, 2020

Page 1 of 3

## I. CALL TO ORDER

- A. President, Linda Luchsinger, called the meeting to order at 6:10 PM.
- B. Board members present: Sandy Bonifield, Carol Coawette, Debbie Hilton, Linda Luchsinger, Stefanie Meinhardt, and Sue Osborn. Absent: Marion Sigel

## II. TREASURER'S APRIL 30th REPORT —Stefanie Meinhardt

- A. Savings: 22,334.68
- B. Checking: 32,625.69
- C. Paypal: 680.54
- D. Loss of 13,309.30
- E. Financial Reports for both March and April are attached

## III. SECRETARY'S REPORT—Sue Osborn

- A. MSC to approve March 2, 2020 Board Minutes.
- B. Notes from March 16, 2020 Emergency Meeting are attached.

## IV. OLD BUSINESS

- A. Open House has been rescheduled for April, 2021.
- B. 50th Anniversary Tote Bags will be given to board members, trainers, and members attending first meeting after COVID-19 limitations are lifted, then handed out to puppy and ado classes followed by good manners classes, and more advanced classes, one per person, until tote bags run out.

## V. NEW BUSINESS

### A. COVID-19 Related Items

#### 1. Financial Situation

- a. Letter to be sent to property owner requesting a 50% reduction in rent for June through December 2020. Draft letter was presented to board members and revised to add the following:
  - i. State that NVDTTC is a non-profit corporation
  - ii. Our income for January to June of this year will be \$35,000 less than what it was for the same period in 2019.
  - iii. The Napa Valley Dog Training Club's Board has adopted a new policy wherein bills must be received prior to payment; this means we no longer accept automatic deductions from our bank account, effective immediately.
  - iv. MSC to send letter to property management by registered mail.
- b. Linda has sent a couple of emails inquiring about receiving a hard copy signed lease agreement. To date, she has not received a response. Since our previous signed lease from 2017 does state, as spelled out in email from property manager, that our lease is set to automatically renew on 05/31/2020 for one additional year at a rate of \$4,288 a month in base rent, NVDTTC is good until next year.
- c. Results for a report on refunds not yet calculated.
- d. To cut down on class payment confusion as to what session payments are for, Sandy has added a line on class payment records to designate this information.

## NAPA VALLEY DOG TRAINING CLUB SPECIAL BOARD MEETING MINUTES

May 18, 2020

Page 2 of 3

### 2. Trainers

Linda reported where trainers stand in regard to starting up classes:

- a. Lea wants to wait until phase 3 of lifting COVID-19 limitations. She also said proper sanitization is important. Marlene and Marilane also want to wait until phase 3.
- b. Donna is willing to conduct classes outdoors.
- c. Judy Gamet is willing to do a soft opening.
- d. Linda Luchsinger is looking at classes with reduced number of students taught in a shorter time period.
- e. Sandy is okay with reduced size classes.
- f. De is looking at online classes, such as evaluating trick dog classes via video submission.
- g. No word from Mary, and Leslie.

### 3. Starting Up Classes

- a. Linda Luchsinger has written to Napa County to ask for permission to start classes, has yet to hear back.
- b. PSI is having a meeting on Thursday regarding COVID-19. If the club does want them to clean the building when they are ready to start, we would have to be flexible as they cannot commit to just cleaning on Monday mornings as in the past.
- c. Linda Luchsinger will send out email for a tentative training meeting on June 3rd at the clubhouse.
  - i. Number one is to hear from the county as club may have to wait until phase 3 before being able to open classes to the community.
  - ii. Training committee members will be asked to start looking at places classes can be held outdoors, for their input on ideas of how to do soft openings, how to handle sanitization, social distancing, and wearing of masks.
  - iii. Training committee members will be asked for input about online training opportunities the club could set up to bring in income.
- d. Board is in favor of using DogBizPro's Roster Style 1 as presented by Sue and Marion.
- e. Sue is willing to schedule classes on Dog Biz Pro once they start up if Donna is unavailable to do so. Sue will contact members who have indicated on their training application their willingness to help with computer work to find someone to take over DogBizPro class scheduling if needed.
- f. Advance time needed before classes reopen is two weeks to a month
  - i. PR is needed to let community know when classes are opening (flyers, facebook, emails, etc).
  - ii. Classes need to be set up.
  - iii. Guidelines for teaching classes to be spelled out for the safety and protection of staff and clients.

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

**May 18, 2020**

**Page 3 of 3**

**4. Voucher Approval**

MSC to give Marilane a \$40 voucher for March/April office work.

**5. Photo Contest**

Sue will promote photo contest as featured in May-June newsletter to public by posting on Facebook.

**6. Bulletin Board and Slat Wall Display**

Debbie has been busy setting up displays for past events and organizing how items (including plaques and certificates) are shown on the slat walls. She is also spearheading getting photos of board members and trainers to display on the slat wall. And she will set up a display for the 50th Anniversary shirts Marion has set up for the club.

**VI. MEETING ADJOURNED** at 8:00 PM.

Respectively submitted by  
Sue Osborn, Secretary

Attachments:

March/April Financial Attachments

Emergency March 16, 2020 Board Meeting Notes

7:06 PM  
04/11/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of March 31, 2020

	<u>Mar 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
101 · Cash - Rabobank	35,019.28
105 · Savings - Rabobank	22,331.93
110 · Paypal Clearing Account	3,238.04
<b>Total Checking/Savings</b>	<u>60,589.25</u>
<b>Total Current Assets</b>	<u>60,589.25</u>
<b>TOTAL ASSETS</b>	<u><b>60,589.25</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	15,978.08
Net Income	-8,360.96
<b>Total Equity</b>	<u>60,589.25</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>60,589.25</b></u>

7:07 PM  
 04/11/20  
 Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison March 2020

	Mar 20	Jan - Mar 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>400 · Class Fees</b>		
401 · Ado Dog	-1,480.00	1,871.80
402 · Puppy	-2,385.00	4,450.00
403 · GM1	-1,807.50	3,257.50
404 · GM2	-792.50	1,207.50
405 · Rally	-318.23	971.77
408 · Scent Work	-695.29	3,494.71
409 · Dog Dancing	0.00	2,045.00
410 · CGC	-677.50	572.50
415 · Trick Dog	-312.50	437.50
418 · Agility	-182.50	567.50
419 · Delightful Distractions	0.00	0.00
<b>Total 400 · Class Fees</b>	-8,651.02	18,875.78
425 · Equipment	212.75	724.00
430 · Dues	35.00	805.00
435 · Miscellaneous	0.00	96.00
440 · Building Rental	175.00	495.00
445 · Donation	0.00	0.50
490 · Class Credit	0.00	-375.00
<b>Total Income</b>	-8,228.27	20,621.28
<b>Cost of Goods Sold</b>		
448 · Instructor Fees	3,916.00	5,397.00
450 · Discounts	-210.00	1,030.80
460 · Vouchers	40.00	2,265.00
<b>Total COGS</b>	3,746.00	8,692.80
<b>Gross Profit</b>	-11,974.27	11,928.48
<b>Expense</b>		
500 · AOCNC	105.00	130.00
503 · Advertising	77.58	99.36
505 · Building		
506 · Repairs & Maintenance	146.92	299.65
507 · Renovation	0.00	296.59
<b>Total 505 · Building</b>	146.92	596.24
510 · Bank Charges	71.15	437.95
513 · Class Supplies	0.00	469.21
515 · Events & Trials		
515a · Scentwork	807.80	807.80
<b>Total 515 · Events &amp; Trials</b>	807.80	807.80
517 · Education	0.00	720.00
530 · Leashes/Collars/Treat Pouches	0.00	547.37
533 · Licenses & Permits	0.00	20.00
535 · Office Supplies	0.00	248.37
537 · Outside Services	312.00	876.00
538 · Postage/PO Box	0.00	152.39
540 · Rent	4,045.00	12,135.00
550 · Toys	0.00	6.44
555 · Storage	119.00	357.00
560 · Telephone	202.64	608.47
575 · Utilities		
575a · Electricity	168.00	464.00
575b · Gas	55.00	85.00
575c · Garbage	40.08	115.01
<b>Total 575 · Utilities</b>	263.08	664.01

7:08 PM

04/11/20

Accrual Basis

## Napa Valley Dog Training Club Profit & Loss by Class March 2020

Ordinary Income/Expense Income	Ado Dog	Agility	CGC	GM1	GM2	Puppy	Rally	Scent W...	Tricks & ...	Unclassi...	TOTAL
<b>400 · Class Fees</b>											
401 · Ado Dog	-1,480.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,480.00
402 · Puppy	0.00	0.00	0.00	0.00	0.00	-2,385.00	0.00	0.00	0.00	0.00	-2,385.00
403 · GM1	0.00	0.00	0.00	-1,807.50	0.00	0.00	0.00	0.00	0.00	0.00	-1,807.50
404 · GM2	0.00	0.00	0.00	-62.50	-730.00	0.00	0.00	0.00	0.00	0.00	-792.50
405 · Rally	0.00	0.00	0.00	0.00	0.00	0.00	-318.23	0.00	0.00	0.00	-318.23
408 · Scent Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-695.29	0.00	0.00	-695.29
410 · CGC	0.00	0.00	-677.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-677.50
415 · Trick Dog	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-312.50	0.00	-312.50
418 · Agility	0.00	-182.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-182.50
<b>Total 400 · Class Fees</b>	<b>-1,480.00</b>	<b>-182.50</b>	<b>-677.50</b>	<b>-1,870.00</b>	<b>-730.00</b>	<b>-2,385.00</b>	<b>-318.23</b>	<b>-695.29</b>	<b>-312.50</b>	<b>0.00</b>	<b>-8,651.02</b>
<b>425 · Equipment</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.75	212.75
430 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	35.00
440 · Building Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00	175.00
<b>Total Income</b>	<b>-1,480.00</b>	<b>-182.50</b>	<b>-677.50</b>	<b>-1,870.00</b>	<b>-730.00</b>	<b>-2,385.00</b>	<b>-318.23</b>	<b>-695.29</b>	<b>-312.50</b>	<b>422.75</b>	<b>-8,228.27</b>
<b>Cost of Goods Sold</b>											
448 · Instructor Fees	320.00	168.00	0.00	704.00	96.00	288.00	352.00	0.00	128.00	1,860.00	3,916.00
450 · Discounts	-40.00	0.00	-20.00	-80.00	0.00	-80.00	0.00	10.00	0.00	0.00	-210.00
460 · Vouchers	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	40.00
<b>Total COGS</b>	<b>280.00</b>	<b>168.00</b>	<b>-20.00</b>	<b>624.00</b>	<b>96.00</b>	<b>248.00</b>	<b>352.00</b>	<b>10.00</b>	<b>128.00</b>	<b>1,860.00</b>	<b>3,746.00</b>
<b>Gross Profit</b>	<b>-1,760.00</b>	<b>-350.50</b>	<b>-657.50</b>	<b>-2,494.00</b>	<b>-826.00</b>	<b>-2,633.00</b>	<b>-670.23</b>	<b>-705.29</b>	<b>-440.50</b>	<b>-1,437.25</b>	<b>-11,974.27</b>
<b>Net Ordinary Income</b>	<b>-1,760.00</b>	<b>-350.50</b>	<b>-657.50</b>	<b>-2,494.00</b>	<b>-826.00</b>	<b>-2,633.00</b>	<b>-670.23</b>	<b>-705.29</b>	<b>-440.50</b>	<b>-1,437.25</b>	<b>-11,974.27</b>
<b>Net Income</b>	<b>-1,760.00</b>	<b>-350.50</b>	<b>-657.50</b>	<b>-2,494.00</b>	<b>-826.00</b>	<b>-2,633.00</b>	<b>-670.23</b>	<b>-705.29</b>	<b>-440.50</b>	<b>-1,437.25</b>	<b>-11,974.27</b>

1:28 PM  
05/03/20  
Accrual Basis

**Napa Valley Dog Training Club**  
**Balance Sheet**  
As of April 30, 2020

	<u>Apr 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101 · Cash - Rabobank	32,625.69
105 · Savings - Rabobank	22,334.68
110 · Paypal Clearing Account	680.54
<b>Total Checking/Savings</b>	<u>55,640.91</u>
<b>Total Current Assets</b>	<u>55,640.91</u>
<b>TOTAL ASSETS</b>	<b><u>55,640.91</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
300 · Equity	52,972.13
32000 · Unrestricted Net Assets	15,978.08
Net Income	-13,309.30
<b>Total Equity</b>	<u>55,640.91</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>55,640.91</u></b>

1:28 PM  
05/03/20  
Accrual Basis

## Napa Valley Dog Training Club Profit & Loss YTD Comparison April 2020

	Apr 20	Jan - Apr 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
400 · Class Fees		
401 · Ado Dog	0.00	1,871.80
402 · Puppy	-57.50	4,392.50
403 · GM1	0.00	3,257.50
404 · GM2	0.00	1,207.50
405 · Rally	0.00	971.77
408 · Scent Work	335.00	3,829.71
409 · Dog Dancing	0.00	2,045.00
410 · CGC	0.00	572.50
415 · Trick Dog	0.00	437.50
418 · Agility	0.00	567.50
419 · Delightful Distractions	0.00	0.00
<b>Total 400 · Class Fees</b>	<b>277.50</b>	<b>19,153.28</b>
425 · Equipment	8.00	732.00
430 · Dues	0.00	805.00
435 · Miscellaneous	0.00	96.00
440 · Building Rental	0.00	495.00
445 · Donation	0.00	0.50
490 · Class Credit	0.00	-375.00
<b>Total Income</b>	<b>285.50</b>	<b>20,906.78</b>
<b>Cost of Goods Sold</b>		
448 · Instructor Fees	0.00	5,397.00
450 · Discounts	28.80	1,059.60
460 · Vouchers	140.00	2,405.00
<b>Total COGS</b>	<b>168.80</b>	<b>8,861.60</b>
<b>Gross Profit</b>	<b>116.70</b>	<b>12,045.18</b>
<b>Expense</b>		
500 · AOCNC	0.00	130.00
503 · Advertising	0.00	99.36
505 · Building		
506 · Repairs & Maintenance	0.00	299.65
507 · Renovation	0.00	296.59
<b>Total 505 · Building</b>	<b>0.00</b>	<b>596.24</b>
510 · Bank Charges	0.00	437.95
513 · Class Supplies	0.00	469.21
515 · Events & Trials		
515a · Scentwork	0.00	807.80
<b>Total 515 · Events &amp; Trials</b>	<b>0.00</b>	<b>807.80</b>
517 · Education	0.00	720.00
530 · Leashes/Collars/Treat Pouches	0.00	547.37
533 · Licenses & Permits	0.00	20.00
535 · Office Supplies	18.28	266.65
537 · Outside Services	312.00	1,188.00
538 · Postage/PO Box	54.75	207.14
540 · Rent	4,045.00	16,180.00
550 · Toys	0.00	6.44
555 · Storage	119.00	476.00
560 · Telephone	202.64	811.11
575 · Utilities		
575a · Electricity	132.00	533.00
575b · Gas	46.00	194.00
575c · Garbage	40.08	155.09
<b>Total 575 · Utilities</b>	<b>218.08</b>	<b>882.09</b>
580 · Special Events		
580a · Awards Dinner	0.00	267.08
580b · Open House	0.00	227.35
580d · Various	28.05	613.85

1:27 PM  
 05/03/20  
 Accrual Basis

**Napa Valley Dog Training Club**  
**Profit & Loss by Class**  
 April 2020

	<u>Puppy</u>	<u>Scent W...</u>	<u>Unclassi...</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>400 · Class Fees</b>				
402 · Puppy	-57.50	0.00	0.00	-57.50
408 · Scent Work	0.00	335.00	0.00	335.00
<b>Total 400 · Class Fees</b>	-57.50	335.00	0.00	277.50
<b>425 · Equipment</b>	0.00	0.00	8.00	8.00
<b>Total Income</b>	-57.50	335.00	8.00	285.50
<b>Cost of Goods Sold</b>				
450 · Discounts	0.00	28.80	0.00	28.80
460 · Vouchers	0.00	140.00	0.00	140.00
<b>Total COGS</b>	0.00	168.80	0.00	168.80
<b>Gross Profit</b>	-57.50	166.20	8.00	116.70
<b>Net Ordinary Income</b>	-57.50	166.20	8.00	116.70
<b>Net Income</b>	<b>-57.50</b>	<b>166.20</b>	<b>8.00</b>	<b>116.70</b>

For the record  
Carol Coawette was at the meeting.

Sent from my iPhone XS

On Mar 17, 2020, at 11:58 AM, lindyckrs@aol.com wrote:

We had a small meeting last night. In attendance was Linda Luchsinger, Lea Ronald, Marilane Bergfelt, Marion Siegel, and Stefanie Meinhardt

All classes have been canceled until further notice. We are refunding the last 3 weeks of student fees for session 2. Students who paid with vouchers will be refunded 1/2 of the fees regardless of paying with cash or vouchers. Trainers, please call your students to let them know if you have not done so already.

Session 3 is canceled as of this moment. If things calm down, we will begin a new class.

Trainers please turn in your bills to Stefanie for the first 3 weeks of session 2

We are asking Sue Osborn to update the website so people can see when we are back up and running

We are asking Donna to close session 3 down and will refund the students. So far its all paid with Paypal and Stefanie will take care of the refunds.. I will send a separate email to Donna & Sue

Trainers: Please email Carol to let her know who are your class assistants and how many weeks did they assist you. clc222@comcast.net

Pat White has canceled her classes

Judy Gamet will be doing online classes

Stefanie Meinhardt will be doing her class outside at Astro Agility.

We will continue to monitor this regularly and call a trainer/board meeting to reschedule the training year when it is appropriate. Stay safe everyone

Linda