

**NAPA VALLEY DOG TRAINING CLUB
TRAINING COMMITTEE MEETING NOTES**

June 15, 2021

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I. CALL TO ORDER

- A. Marilane Bergfelt called the meeting to order at 6:07 PM.
- B. Attendees: Mary Ash, Marilane Bergfelt, Sandy Bonifield, De Brilz, Carol Coawette, Donna Golemon, Vange Leonis, Kim Leslie, Linda Luchsinger, Cheryl Meyer, and Sue Osborn.

II. From the President, Sue Osborn:

A. Reminders to Instructors & Assistants

- 1. Instructors: As stated in your contract, you are responsible for the following:
 - a. Making sure you have the necessary number of qualified assistants for each class, and that all assistants are aware of the lesson plans and actively participate in the class using approved training methods.
 - b. Ensuring class paperwork is complete and accurate. This includes; having complete client contact information, payment confirmation, proof of vaccination and a signed liability waiver by all persons working pets on the training floor.
 - c. —make sure crating and training areas are clean and ready for the next class.
 - d. When a substitute instructor is needed, the instructor of record should communicate with the Training Committee Chairman* prior to the class date. In cases of illness or emergency, the instructor of record may ask the substitute instructor to communicate with the Training Committee Chairman* directly.

**Note: Being there is no Training Committee Chairman appointed at this time, communicate with the president.*

2. Assistants:

As stated in club's Guidelines and Procedures, Section XXV, Role of Assistants:
Arrange for a substitute in the event of absence.

B. Instructors are encouraged to come up with creative ways to bring students on as members of the club.

- 1. For example Judy Gamet is paying each of her students who sign up in one of her classes \$20 once they are approved as member. She has already brought one member on board with her offer and expects several more to take her up on this generous offer!
- 2. De volunteered to post information of interest on a dry erase board in the training area to help encourage students to become members. Postings will include current general meeting date. Placement of dry erase board to be coordinated with building chair, Debbie Hilton.

C. Due to inconsistencies, refund and class credit voucher procedures will be going to board for review—last update was done in 2014.

III. Maximum / minimum number of students

- A. Due to misinformation given to two instructors by the president regarding teaching classes with less than 4 students in session 4 and classes starting next week, five attending board members (meeting invite was sent to instructors and assistants only) voted in

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favor of making an exception for the two classes to be held, this after a motion to make the exception was passed by training committee as a recommendation to the board.

- B. Not everyone on the training committee agrees the minimum number of 4 students (as passed at April 2021 board meeting) should be changed. For anyone who feels differently, the suggestion was made to write a note to the board. Sue asked such notes be sent to the board a week before the July 5th board meeting.
- C. As a recommendation to board, training committee is in favor of the maximum number of students to remain at eight students until the end of the year—MSC.

IV. Class Scheduling — Donna

- A. **Session 5** starts the week of August 9th: Most classes have instructors signed on. Saturdays are still open and there is room for specialty classes. A number of assistants are stepped up to help out in classes and are shown on the schedule. Instructors are to let Donna know, if not yet determined, who their assistants will be, how many weeks classes will be taught in conjunction with labor day weekend and, in the case of advanced/specialty classes, number of maximum students. Deadline to finalize session 5 schedule is Tuesday, June 22nd so as to post online, email students, and to have available at the clubhouse in advance of registration opening on July 5th.
- B. **Session 6** starts the week of September 27th: Most spots are filled. There is room for specialty classes. Saturday classes are in place.
- C. **Session 7**, a four -week session, starts the week of November 8th. Donna took a survey of Instructors for availability. For the most part, advanced classes are set. Setting of beginning classes will be determined later.
- D. Donna will update schedules, which will be attached to these training meeting notes.**

V. Status of vouchers and discounts for classes

- A. Recommendation by training committee is to leave voucher amounts as they currently stand.
- B. Recommendation by training committee is not to reinstate discounts for seniors, juniors, and multiple classes, discounts that were discontinued because of financial losses due to COVID-19. In place of these discounts, a discount of \$10 is being recommended to the board by the training committee to be given to members only for each class they enroll in, regardless of the number of weeks a class is scheduled to run, beginning in Session 6, 2021—MSC. This \$10 discount is a reward to our members and can also encourage students to become members. Both Mary and Donna are on board to track use of discount.

VI. Assistant substitution policy

- A. MSC with one no vote to recommend to the board to continue compensating assistants for each day they assist in a class (in one session), whether it is a class they signed on to assist in a session or for a class they are filling in for another assistant. Note: No vouchers

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are given for assisting only one time in a session.

- B. Carol came up with providing forms on boards for each class at the end of each session to be filled in with assistant's name or names for each day the class has an assistant. Training committee is recommending the board implement Carol's forms.

VII. Student rollovers

Recommendation to board is to allow rollovers to next session in situations wherein, in special circumstances, student is unable to take a class he/she signed up to take. Rollovers are only granted before first class (in lower level classes) to students who have already made payment and provided shot records. Note: Rollovers do not need to go to Board for approval. Registrar will handle.

VIII. Review of revised registration guidelines

Only change is to eliminate second bullet point under "Rollovers" on both the general and instructor sets of guidelines. Registration guidelines will be sent to board for review and approval.

IX. Review of chart showing class procedures

Only possible change is in the lower left orange box to statement about setting class time to 30 minutes, whether it will be included or reworded or left out entirely will be taken to Board.

X. Flexibility in Class Offerings Proposal — Marilane

After presenting proposal about combining approved classes to come up with new classes that do not need to be approved, training committee recommended Marilane forward the proposal (with changes suggested by the committee) to Board for review and approval—MSC. Changes: Add verbiage about once a combined class is created, background information such as class description, prerequisites, and number of students is to be determined.

XI. MEETING ADJOURNED at 8:55 PM.

Submitted by Sue Osborn

Attachments:

Session 5, 6, & 7 schedules, updated by Donna 6/16/21

Session 5: August 9 – Sept. 18

Weeks: 6 weeks

Monday	Class	Instructor	Class Size**	Assistant(s)	Comments
9:00 am	Scent Work 4	Donna		No assistants	No Class Sept. 6 Labor Day
10:00 am	Scent Work 5	Donna		No assistants	No Class Sept. 6 Labor Day
11:00 am	Scent Work 4	Donna		No assistants	No Class Sept. 6 Labor Day
12:30 pm	Scent Work 3	Donna		No assistants	No Class Sept. 6 Labor Day
1:30 pm	Scent Work 3	Donna		No assistants	No Class Sept. 6 Labor Day
2:30 pm	Scent Work 2	Donna		No assistants	No Class Sept. 6 Labor Day
6:00 pm	Scent Work 5	Donna		No assistants	No Class 8/9, 9/5 or 9/13
Tuesday					
10:00 am	Good Manners 1	Mary		Carol	Kim not available this session
11:00 am	Good Manners 2	Mary		Carol	
3:30 pm	Private Coaching – DCD	Judy		No assistants	
4:30 pm	Musical Rally/Inter Freestyle	Judy		No assistants	
5:30 pm	Freestyle Drill Team	Judy		No assistants	
6:30 pm	Better Heeling with Music 2	Judy		No assistants	
Wednesday					
10:00 am	Puppy	Marilane		Sue	
11:00 am	Adolescent Dog	Marilane		Cheryl	
5:30 pm	Puppy	Lea			
6:30 pm	Puppy	Lea			
7:30 pm	Adolescent Dog	De		Carol	9/15 Lea or Donna cover
Thursday					
10:30 am	Rally – All Levels	Mary		No assistants	
11:30 am	Rally -	Mary		No assistants	
5:00 pm	Rally - Novice	Mary		No assistants	
6:00 pm	Rally - Novice	Mary		No assistants	
7:15 pm	Agility	Stefanie			
Friday					
6:00 pm	Good Manners 1	Linda			5 Wk. session no class 9/3
7:00 pm	Good Manners 2	Linda			5 Wk. session no class 9/3
Saturday					
	No Classes				Vange unavailable this session

**Class Size, standard size for that class unless stated here

Registration Opens: July 5

Registration Closes: July 19

Payments Due: July 26

Session 6: Sept. 27 – Nov. 6

Weeks: 6 weeks

Monday	Class	Instructor	Class Size**	Assistant(s)	Comments
9:00 am	Scent Work 4	Donna		No Assistant	
10:00 am	Scent Work 5	Donna		No Assistant	
11:00 am	Scent Work 4	Donna		No Assistant	
12:30 pm	Scent Work 3	Donna		No Assistant	
1:30 pm	Scent Work 3	Donna		No Assistant	
2:30 pm	Scent Work 2	Donna		No Assistant	
6:00 pm	Scent Work 5	Donna		No Assistant	No class 10/11 – 5 wks
Tuesday					
10:00 am	Good Manners	Sandy		Carol	
11:00 am	Good Manners	Sandy		Carol	
3:30 pm	Private Coaching – DCD	Judy		No Assistant	
4:30 pm	Musical Rally/Inter Freestyle	Judy		No Assistant	
5:30 pm	Freestyle Drill Team	Judy		No Assistant	
6:30 pm	Learning Freestyle Moves 1	Judy		No Assistant	
Wednesday					
					De unavailable this session
9:00 am	Puppy	Sandy		Sue	
10:00 am	Puppy	Sandy		Sue	
11:00 am	Adolescent Dog	Sandy		Cheryl	
Noon	Adolescent Dog	Sandy		Cheryl	
5:30 pm	Puppy	Lea			
6:30 pm	Adolescent	Lea			
Thursday					
10:30 am	Rally – All Levels	Mary		No Assistant	
11:30 am	Rally -	Mary		No Assistant	
5:00 pm	Rally - Novice	Mary		No Assistant	
6:00 pm	Rally - Novice	Mary		No Assistant	
7:15 pm	Agility	Stefanie			
Friday					
Saturday					
					Vange unavailable this session
10:00 am	Puppy	Mary		Marilane	
11:00 am	Adolescent	Mary		Marilane	

**Class Size, standard size for that class unless stated here

Registration Opens: Aug. 23 Registration Closes: Sept. 6 Payment Due: Sept. 13

Session 7: Nov. 8 – Dec. 11

Weeks: 4 weeks

Monday	Class	Instructor	Class Size**	Assistant(s)	Comments
9:00 am	Scent Work 4	Donna			2 Week Session 11/8 and 15
10:00 am	Scent Work 5	Donna			2 Week Session 11/8 and 15
11:00 am	Scent Work 4	Donna			2 Week Session 11/8 and 15
12:30 pm	Scent Work 3	Donna			2 Week Session 11/8 and 15
1:30 pm	Scent Work 3	Donna			2 Week Session 11/8 and 15
2:30 pm	Scent Work 2	Donna			2 Week Session 11/8 and 15
6:00 pm	Scent Work 5	Donna			2 Week Session 11/8 and 15
Tuesday					
am	Good Manners				Kim and Sandy unavailable
am	Good Manners				
pm					
3:30 pm	Private Coaching – DCD	Judy			
4:30 pm	Musical Rally/Inter Freestyle	Judy			
5:30 pm	Freestyle Drill Team	Judy			
6:30 pm	Freestyle Moves 2	Judy			
7:30 pm					
Wednesday					
am	Puppy				
am	Puppy				
am	Adolescent Dog				
am	Adolescent Dog				
6:00 pm	Puppy	De			
7:00 pm	Adolescent Dog	De			
Thursday					
10:30 am	Rally – All Levels	Mary			
11:30 am	Rally -	Mary			
5:00 pm	Rally - Novice	Mary			
6:00 pm	Rally - Novice	Mary			
7:15 pm	Agility	Stefanie			
Friday					
6:00 pm	Good Manners 1	Linda			
7:00 pm	To be Determined	Linda			
Saturday					
	To be Determined	Vange			
	To be Determined	Vange			

**Class Size, standard size for that class unless stated here

Registration Opens: Oct. 11 Registration Closes: Oct. 25 Payments Due: Nov. 1