

# NVDTC Training Committee Meeting

February 21, 2018

Meeting called to order at 6:30pm. Dinner was provided by Marilane and Sandy, with goodies by Tandi and De.

Attendance: Mary Ash, Sandy Bonifield, De Brilz, Carol Coawette, Maria Giaccio, Donna Golemon, Kim Leslie, Vange Leonis, Linda Luchsinger, Lea Ronald and Marilane Bergfelt.

## Board Updates

- Annual Instructor Contracts have been signed and copies made for individuals. (Marilane has copies at tonight's meeting).
- Approval to purchase \$250 maximum - Versatile Kennel's 'Courtyard Kennel' for Puppy Playtime Playpen. Thank you Donna for researching and purchasing. Also thanks to Tandi & Stefanie for helping find options.

*Update since meeting (3-27-18): All contracts have been returned to individuals and playpens purchased.*

## Reminders

1. Quarter page, colored promotional fliers are in the top drawer of the training floor filing cabinet. Please put on Week 1 / Orientation clipboards and, if possible, the last week of class / Review clipboards.
2. Puppy, Adolescent Dog & Good Manner 1 – Repeated Clients  
Owners and dogs who have completed a number of entry level classes should be encouraged to take intermediate classes, designed for mid-level handlers and their dogs. This will help them practice basic skills in a new way. These classes include: body awareness, freestyle, tricks & games, etc.
3. NVDTC is accepting donations for Napa Humane – year round. Please mention this to classes, as some owners may have items they no longer need.

## Old Business

- a. Thank you Marlene and Kim for spraying the training floor each week.
- b. Decisions made by Board and General Membership in 2017 (as recorded in the meeting minutes) need to be included in the Club Guidelines and Procedures. Marilane has on her To Do List.
- c. Donna and Linda have spoken to the insurance company in recent years to clarify our policy, specifically activities and classes offered in public settings. Unfortunately there is no written materials to back up these communications. Donna offered to email the insurance company and get information in written form for club's permanent file.
- d. Donna shared her updated outline for Puppy & AdoDog classes. This draft reflects the subcommittee's earlier meetings. Training Committee agreed that Mary, Sandy, Kim and Lea should try to use the outline in Session 2. Donna will email instructors with pages. Feedback is appreciated by all staff helping teach these classes.
- e. Club Renovations – Work continues with contractor Karl Luchsinger and Marilane, working on behalf of the club. To continue work later in year:
  - Marilane will create a Bid List / Outline for interested parties.
  - Mary, Carol and De might have people who would be interested in the work.
  - More help on this project is needed from membership.

- f. Club Cleaning (over winter break) – Thank You to everyone who helped! Specially Maria, Linda and others for taking items home to clean.
- Moving forward office support and training staff are asked to pick up after themselves and students. It is appreciated that crates, shelves, counter tops, etc are kept clean.
  - Sheets and towels used by students or found loose in the building will be placed in a laundry hamper. Staff will take turns taking home to clean and return.

*Update since meeting (3-27-18): Donna emailed Puppy and AdoDog outlines to staff in prep of Session 2. Interior walls were completed and construction materials removed before the start of Session 2. Laundry hamper has been labeled and placed in the office for class sheets / towels.*

### **New Business**

1. The training staff recommend the club cancel Session 5 to have construction work completed. This is in agreement with the Board's interest in moving forward with Building Updates over the summer months.
2. Per Board's meeting with Ross Mini a few weeks ago, there can be no parked cars outside our entry unless dropping off or picking up.
3. Trick Title event planned for May 14, 2018 General Meeting – committee discussed ways to support event and encourage members / students to participate. They requested:
  - a. The event will be limited to 20 teams.
  - b. Sign up sheet and written support information be created. These will be at the next general meeting and offered to classes.
  - c. Members who are CGC Evaluators help with the event.
4. Training Staff is the Front Door to the club. Staff's ongoing work to promote the club, classes and activities is important. Reaching out to new members at meetings and club sponsored events is vital.
5. Committee set a DRAFT version of Session 4 and 5. Marilane will type up and send to instructors for additional input. The group hopes to offer some Happy Tails Classes again this summer.

*Update since meeting (3-27-18): Marilane made sign up pages and written support for Trick Title Event in May. She contacted members who are CGC evaluators for the 5-14-18 event via email. Marilane sent the draft versions of Session 4 & 5 to instructors via email.*

Meeting adjourned at 8:45pm

Submitted by Marilane Bergfelt, NVDTTC Training Chair