

NVDTC Training Committee

Notes from meeting on October 24, 2018

Meeting called to order at 6:35pm

Attending: Donna Golemon, Linda Luchsinger, Carol Coawette, Stefanie Meinhardt, Vange Leonis, Marlene Soldavini, Sandy Bonifield, Mary Ash, De Brilz, Maria Giaccio, Sue Osborn, Cheryl Meyers, Lea Ronald and Marilane Bergfelt.

Reminders:

- a) 2019 Instructor Contracts will be emailed to staff in November. These will need to be signed and returned before the end of the calendar year.
- b) To be reimbursed for attending a seminar / workshop / other – staff must first approach the Board for approval prior to the event. Required information and process is outlined in the club's Guidelines and Procedures. (FYI: Instructors are allowed up to \$200 annually and assistants up to \$100 annually for 'professional development').

Old Business:

- New name tags have been made.
- Online Registration - Request for registration forms (formally posted on the club's website) to be assessable to late registrations adding prior to the first night of class. Sue and Donna continue to work on details.
- Students continue to forget items and we are using new 6'leather leashes and collars from our office. Staff agreed to create a 'lending supply' that would have donated leashes, collars / harnesses / head halters for student use during classes. Stefanie volunteered to organize – thank you!
- Mary will connect with Pet Food Express management and learn what equipment they stock continually and if new training items are coming in that might be helpful to owners.
- Marilane needs to set a meeting to review proposed Puppy & Adolescent Dog revised format used for the past few sessions. She will connect with Sandy, Donna, Lea, De, Maria, Cheryl, and Carol via email.

New Business:

- 1) Committee agreed to meet quarterly in 2019. Selected dates are Wednesdays – February 20, May 29, July 24 and October 23, at 6:30pm
- 2) Sessions 2 & 3, 2019 were set. Marilane will send final draft to instructors for their review before sending onto Sue.
- 3) Committee Reviewed Proposed Scent Work – Handler Discrimination class. Recommendation will be sent to the Board to approve the class.
- 4) Vange and De will work on Sessions 4 & 5, 2019 so club can offer Happy Summer Tails classes again. Approved classes (used in 2017) are in binder in office; Marilane also has examples of schedules and PR samples.
- 5) Vange, Marlene and Mary will review Canine Good Citizen (CGC) options and consider if our club can expand classes, activities and offer more 'titles'.
- 6) Linda will connect with Napa Park and Recreation Department to see if our club can offer classes in other locations.
- 7) Committee created a list of responsibilities via worksheet provided at the meeting. Attached is the final version provided to the Board for approval.
- 8) Private trainer possible Reactive Rover classes - tabled (again)

Meeting was adjourned at 8:40pm

Submitted by Marilane, Training Chair

NVDTC Training Committee – Role and Responsibilities

(Revised per committee input for submittal to Board)

NOTES: Committee is headed by Training Chair.
 Committee & Chair report to the NVDTC Board.
 Board reviews recommendations before Approval.

Classes -

- Set training schedules
- Create / update lesson plans
- Find ways to improve current classes
- Create new classes
- Stay current on safe techniques for training companion dogs
- Review class effectiveness / success

Staff -

- Make recommendations on staff to Board. This includes new assistants and instructors, plus current staff moving into new roles.
- Mentor new staff &/or staff working in a new capacity
- Review staff effectiveness – develop ways to improve
- Find educational options and share with staff: online, seminars, workshops, etc.

Equipment & Materials –

- Research training equipment and suggest equipment options
- Find local places that carry suggested items for owners
- Review written materials annually to ensure they are still useful
- Find new written materials for student needs
- Communicate with Board regarding equipment maintenance.

Customer Service –

- Welcome owners and pets.
- Remind classes about upcoming events, club meetings and classes.