

Napa Valley Dog Training Club Training Committee Meeting

May 29, 2012
(Corrected 6-6-12)

Meeting called to order at 6:40pm by Sandy Bonifield.

Attending: May Ash, Marilane Bergfelt, Laura Ecklin, Kelly Finn, Linda Luchsinger, Lynda Rhyno, Lea Ronald, Teresa Russell, and Jim Spiva.

OLD BUSINESS

Approved Instructor List - Update:

Marlene Soldavini has requested her name be removed from the NVDTTC Approved & Specialty Instructors master list. Marilane will make this change and send the updated files to Sandy and Lynda Rhyno. For historical purposes and incase Mar can return to teaching classes, it is noted that she was approved to teach Good Manners 1 & 2, Canine Good Citizen and Rally.

Instructors - Time Off:

Sandy again asked instructors for the times they would like a break from training classes. A few instructors are now on break or only recently told Sandy of their 'time off'. Other instructors have adjusted [their](#) breaks to cover classes. Once again Sandy has requested all instructors email her asap to let her know when they'd like a break so everyone can stay fresh.

Lynda Rhyno will take time off starting Session 6 for foot surgery.

Reducing Class Size (revisited):

Laura would like to start another Beginner Jumpers (starting level to agility) and requested that she be allowed to [deviate](#) from the new '12 student per class' maximum. Laura requested that agility be allowed to continue to open entry level classes [per the old guidelines of a 16 students per class maximum](#), noting the drop out rate after the first couple of sessions is high.

The committee agreed that agility could be an exception to the new "12 student per session" confirmed by the NVDTTC board a few months prior. [\[Board approval June 4, 2012\]](#)

NEW BUSINESS

The following two items address concerns about the new 12 Student Limit per Class. During recent (Session 3, 2012) beginning classes, not all clients who signed up for the classes attended. This made classes under the 12 dog limit. In each case people were turned away who might have been able to participate. Committee discussed how to help keep classes full without putting too much burden on the office. After an extended discussion it was agreed that:

Class Waiting List(s): [\[Board approval June 4, 2012\]](#)

- Each class would have 12 slots on the class sign up page, plus 2 'waiting' slots.
- Clients in the 2 extra slots would be told that if anyone who signed up in the 12 assigned slots did not attend Orientation (first night) &/or previously provide paperwork and payment to the instructor (see next New Business item) *THEN* the extra clients would be given those slots in the class. [Those on the waiting list need to attend orientation and will be notified at that time if they are enrolled in the class.](#)
- There will be a separate "waiting list" for Puppy, Adolescent Dog & Good Manner 1 for each session. These would be names of people beyond the 14 names kept on the class lists. Should advance/specialty classes cancel - - then an additional beginning class could be slotted in with these names. This list might also help fill classes for the following session.

Clients Missing Orientation:

- Clients missing the first night of beginning classes (Puppy, Adolescent Dog / Good Manners 1) **must** provide registration paperwork and payment to the instructor BEFORE first night Orientation. This will ensure **their** slot is kept open for the class.
- It will be the instructor's responsibility to **approve orientation absences** and ensure registration paperwork and payments received are logged in with the club office, and that the client receives the "orientation" information separately (as best the instructor can).

Instructor Approval:

Mary Ash requested Jim Spiva be considered as a Canine Good Citizen (CGC) instructor. There was no discussion.

Recommendation: The committee recommends that Jim be approved as an instructor for CGC. Vote – 9 yes, one abstention. **[Board approval June 4, 2012]**

Addition:

Current approved CGC instructors are: Mary Ash, Sandy Bonifield, Laura Ecklin, Linda Luchsinger, Teresa Russell, and Joy Wood.

Assistants - Updates:

There have been some updates to the guidelines for assistants. Laura requested any changes be sent to Sue Osborn and be incorporated with existing written club materials. Sandy will verify this is done.

Provisional Status:

New assistants must first be mentored under the supervision of a current / skilled assistant without a voucher. This standard has been clarified to include:

- Assistants helping teach classes will need to complete their 'provisional' for one session of Puppy **and** Adolescent Dog **or** Good Manners 1 (for a total of 2 provisional sessions). Once he/she has acted as provisional assistant, they can help with classes and receive a voucher.
- Good Manners 2 and above do not require current assistants to participate in a 'provisional' session. It is assumed those helping teach classes at these levels are skilled and they will receive a voucher for their efforts.

Written Recommendation for Assistants:

There was a discussion on how potential / interested members might be considered for assistants. Over the years it has differed from someone simply presenting the name of a potential assistant to the committee – to – requesting the potential assistant submit something in writing. After a discussion it was agreed that from this point forward:

- Individuals interested in becoming assistants would submit a "Letter of Introduction" to the training committee (most likely via the Training Committee Chairperson). This letter would include: classes they have taken both at the NVDTTC and other locations, their dog training experience, and what they like about training dogs.
- Committee members will be allowed to review this letter and give their recommendation to the Training Committee Chair &/or at a training committee meeting.

Assistants Approval:

Mary requested that Heather Kearn be approved as a Rally Assistant. Heather is currently approved for Puppy (under the old format) Adolescent Dog and Good Manners 1. Heather has taken multiple rally and rally-type classes and currently competes with her dog.

Jim recommended Laurie Morris and Anne Moya for Good Manners 1 assistants. Both have trained with the club and are known by a few of the trainers. Jim will ask both ladies about their interest asap. If they want to be considered they will write a Letter of Introduction, which Jim will ensure is forwarded to the training

committee via email. Based on the response by the instructors to Sandy – she will make a recommendation to the board directly. [\[Board approval June 4, 2012\]](#)

Recommendation: The committee recommends that Heather be approved as an assistant for Rally. All committee members approved. [\[Board approval June 4, 2012\]](#)

Additions:

The NVDTTC currently has 2 approved Rally instructors who are interested in teaching: Sandy Bonifield and Linda Luschinger. The club also has 2 approved assistants: Diane Parness and Stephen Ward.

The NVDTTC currently has 11 approved Good Manners 1 instructors: Mary Ash, Marilane Bergfelt, Sandy Bonifield, Laura Ecklin, Kelly Finn, Linda Luschinger, Lynda Rhyno, Lea Ronalds, Teresa Russell, Jim Spiva and Joy Wood. The club also has 14 approved assistants: Deassa Binstock, Janet Davis, Maria Giaccio, Sue Ingalls, Heather Kearn, Rhonda Lauritsen, Chris Mayer, Stefanie Meinhardt, Cheryl Meyer, Diane Parness, Wendi Plscia, Katherine Rhyno, Beth Schutz and Stephen Ward.

Session 5 – Class Options:

Jim requested a Canine Good Citizen (CGC) class in the daytime. The committee agreed and slotted it into the schedule for Sessions 5 & 6 pending Jim's approval by the NVDTTC board as a CGC instructor.

Kelly requested the opportunity to teach a fundamental / basics Clicker Class. She is currently approved as a clicker instructor but has recently completed the Karen Pryor Academy. The committee agreed and slotted it into the schedule for Sessions 5 & 6 on Tuesdays – moving a beginning level class to Friday nights.

Kelly requested:

- She will handle all sign ups personally. Office support will provide interested people with Kelly's phone number. They will also make note of the contact in the office phone log.
- [Kelly decided on "Clicker Foundation" as the class title. The information was sent to Marilane, Sandy and Sue Osborn.](#)

To promote this class:

- [Laura will contact The Register after receiving information from Kelly on the certification. The idea is to highlight Kelly's achievement and promote classes.](#)
- Kelly will find a video (or two) on Y-Tube that demonstrates clicker training. She will forward these connections to Sue Osborn for possible addition to the NVDTTC website and posting on Facebook.
- Kelly will be the guest speaker at the July 9th club meeting.

Good Manners 1 on Thursday night at 7pm currently has no sign ups. There was a mention of making this slot an overflow for Puppy or Adolescent Dog if needed in the future. No discussion.

Laura requested starting a beginning level of Agility/Jumpers class. After some discussion, a beginning level class was moved from Wednesday night to Friday night starting in Session 6 to accommodate this agility class.

Meeting adjourned at 8:35pm

Submitted by,

Marilane Bergfelt (Meeting Recorder to the Stars)

[Note: Updated Sessions 5 & 6, 2012 were sent to Sue Osborn and Sandy. Sue will create final version of sessions to post on website & clubhouse.](#)