



## CLUB NEWS

### Annual Membership Meeting and Board Elections

Our annual membership meeting has been set for 5:00 pm Saturday, October 12 the Gruening Park Community Center. We will have a potluck dinner, and at our meeting update the membership, address some changes to our policies and bylaws, and elect new board members. It is a good opportunity to get together, find out what's been going on in the club, and eat good food! See meeting information elsewhere in this issue.

### Conformation Practices -- Volunteers Needed!

The Conformation group meets every Saturday at Mt Jumbo Gym in Douglas starting Saturday October 5 from 11-noon. We are looking for volunteers that can play judge for 1 hour. You will be rewarded with doggie dollars. NO EXPERIENCE NECESSARY. ON THE JOB TRAINING. This volunteer position is loads of FUN, very low on stress, only 1 hour of work and you can see what we do. You may even want to plan to run your dog before or after at Sandy Beach to make the trip to Douglas worthwhile. Please contact Susan Hoffman 789-3818 or blackice@gci.net for more information.

### Agility Class -- last one until Spring

The last session of Agility for 2002 registration deadline is Oct. 8, 2002. Please mail to Jill Grose 9174 Glacierwood Dr. Juneau, AK 99801. Slight adjustment for the dates Oct. 13, 20, 27, Nov. 3, 17 and 24th. Please mark your calendars.

### Weeknight Obedience Practices

New practice at DZ middle school Wednesday nights from 6-8pm starting Oct. 16, 2002 and going till Dec. 18, 2002. Ten weeks for \$16.00. Great way to get your dog out on these dark, rainy fall days. Also a good jump start to the March obedience trials and April Rally trials. Mail registration to same address above.



## Wags and Brags

Cayenne and I just got back from Montana. I am on cloud nine. My little girl is doing so great. All 3 days in Helena, Cayenne took back to back Best of Breed picking up 2 more points and a GROUP 4 placement under esteemed judge Ms. Bettie Krause. Later in Bozeman, Cayenne went RWB both days to a 3 and 4 point major! WOO HOO. *(submitted by Susan Hoffman)* 🐾

## Shootin' the Breeze

It's that time again... time to reconnect with your fellow CKCoJ members if you've been out of the loop for a while; time to rededicate yourself to helping your club out; time to find out what's new, who's new, and what's needed to keep our club going in the coming year! It's time for the annual meeting.

If you've never been to an annual meeting, you may wonder what goes on and why it's important to come. First, we elect new board members. We currently have two positions open. The board members are the people who make many of the decisions that will influence your opportunities to train and exhibit your dog in our local classes and events.

Second, we present an overview of what's been done in the past year, and give out awards and recognize those who have made contributions to the club in the past year. We also request help in specific areas for the next year. We have committees that need members, upcoming events that need heading up and staffing, and several critical volunteer positions that are vacant. In short, we need your help! Without active, involved members our club cannot exist.

Finally, we eat and socialize. It's a potluck, so bring your favorite dish, and your favorite stories about your dogs, and share them both with your fellow club members. You may leave with a renewed interest in the club, possibly a new job, and most probably new friends that share your interest in providing fun, educational, and entertaining things to do with our canine companions! So please come: Saturday October 12, 5:30 (but come early to help set up!) until 9:00 pm, at the Gruening Park Community Center. Call me at 586-3353 if you have any questions or need directions.

Hope to see YOU there!

2002  
**Annual Membership Meeting**  
**Awards Celebration**  
**and**  
**Potluck**



Saturday, October 12<sup>th</sup>  
 5:30-9:00 pm  
 Gruening Park Community Center



**Order of Business**

5:30 - 6:00 p.m. Social  
 6:00 - 6:45 p.m. Meeting  
 6:45 - 7:45 p.m. Dinner & Awards  
 7:45 - 8:30 p.m. Business Meeting  
 8:30-9:00 p.m. Dessert, Door Prizes and Clean-up



**Potluck Dinner**

Please bring the beverage of  
 your choice and a dish to share.

**Minutes of 2002 Annual Meeting**

**Submitted by Aran Felix, Outgoing Secretary**

M/=motion, S/=second, A/=approve

1. **Call to Order** - 6:15 PM, Present: Barbara Bartoo, Susan Rasmussen, Susan McGregor, Jill Grose, Aran Felix, Gaile Haynes, Terry Henson, Camille Stephens, Chris and Heather Stockard, Mary Opp, Chicory Eddy, Becky Hinman, Susie Herbison. Board members absent: Bob Shaw, Don Golnik.
2. **Establish Quorum**-50% of members present with 2002 dues current.
3. **Approval of Agenda** - M/Aran, S/Susan approved Annual Meeting Agenda.
4. **Election of Officers** - The nominating committee nominates Sue MacGregor, Chicory Eddy, Terry Henson. Gaile Haynes moves that the secretary cast a unanimous ballot for the nominees. A/UC.
5. **Approval of Annual Minutes** - October 28, 2000. A/UC
6. **Annual Treasurer's Report** - presented by Susan Rasmussen. Report accepted and filed.
7. **Proposed Policy Changes**-Policy 008 regarding membership discounts. 4 vote to adopt, 5 oppose, several abstained, motion to change policy fails. Proposed #015, a new policy addressing dangerous dogs participation in CKCOJ classes or events. M/AF, S/SR to amend the policy by retaining only the first sentence, but strike the word "regular." Discussion ensued. Amend policy 015 passed and reads: "Dogs deemed 'dangerous' or 'potentially dangerous' by Animal Control may not participate in any CKCOJ class or event."
8. Proposed Mission Statement – M/SH, SBH, A/UC. CKCOJ's Mission Statement reads: "Provide dog enthusiasts a venue to share and gain knowledge about dogs and offer participation in dog-related events. Provide dog training and information about dogs to the general public."
9. **2001 Accomplishments** – Not discussed. Awards will be handed out during potluck.
10. **2002 Planned Activities** –These activities are listed in the calendar that was published with the newsletter and will be taken up at regular meeting following the annual meeting.
11. **Volunteer Signups** – Sheets available on table.
12. **Adjournment** – M/Susan, S/Aran to adjourn at 7:15 PM.

**2002 Annual Meeting Agenda**

**October 12, 2001, 6-6:45 p.m.**  
**Gruening Park Community Center**

- I. Call to Order
- II. Establish Quorum – 50% of members whose 2003 dues are current
- III. Approval of Agenda
- IV. Election of Officers
- V. Approval of 2001 Annual Meeting Minutes – October 27, 2001
- VI. Annual Treasurer's Report
- VII. President's Report
- VIII. Proposed changes to Bylaws
- IX. Proposed additions to Policies
- X. Adjournment

Potluck dinner and awards immediately following the annual meeting!

## Nominating Committee Report

The following members have been nominated to serve as members of the Board of Directors. Elections will be held at the annual meeting:

- Aaron Felker
- Patty Martin

## Proposed Policy Changes

### New Policies

#### Policy 17. Club equipment usage by members.

Club equipment is solely intended for use in club sponsored or approved activities. No obedience, agility, conformation, or other equipment may be borrowed or rented for personal use or practice.

#### Policy 18. Trophies and other awards

Ribbons will be provided by CKCoJ for all trials. It is up to the discretion of the trial chair as to whether trophies will be awarded at the event. It is up to the trial chair or committee to raise any funds necessary to purchase trophies. A draft budget for the event must be submitted to the CKCoJ Board for approval, and must include the approximate cost for trophies, if there are to be any, and how the funds will be raised.

## Proposed Bylaws Changes

### Proposed Amendent to Article II, Section 4:

**Section 4.** Any person wishing to become a member of the club must submit an application for membership along with the required dues.

a. This application is to be read at the next regular meeting of the Board as it's first order-of-business and, if no objection is offered by any member, the person is forthwith accepted to membership.

b. If any objection is raised, the membership application is read at the next regular meeting of the Board where, at a session open to members and the prospective member only, all members present may speak and vote on the issue. The proposed member may also be allowed to speak to answer any substantive objections to membership. A two-thirds affirmative vote of all members present and voting will elect to membership.

c. If, due to the lack of a quorum, a membership application may not be approved at the next scheduled regular board meeting, the board may elect to either postpone approval to

the next board meeting, or to approve the application by publishing the member's name and areas of interest on ckcoj-announce (the club's email list). The treasurer will be responsible for publishing this information. If no objection is raised by any member within 7 days, the applicant will be forthwith accepted to membership.

d. If any objection is raised within 7 days, the candidate's name will be brought up at the next meeting when a quorum is met. The candidate for membership will then be reviewed by the members present at that meeting, as stated in Section 4.b.



## Monthly Business Meeting

### DRAFT AGENDA CKCOJ Monthly Board Meeting October 12, 2002, 7:45-8:30pm

1. Call to order
2. Introduction of club officers
3. Consent agenda
  - a. Approval of agenda
  - b. Approval of new members
  - c. Approval of Sept. minutes
  - d. Acceptance of treasurer's report; Sept. and Oct.
4. Action items
  - a. Training committee report
  - b. Pet Photos With Santa
  - c. Treasurer
5. Discussion items
  - a. Facilities coordinator
  - b. Storage area
  - c. Club library
  - d. Mats
6. Routine updates
  - a. Correspondence
  - b. Insurance committee
  - c. Job description committee
7. Adjournment



### Minutes from the September 17, 2002 Meeting

1. **Call to order: 6:35 pm.** Present: Chicory Eddy, Heather Stockard, Jill Grose, Sue McGregor, Don Golnick, Gina Vose, Aaron Felker, and Juli Lucky
2. **Consent agenda**
  - a. Approval of agenda. Approved with a few additions
  - b. Approval of new members. Terry Hensen absent, so no new members

*Continued on page 4*

September Meeting Minutes -- Continued from page 3

- c. Approval of August minutes. Approved
- d. Acceptance of treasurer's report. Terry Hensen absent, no report

**3. Action items**

- a. Red Cross First Aid class. 10-12 people are interested, Don will go ahead with the planning
- b. Proposal for spring Rally trial. Heather Stockard presented approximate costs, revenue and logistics of the proposed April 2003 Rally trial, Motion to accept proposal: Don, S/Chicory, unanimous consent

**4. Discussion items**

- a. September trial. Susan Hoffman absent, no report
  - b. October annual meeting
    - i. Board vacancies. Have two nominees so far
    - ii. Treasurer position will be vacant too. will review this problem at annual meeting
  - c. Warm storage. Will look into possibly combining warm and cold storage into one larger storage space
  - d. CGC class. Ongoing project
  - e. Keeping equipment clean and neatly stored. Friendly reminder to keep things clean, especially if used by multiple groups
  - f. Agility safety issue. Much discussion, decided that safety is a class management issue
  - g. Agility seminars. Early May: Bud Houston; mid June: Cara Callaway
  - h. Doggie Dollars. Amount collected this calendar year, just in Agility (classes and seminars): \$911
- 5. Routine updates**
- a. Correspondence. None
  - b. Training committee. None
  - c. Insurance committee. None
  - d. Job description committee. None
- 7. Adjournment.** M/Don, S/Sue, 8:23pm

## Chip Implant Helps Get Dog Back

By THE ASSOCIATED PRESS

PANAMA CITY, Fla. (AP) -- A dog missing for six years was reunited with her family, thanks to a microchip about the size of a grain of rice that was implanted in her skin when she was a pup.

A stranger found Pooh Bear, a 13-year-old black Pomeranian, roaming the streets in Cincinnati and used the chip to trace her back to north Florida. Implanted microchips can be scanned to identify a pet and its owner.

Pooh Bear's owner, Bambi Lesne, of Panama City, said she was heartbroken when the dog disappeared in 1996.

"She went everywhere with us, she was like one of my children," Lesne said.

After three years, she and her daughter, Codi, now 19, gave up hope of seeing their dog again.

Then a dirty and matted Pooh Bear was spotted July 5 walking near a marina in Cincinnati -- 620 miles north of her home. A woman who found the dog took her to a veterinarian, who scanned the microchip.

"And I've been able to track dogs before, but not down to Florida," said the veterinarian, Dr. Cheryl Devine.

Lesne met the woman at Birmingham, Ala., to reclaim her pet July 17. The dog has a few more gray hairs on her muzzle and needed an operation for a hernia, but is otherwise healthy and happy to be home, Lesne said.

"When I got home that evening, she saw my daughter Codi and howled with joy," Lesne said. "It gave me chill bumps. I've never seen anything like it."

## It's Time to Renew Your Membership!!!

Use the renewal form included in the September issue or download one from the Club's website:

<http://www.ckcoj.org>

# RALLY-O!

## Trial Results

My heartfelt thanks to every one who entered and helped at our APDT Rally-O trial with weekend! We had a good turnout -- 14 teams on Saturday and 15 on Sunday. Special thanks go to our volunteers: Roxanne Bash, trial secretary; Alexis Rippe, general administrative assistance; Becky Hinman and Vicky McLaughlin, timers; and Terry Thurston and Diane Foster, scorekeepers. The outstanding help from all the entered teams was also great! Your willingness to set-up, breakdown, roll mats, unroll mats, and move stuff hither and yon made my job easy.

Congratulations to our teams! Six teams earned new Rally-O Level I titles this weekend: Perry Shipman and Angel, Chicory Eddy with both Badger and Apollo, Heather Stockard and Kira, Roxanne Bash and Zoe, and Jill Grose and Mac.

Two teams earned two qualifying legs: Perry Shipman and Iris, Chris Stockard and Minnow, and Kathy Hocker and Magpie. Earning one qualifying leg were: Mary Opp and Cuba, Betty Seguin and Crik, and Chris Urata and Charlie.

Following are the top five placements and their scores for each day:

### Saturday

- 1) Perry and Iris 199
- 2) Jill and Mac 197
- 3) Chicory and Badger 196
- 4) Perry and Angel 194
- 5) Heather and Kira 193

### Sunday

- 1) Roxanne and Zoe 200 !!!
- 2) Perry and Iris 199+ (won runoff)
- 3) Chicory and Badger 199
- 4) Heather and Kira 197
- 5) Chicory and Apollo 196+ (won runoff)  
Mary and Cuba 196

Everyone seemed to have a great time and our judge, Lisa Haidle of Chicago, was a pleasure. I'll be taking a proposal to the board tomorrow for a spring trial -- start practicing -- you won't want to miss it! Heather

## OBEDIENCE TRIAL RESULTS AND THANK YOU TO ALL!

As Obedience Trial Chair, I would like to thank all the people who helped put the United Kennel Club Obedience Trial together. The trial was one of the easiest I have had to put together. Mainly because of the support I got from Trial Secretary - Alexis Rippe, Volunteer Coordinator - Gina Vose and Chief Ring Steward - Cherylann Young.

Thank you to all of our ring stewards. We couldn't have done it without you! Deborah Behr, Cheryl Jebe, Leslie Kalwara, Sue & Melissa McGregor, Grey Pendleton, Camille Stephens and George Utermohle

Thank you to Aran Felix for coordinating the ring run thru's and Pam Webb for acting as our Judge for them.

Another huge Thank You to the folks that helped with equipment: Chicory Eddy, Sue McGregor & Gina Vose.

A BIG THANK YOU to the folks who contributed to the awards, for all the goodies that were provided and all of the participants!

### Results for the trial follow:

#### Saturday

Open A - First Place and High in Trial, Gina Vose & Enzo  
Novice B - First Place, Lisa Barnard & Kenai and new U-CD

#### Sunday

Open A - First Place, High in Trial and new U-CDX,  
Susan Hoffman & Tala



**Summer is here!**

- Dog walking supplies 10% off if you mention this ad!
- Leashes, collars, and harnesses...
- And shampoos too, in case Fifi elects to perfume herself with Juneau's favorite, eau d' Salmon!
- Get out and walk those doggies!

**Featuring:**

- Premium dog and cat foods by Hill's Science Diet, Wysong, Precise, and Eukanuba
- Healthy, nutritious treats and nutritional supplements and vitamins
- Toys for exercise and entertainment
- Lupine leashes and collars, Grooming supplies

The Wee Fishie Shoppe supports the Capital Kennel Club of Juneau! A portion of all purchases by club members will be donated to CKCOJ. Remember to identify yourself as a Capital Kennel Club of Juneau Member!

8757 Glacier Hwy. (Nugget Mall) • 789-0728 • wfs@alaska.net

exp Jan 2003

Email: [counsel@ptialaska.net](mailto:counsel@ptialaska.net)

Phone: (907) 790-2244

**BIG DOG  
BATH HOUSE**



**BIG DOG BED  
& BREAK-  
FAST**

"No dog too big or too small - we can groom'em all!"

Cheryl Ann Young  
Owner - Instructor

P.O. Box 210128  
Auke Bay, Alaska 99821

10/02

**2002-2003 Calendar of Dog Events**

**October 2002**

- 19 Conformation (ASCA)
- 20 Obedience (ASCA)

**November 2002**

- 2-3 Conformation/Obedience (AKC), Anchorage

**January 2003**

- 25-26 Conformation/Obedience (AKC), Anchorage

**March 2003**

- 22-23 Conformation (AKC), Anchorage

**May 2003**

- 10-11 Obedience (AKC), Chugiak
- 24-26 Conformation/Obedience (AKC), Fairbanks

**June 2003**

- 20-22 Conformation/Obedience (CKC), Whitehorse
- 28-29 Conformation/Obedience (AKC), Anchorage

**July 2003**

- 11-13 Conformation/Obedience/Agility (AKC), Kenai

**August 2003**

- 1-3 Conformation/Obedience (AKC), Palmer

**November 2003**

- 1-2 Conformation (AKC), Anchorage

*If you know of an event in Alaska (or Whitehorse) that might be of interest to CKCOJ members, contact Camille at [cstephens@gci.net](mailto:cstephens@gci.net)*



**Web-Doggie**

The Merck Veterinary Manual, the world's best selling and most trusted veterinary reference is now available online at [www.merckvetmanual.com](http://www.merckvetmanual.com). A comprehensive reference on the diagnosis, treatment and prevention of animal disease, the online Merck Veterinary Manual is free of charge, accessible 24 hours a day, seven days a week.

## Member Accomplishments

### October 2001-September 2002

We will recognize the accomplishments of CKCOJ members at the Annual meeting October 12. Lapel pins will be given for UKC and NADAC titles earned. Certificates will be given for all other titles earned. If you would like to receive recognition for your accomplishments this past year, you must complete this form and return it to the address listed. List the titles you and your dog(s) have earned during the period October 1, 2001-September 30, 2002. Forms must be received by **October 11**. Mail completed forms to: Camille Stephens, PO Box 21546, Juneau, AK 99802-1546. If you prefer, you may email the information to me at [cstephens@gci.net](mailto:cstephens@gci.net) by the stated deadline.

Dog's Name	Title	Registry	Date Earned

## Worth Repeating

### Message from Mika

Having problems with the stay exercise? Here's a tip from John Rogerson that might help.

#### John Rogerson's film canister trick

The technique uses the concept of food refusal. I'll start from the beginning, but you may be able to skip the first steps or go through them relatively quickly. Also, this isn't necessarily a "recipe" — you should feel free to adapt it so that it works for you. I should also say that this method may not work as well for dogs that are not motivated by ANY type food (a completely alien concept in my house!).

It didn't take that long for us to go through the progression I outlined — maybe a 2-3 weeks of short sessions (5-10 minutes max.). Let me know if you have any questions or need more detail.

**Step 1:** Teach your dog food refusal. Holding a small treat (cheese, something tasty), put your hand near your dog's face. Tell him "leave it" and if he listens Praise and give him the treat. Repeat until you have a consistent leave it. As he gets the idea, don't always give him the treat, but do praise him.

**Step 2:** Sitting on the floor with your dog in a sit position,



place a piece of food on the floor near the dog. Tell him "leave it". Be prepared to quickly cover the food if he dives for it. If he leaves it, praise him and give him a different piece of food as a reward. As your dog becomes more steady, increase the number of pieces of food in front of him.

**Step 3:** With the dog in sit position, place a piece of food between his legs and under him so he can't see it. Let him know that you're putting it there. Tell him "leave it". Praise and reward if he does it.

**Step 4:** If you have a REALLY solid "leave it" you can place the treat under him (far enough so he can't see it) and gradually build up distance and time until you're doing the 1-minute sit-stay a ring-width from your dog. I opted for the film canister technique. Put several small treats in a plastic film canister with the lid on it and place it under your dog far enough so he can't see it. If he does break to grab the food, you have some time to stop him.

**Step 5:** As your dog gets the idea, phase out the treat reward. **Pretend** like you're putting the treat/canister under your dog and then pocket it. When you return, pretend to retrieve the treat/canister from under your dog, praise and reward him (you actually are getting it from your pocket, of course).

**Step 6:** By now your dog should be pretty solid. You'll need to randomize the treat reward — keep up the verbal and physical praise since you can take those into the ring.



## MARK YOUR CALENDAR

### October

---

12 Annual Club Meeting, Potluck and Awards

### November

---

21 Regular Monthly Meeting

### December

---

TBA Pet Photos with Santa (pending Board Approval)

TBA Club Christmas Party

## INSIDE

---

Club News ..... 1

Events Calendar ..... 7

## Special

---

Annual Club Meeting,  
Awards and Potluck ..... 2

Don't Forget the Annual Meeting  
October 12! See page 2 for details.

*Special thanks to CKCOJ "CHAMPION" members for their generous support:*

*Chris and Heather Stockard*



**Capital Kennel Club of Juneau**

P.O. Box 32513

Juneau, AK 99803

Visit our website: <http://www.ckcoj.org>



Conformation Seminar with Ms. Penny King  
Saturday & Sunday  
December 14 & 15th, 2002  
Mt. Jumbo Gym 11am - 3pm

***Introduction- In Penny's Own Words:***

I began at the ripe old age of eight (8) working for a kennel that had smooth and wire Fox Terriers, Maltese, and Chihuahuas. I was shared with the kennel next door, who had Poodles. I got my first group placement with a smooth Fox at the ancient age of nine (9). At the shows, when I was finished with my kennel's dogs, I spent the day with either Eddie Boyse or Dennis Springer, apprenticing. I have had 8 BIS in two countries with multiple dogs, I have over 200 group placements, have finished over a hundred champions of various breeds. I have shown, at one time or another, just about every breed recognized by the AKC, and several rare-breeds as well. I have been actively teaching conformation (4-H and/or Drop-In Adult classes) since the age of fourteen (14).....I'm 43 now.....I still have a lot to learn.

***Cost:***

\$50.00 Includes 2 full 4 hours each day of a working conformation seminar and Saturday evening pizza party and viewing of tape/s from the working portion of Saturday's seminar.

\$30.00 For those who wish to audit without a dog.

***Deadline is November 30th***

***Name:*** \_\_\_\_\_  
***Email:*** \_\_\_\_\_  
***Tele:*** \_\_\_\_\_  
***Dog/s:*** \_\_\_\_\_

***Note:*** *It is possible to work more than one dog. However, you will be asked to work one dog per exercise so that everyone gets equal time.*

***Make check payable to CKCoJ and mail to:***

*Susan Hoffman  
3857 Melrose Street  
Juneau, Alaska 99801*

*If you have questions, please email [blackice@gci.net](mailto:blackice@gci.net) or phone 789-3818*

# CKCOJ Rally Class and Practice Schedule

Fall 2002

## Level II Rally Obedience Facilitated Practice:

Mondays 7:15 – 8:15 p.m., October 7 – November 11 (6 weeks)

Location TBA (probably DZ), \$50

Facilitator: Heather Stockard

**Note:** For Level II Rally Obedience, all dogs must be able to work off-leash in a group setting. **Prerequisite:** One qualifying leg at an APDT Level I Rally-O Trial or permission of the facilitator.

### Coming Soon:

**Information about Basic Obedience/Intro to Rally offered by Roxanne Bash!**

Tentative: Mondays, 6 – 7 p.m.

October 21 – November 25

## Registration Form

<b>Name</b>			
<b>Mailing Address</b>			
<b>email</b>	<b>Phone</b>	<i>Days</i>	<i>Evenings</i>

Dog's Name	Class/Practice	Cost

### PAYMENT

- Make check payable to **Capital Kennel Club of Juneau**
- Please enclose Doggie Dollars or other credit vouchers with your registration
- Mail to: Heather Stockard, 1547 Pine Street, Juneau, AK 99801

**Subtotal**

**Subtract Discounts and Credits**

**Payment Enclosed**


### CAPITAL KENNEL CLUB OF JUNEAU WAIVER OF LIABILITY

I hereby release the Capital Kennel Club of Juneau, the City and Borough of Juneau, and any associated entity of any and all responsibility for damage or personal injury that may occur as a result of attending this activity. I also certify and represent that the registered is not a hazard to other dogs or persons, is current on all vaccinations, including rabies, is clean and in good health. I understand that registration fees are non-refundable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Any handler under age 18 must have the permission and signature of a parent or guardian. Capital Kennel Club reserves the right to reschedule or adjust any class without notice. However, every attempt will be made to contact you in this event