



Northern Colorado Rod & Gun Club
Board of Director's Meeting
April 16, 2020
Minutes

1. Call to Order

A motion to open the meeting was made by Range Master, seconded by At Large 2, and passed unanimously. Virtual Meeting conducted via conference call started at: 6:01 pm.

Board Members present:

President: Brian Holder

Treasurer: Bryon Fessler

Range Master: Russ Hickman

At Large 1: Ben Price

At Large 2: Cam Rogers

Rimfire Challenge: Chance Snider

Steel Challenge: Steve Jessup

Skeet and Trap: Jason Elliott

Board Members not present were:

Vice President: Tom Petaja

At Large 3: Matt Neihaus

Know Your Limits: Loren Gitchel

Others in attendance were:

Member Services Coordinator: Leslie Shoecraft

Assistant Range Master: Dean Sailer

2. Approval of Agenda

A motion was made to accept the Agenda by President, seconded by At Large 1 and passed unanimously.

3. Member Forum

No Members addressed the Board.

4. Officer Reports

a. President. No report given.

b. Secretary. Introduced new Member Services Coordinator, Leslie Shoecraft. 83 Applications were received for the position, 45 applicants did not meet the requirements for the position, 6 applicants of the remaining 40 were identified and contacted to interview. 4 interviews were scheduled, 2 applicants dropped out, of the remaining interviews Leslie was selected. Treasurer, Secretary and At Large 1 chair conducted the interviews and assisted with the hiring process. The hiring process was completed without any expenditure.



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A motion to accept the minutes from last month's meeting – dated March 19, 2020 – and place them on file was made by the Secretary, seconded by the Range Master and passed unanimously.

A motion to accept the minutes dated February 20, 2020 and place them on file was made by the Secretary, seconded by the Steel Challenge Chair and passed unanimously.

A motion to transfer the calendar update duties from the MSC to the Webmaster at no additional cost was made by the Secretary, seconded by At Large 1 and passed unanimously.

- c. Treasurer Report: A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of **March 31, 2020**. Total cash on hand in the six accounts is \$92,684.66 with \$41,460.52 of that set aside in Reserves for future repairs or replacement. Income for the month totaled \$336.20. Expenses for the month totaled \$4,947.07. Dues & Subscriptions has an overall credit of \$186.50 which reflects the \$346.50 credit from Constant Contact as well as the expense for the NSSF affiliation. There was no automatic payment for Electric this month so we will likely receive two next month. There were no expenses for the shooting disciplines this month due to the Board's decision to cancel all events on March 19, 2020 as a result of the COVID-19 pandemic. Range Maintenance totaled \$3,627.63 for the month; however, \$2,218.97 of that was for the remaining chairs for the Rifle Range. The fiscal year ends on April 30, 2020 so if you have any expense forms or mileage reimbursements you need to turn them in as soon as possible but no later than April 25, 2020 otherwise I will not be able to reimburse you. We need to finalize the budget for FY2020-2021 and that is on the agenda under unfinished business.

A motion to accept the financials ending March 31, 2020 and place them on file for the auditor was made by the Treasurer, seconded by Skeet and Trap Chair and passed unanimously.

- d. Range Master Report: Due to COVID19 Shelter in Place order April cleanup was cancelled. He was able to schedule a pick up for the lawnmower broken blade repair and ATV annual service. The range needs to be cleaned up; Range Master plans to move ahead with a range cleanup in May. The Club will adhere to social distancing requirements by scheduling one date and request 5 volunteers per timeslot in increments of three 2 hour time slots at 9 am – 11 am; 11 am – 1 pm; 1 pm – 3 pm. Secretary and President volunteered to help with the cleanup project. Range Master and Assistant Range Master will choose a date in May and two dates in June and e-mail the board for approval before posting the member clean up opportunities in the upcoming Newsletter.



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5. Other Reports

- a. Disciplines – No reports due to all disciplines being cancelled due to COVID19 Shelter in Place Order.
Hunter Education No events to report
Range Master No events to report
Archery No events report
NRL22 No events to report
First Shots No events to report
KYL No events to report
Rimfire Challenge No events to report
Shotgun No events to report
Steel Challenge No events to report
- b. **Chief Range Safety Officer.** Treasurer did order the tamper resistant seals for the trauma kits. Kits need to be inventoried and if additional items are needed the order should be placed before the end of the Fiscal Year.

6. Unfinished Business

- a. Lease Extension. Landlord requested Range Master to postpone in person meeting until after the COVID19 Shelter in Place Order is lifted. Range Master and President will schedule a meeting with Landlord after Shelter in Place Order is lifted. President mentioned that his schedule is extremely busy and asked if Range Master could be assigned primary lease negotiation duty. Secretary advised that according to the motion President is Primary communication, Range Master is Secondary so yes, the President can assign the duty to the Range Master. Treasurer reminded the Board, if at all possible, the lease renewal needs to be in place before the end of NCRGC fiscal year (April 30) and asked if the landlords are willing to have a telephone conference or if we can mail them the lease renewal proposal now. Secretary stated that we need to mail landlords a copy of the insurance maybe we could include the lease renewal proposal in the same envelope. Range Master was assigned the duties to act as primary communicator in the lease renewal negotiations, mail the insurance paperwork and lease proposal to Landlord and attempt to finalize lease negotiations via telephone and/or mail before May 1, 2020.
- b. **Reserve Study.** The Treasurer thanked all board members who contributed several hundred volunteer hours creating data and research in order to create the Reserve Study. It is the first time in NCRGC history that a Reserve Study has been created. All shooting disciplines have an identified place in the study. The study consists of 28 component items, of the 28 items 8 items have no useful life remaining, in other words a \$0 or negative useful life. At this point the board needs to consider whether the 8 items should be repaired or replaced. Just because an asset has \$0 useful life doesn't mean it needs to be replaced, if NCRGC can get additional years out of the



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- assets it's a sign the Board is doing a good Fiduciary job for the members by extending the life of the asset. Review of the Component items needs to be done on a regular basis. Treasurer pointed out that, according to the study NCRGC should have \$172,800 in reserves; the March financial report shows a current reserve of \$41,460.52 set aside in Reserves for future repairs or replacement. Difficult trade off decisions will have to be made when replacing assets because of the deficit in reserve funds. We should plan to make a full reserve deposit in the next fiscal budget. Treasurer recommended the Board plan to review the study quarterly at a minimum. Secretary recommended the Reserve Study remain in the monthly Business on Hold section of the Agenda and moved to discussion agenda item as needed.
- c. **Long Range Gongs.** The President has called the NRA and is awaiting a response. He will follow up with them.
 - d. **Official Records.** The Secretary reported that the documents to be placed in document storage have been collected. Storage of the documents is delayed due to the COVID19 safety measures enacted by the State.
 - e. **Motion to Purchase Lawnmower.** The two motions made to purchase the lawnmower in 2018 was made by email and not properly documented in meeting minutes. The President is asking the Board to ratify those two motions. The following two motions have been unanimously ratified by the Board members present at today's meeting.

A motion was made by the Range Master to authorize up to \$6,500.00 to purchase a lawn mower, seconded by the Shotgun Chair and passed unanimously.

A motion was made by the Range Master increase the authorized amount to purchase a lawn mower up to \$6,600.00, seconded by the Shotgun Chair and passed unanimously.

- f. **Finalize Budget 2020-2021 Fiscal Year.** After considerable discussion and debate about the status of the budget with due consideration to the rising costs of materials, maintenance, insurance, and lease, a general consensus was reached that it would be necessary to increase the cost of membership dues in order to maintain operations and reserves needed to keep the club in proper fiscal order.

A motion was made by the Range Master to increase Membership Dues for Fiscal Year 2020/2021 from \$125 to \$150 and the Capital Improvement fee for fiscal year 2020/2021 from \$125 to \$150 and increase the Annual Clean Up fee for Fiscal year 2020/2021 from \$100 to \$125. Payment of fees is due July 2020 and represents fees for fiscal year 2020/2021. The motion was seconded by Skeet and Trap Chair and passed unanimously.



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7. New Business

- a. There was an email vote on a motion to close the range on March 31, 2020.

Motion was made via e-mail on March 31, 2020, by Range Master requesting the Board vote on whether to close the range due to COVID19. Motion was seconded by Steel Challenge Chair. Vote 8 against closing the range (Secretary, Treasurer, At Large 1, At Large 3, Vice-President, At Large 2, Shotgun Chair, KYL Chair); Vote 1 for closing the range (Steel Challenge Chair) Members with no vote: (President, Range Master). The Motion failed with 8 opposed to closing, 1 for closing, 2 members did not vote.

- b. Independent Contractors. The Treasurer informed the Board about a decision made by the Colorado Supreme Court in determining if a person is an employee or independent contractor based on 9 criteria as determined by Colorado law. NCRGC accountant recommends paying independent contractors only as businesses and obtain W-9's for the business in order to assure we are meeting all 9 criteria for defining a contractor. The business entity for the Member Services Coordinator is A Virtual Assistant, LLC and for Dean Sailor is Sailer, LLC. NCRGC will make checks payable to both independent contractors under their business entity name.

- 8. Executive Session** – There was no need to go into executive session.

9. Adjournment

A motion to adjourn the meeting was made at 8:29 pm by the At Large 1, seconded by the Shotgun Chair and passed unanimously.