



**Northern Colorado Rod & Gun Club**  
Board of Directors Meeting Minutes  
May 21, 2020

**1. Call to Order**

*A motion to open the meeting was made by Range Master, seconded by at Large 2, and passed unanimously. Meeting started at 6:03 pm.*

Board Members Present:

President: Brian Holder

Treasurer: Bryon Fessler

Secretary: Gary Caldwell

Range Master: Russ Hickman

At Large 1: Ben Price

At Large 2: Cam Rogers

Skeet and Trap: Jason Elliott

Know your Limits: Loren Gitchel

Board Members not present were:

Vice President: Tom Petaja

At Large 3: Matt Neihaus

Steel Challenge: Steve Jessup

Rimfire Challenge: Chance Snider

Others in attendance were:

Member Services Coordinator: Leslie Shoecraft

Assistant Range Master: Dean Sailer

Member: Todd Massey

**2. Approval of Agenda**

*A motion was made to accept the Agenda as written by Treasurer, 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. We are in the process of finalizing the Annual Renewal Member Postcard. In 2018 Advanced Direct Marketing, Inc. printed and mailed the postcard at a cost of \$341.40. Last year Advanced Direct Marketing, Inc. also printed and mailed the postcard at a cost of \$368.60. I decided to solicit a couple of quotes this year. Advanced Direct Marketing came in at \$395.00 and Citizen Printing quoted



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\$509 so we will be using Advanced Direct again this year. At-Large 1 has come up with a terrific flyer for us to distribute to local businesses and organizations to advertise our new member open enrollment which will begin at 7:00 pm on Wednesday, August 5. At-Large 1 and the membership committee have created the look for our member badges. The design will be the same as the current badge only changing the background picture and color of the band across the top. We now have the old printer fixed and fully operational. The cost for repair was \$434.17. All the needed supplies, cartridges, blank cards and lanyards have been purchased at a total cost of \$214.97. The Treasurer, MSC and Membership Committee will be going over the strategy for renewal next week

***A motion to accept the minutes from last month's meeting with the notation that it was a virtual meeting, dated April 16, 2020 and place them on file was made by Secretary, seconded by the Range Master and passed unanimously.***

- c. Treasurer Report: A balance sheet and income expense statement was provided to all board members with figures as of April 30, 2020 which is the end of our fiscal year. Total cash on hand in the six accounts is \$75,901.42 with \$41,460.86 set aside in reserves for future repairs or replacement. Income from the month totaled \$0.62. Expenses for the month totaled \$16,783.86. \$8,788.19 of that was for our three insurance policies. Directors and Officers contact information will be forwarded to the NRA as per insurance requirements. There was \$3,278.18 in range maintenance expenses. ATV and mower maintenance was included in that amount. Range maintenance budget ended the year with a \$109.21 surplus. We were approximately \$4,000 short of making a full reserve contribution. Last year's lease was \$21,000. We are aiming to negotiate a lease increase of \$200. We are coordinating with our accountant for delivery of our financial records for last fiscal year. We are working with Colorado Parks & Wildlife to complete the paperwork to receive our Hunter's Education payment.

***A motion was made by the Treasurer to accept the financials ending April 30, 2020 and place them on file for the auditor, seconded by the KYL Chair and passed unanimously.***

NCRGC typically makes a \$40 donation to the Church fund for allowing NCRGC to use the meeting room.

***A motion to donate \$40 to River of Life Fellowship for meeting space on May 21, 2020 was made by Treasurer, seconded by At Large 2 and passed unanimously.***



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- d. Range Master Report: Nearly 100 members were attended the May 2, 2020, range clean up and over 50 on the May 20, 2020. The mower was serviced and repaired. The ATV was serviced, no repair necessary. Seeding was completed at rifle range. The lane markers on lanes 1-10 at the rifle range were beginning to lean back from the impact of repeated use. All were repositioned at the proper angle to deflect bullets downward. The Range Master or Assistant Range Master should be notified if the lane markers deviate from their proper position.

**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.** Trauma Kits will be inventoried and a list of items to order will be submitted to Treasurer. Tamper seals were placed on the trauma kites in order to indicate items may have been removed.

**6. Unfinished Business**

- a. **Lease Extension:** Range Master met with our landlords and offered a 10 year lease with a yearly \$200 cola increase. If the landlords approve, the board will prepare the standard lease with changes to reflect a 10 year term and the extended \$200 per year cola. Lease payments will continue to be paid annually. Landlords will review the offer with their attorney, and Range Master will follow up.
- b. **Long Range Gongs.** President left another voice mail with the NRA requesting a regional contact visit the range to evaluate feasibility of targets at 300 or 400 yards.
- c. **Official Records.** The Secretary reported that the documents to be placed in document storage have been collected. Storage of the documents has been scheduled for May 27, 2020.
- d. **Pass Budget 2020-2021 Fiscal Year.** Income is projected to be about \$147,520 and expenses are projected to be \$133,650. The projected surplus of \$13,870 which would represent a full contribution that we would transfer to reserves at the end of the fiscal year.



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*A motion was made by the Range Master to approve the budget for FY2020-2021, seconded by Know Your Limits Chair and passed unanimously.*

- e. **Google Voice.** The Vice-President previously asked the Board to consider switching to Google transcription for voice mail message service. The carrier change will reduce the club voice mail transcription service cost by \$4 per month. Treasurer stated that the problem with switching services is that the telephone number that has been in use by the club for many years cannot be transferred to Google. Considering the current phone number appears on record with the Bank, Post Office, vendors, members and all advertising the Board decided the \$4 month cost savings doesn't warrant the phone number change and not to switch voicemail transcription services at this time.
- f. **Suspension of public events due to COVID-19:** The Board discussed current COVID-19 recommendations, the impact of the restrictions on club events and when to reopen for business as usual. It was decided that, considering the Larimer County Safer at home Order doesn't expire until May 27, May events will be cancelled. The Club will resume normal activities on June 1, 2020. Discipline Chairs have the discretion on whether to proceed with or cancel an event based on the COVID-19 restrictions in place at the time the event is scheduled.

*A Motion was made by Secretary to resume normal operations on June 1, 2020, seconded by Know Your Limits Chair and passed unanimously.*

## 7. New Business

- a. **FY 2020-2021 Fees:** This discussion was completed during April 16, 2020 Board Meeting
- b. **Annual Postcard:** The Annual Postcard is complete and ready for mailing. Secretary advised the Board that during the renewal process, before public membership is open priority membership will be offered for members who have children that reach the age of 18 and age out of being listed as a member on their parents membership.
- c. **ESP Addendum:** The President will forward a scan to the Secretary
- d. **Membership Survey:** Treasurer request input from the Board for membership survey questions. President suggested a question about usage of the various ranges. The Treasurer will prepare some questions for the survey to be discussed as an agenda item at the June Board of Directors meeting.
- e. **Range Safety Rules**  
*Vaping.* Last month we discussed a new vaping rule. We need to amend club rules to say smoking, "including vaping" alcohol and drugs including



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recreational are not allowed. The Board also discussed possibly creating a new rule to require that firearms remain bagged until on the firing line during a “Hot Range” as a Range specific rule for pistol, rifle ranges and Tactical Bays. This rule would not apply to the shotgun range.

***Range Master made a motion to add "including vaping" to the Administrative Range Rules as part of rule on prohibition of Smoking, Alcohol and Drugs, motion was seconded by At Large 2 and passed unanimously.***

- f. **Insurance Contact Information:** The Secretary has compiled contact information for the Directors & Officers Insurance policy that has been signed by the President and passed to the Treasurer for submission to the NRA/Insurer.
- g. **Nominating Committee:** We have 4 Board positions that will be open this year: President, Range Master, At Large 1, and At Large 3. According to the bylaws, the Nominating & Election Committee is to be elected by the Board.

***Range Master made a motion to nominate At Large 2 as Chair of the nominating committee along with the Treasurer and Shotgun chair as members, seconded by Know Your Limits chair and passed unanimously.***

President instructed the committee that between now and the next board meeting the committee should contact the President, Range Master, At Large and ask if they are willing to run again. If they say no you need to look for other people, even if they say yes you can look for other people to run.

- h. **Member Badges 2020/2021:** Secretary passed around samples of the new badges and asked the Board for feedback before proceeding to print. There were no objections to the layout and appearance. The Range Safety Officer designation will be included on member badges. The MSC will add a column to the Membership Spreadsheet to identify club trained RSOs. The Treasurer asked if the MSC could contact RSO's and ask them if they are willing to act as a club RSO before printing badges with the RSO Designation. Some members participate in the RSO training but do not want to act as an RSO or apply to the NRA for NRA RSO certification. RSO training for NCRGC doesn't require NRA Certification but the NCRGC RSO designation is not to be used at other ranges unless RSO's are NRA Certified.

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



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**9. Adjournment**

*A motion to adjourn the meeting was made at 8:41 pm by the Range Master, seconded by Skeet and Trap Chair and passed unanimously.*