



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
July 16, 2020

1. Call to Order

A motion to open the meeting was made by Range Master seconded by At Large 3 and passed unanimously. Meeting started at 6:01 pm.

Board Members Present:

President: Brian Holder

Vice President: Tom Petaja

Treasurer: Bryon Fessler

Secretary: Gary Caldwell

At Large 1: Ben Price

At Large 3: Cam Rogers

Skeet and Trap: Jason Elliott

Steel Challenge: Steve Jessup

Rimfire Challenge: Chance Snider

Range Master: Russ Hickman

Know your Limits: Loren Gitchel

Board Members not present were:

At Large 2: Matt Neihaus

Others in attendance were:

Member Services Coordinator: Leslie Shoecraft

Assistant Range Master: Dean Sailer

Member Number 18503, Mike Triplett, addressed the board in regard to Defensive Pistol chair and matches

2. Approval of Agenda

“A motion was made to accept the Agenda as written by Treasurer, seconded by KYL Chair and passed unanimously.”

3. Member Forum

Member number 18503 addressed the Board. Mike would like to opportunity to revitalize the Defensive Pistol matches and volunteered, with limitations, to act as Defensive Pistol Chair. Mike is a 15 year NCRGC member and has also completed RSO training. He has experience as Board member for three non-profit organizations. Mike volunteered to act as Defensive Pistol Chair if he has two active NCRGC member RSO volunteers/co-chairs to assist him with the duties. He needs assistance from volunteer RSO's to lead squads on match days and a stage designer volunteer to design, set up and tear down stages.



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Treasurer said there is a list of recent members who have expressed interest in volunteering during Defensive Pistol matches. If Mike is willing to take the leadership role as Defensive Pistol chair he believes it will be a success. He advised Mike to make sure he provides the Board with a list of the volunteer/co-chair RSO names so that they can be added to the insurance policy. Board positions are voluntary but Board members can submit expense reports for mileage reimbursement. For accounting purposes, it is necessary for Defensive Pistol Chair to inventory and maintain an inventory report of Defensive Pistol assets. Inventory reports should be submitted to the Vice President.

The Board advised Mike that matches must meet COVID-19 requirements and, if more than 10 people are at the range for Defensive Pistol matches, he needs to apply to Larimer County for a variance that must be approved by Larimer County before the event date.

President requested Mike create a notebook with instructions on how to organize and run the matches. This information will be stored on the Google Drive so that it can be referenced by other Board members. Attending Board meetings is also a requirement, if Defensive Pistol Chair is not available to attend a Board meeting he can send one of the RSO volunteerco-chairs in his place.

\$1,000 will be available in the Defensive Pistol bank account to purchase supplies. Fees collected from matches should be deposited into this bank account and used for Defensive Pistol expenses.

4. Officer Reports

- a. President. No report given.
- b. Secretary's Report – July 16, 2020: Club records dated 2010-2012 at Smart Document Management have been destroyed. The box with corporate documents has been retrieved and I will inventory the contents. An email reminder about renewal will be going out to the entire membership list on July 21. In the four Board Elections, President Brian Holder, Range Master Russ Hickman, At-Large 1 Ben Price were unopposed and affirmed by acclamation for 3-year terms. Jason Elliott was elected to fulfill the last year of the 3-year term for At-Large 2. There have been 377 guest waivers filled out in the calendar year 2020 up through the month of June. The upper range usage was 54% versus 46% for the lower ranges.



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“A motion to accept the minutes with the change that Dean Sailor, Assistant Range Master was present, from last month’s meeting -- dated June 18, 2020, and place them on file was made by the Secretary, seconded by Range Master and passed unanimously.”

- c. Treasurer’s Report a Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of **June 30, 2020**. Total cash on hand in the seven accounts is \$58,125.33 with \$41,461.56 of that set aside in Reserves for future repairs or replacement. The new checking account for Rimfire Challenge was established per Board motion and \$1,000 was transferred from Operating to seed this account. \$500 must always be reserved to avoid bank fees. Despite waiting nearly two months to get an in-person appointment with a senior banking official, Wells Fargo still had problems putting the PO Box address into their system. Currently, the Rimfire Challenge statement is mailed to “OWL CANYON & CO RD 72.” Numerous emails back and forth and we now have an assurance from the senior banking official that this has been corrected. Income for the month totaled \$2,899.13 with most of that coming from membership renewals. Expenses for the month totaled \$12,755.41. Notable expenses included \$500 for Contract Services – Accounting, \$906.49 for Postage, \$5,973.49 for Range Maintenance and \$1,400.46 for Supplies. For Range Maintenance, \$3,608.50 of the total was for Chamber’s Excavating to finish the Rifle Range parking lot which should have come from Contingency which currently has a \$10,000 budget line item. Additionally, the \$35.11 charge to Program Expense – Rimfire Challenge was for checks that will be given to the Discipline Chair when he is added to the account. The accountant prepared our taxes for last fiscal year, renewed our license with the Colorado Secretary of State, and gave us an unqualified opinion (no material issues) on our end of year financial statements.

“A motion to accept the financials ending June 30, 2020 and place them on file for the auditor was made by Treasurer, seconded by Steel Challenge Chair and passed unanimously.”

“A motion to donate \$40 to River of Life Fellowship for meeting space for the Board meeting on July 16, 2020 was made by Treasurer, seconded by KYL Chair and passed unanimously.”

- d. Range Master Report: 18 RCU opportunities were given to members in the 2019/2020 membership year. In June 2020 the club held two RCU’s to make up for COVID cancellations in April. Due to the time requirement to accurately reconcile RCU’s before the renewal process begins, going forward the last RCU of every fiscal year will be scheduled on the first Saturday in June.



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5. Other Reports

a. Disciplines

Range Master There were 59 members that attended the July 11 Range Cleanup, the very first for the 2020-2021 membership year.

Archery No Archery Events have been held in 2020. Schedule pending Covid-19 environment.

NRL22 Despite some COVID-19 restrictions, the Club was able to start the 2020-2021 NRL22 season with a suppressed bang. Severe thunderstorms dumped a deluge of rain the night before but that did not stop 27 shooters from taking on Erik Severson's challenging course of fire on 6/27. We welcomed 6 new shooters to the NRL22 family and procured two loaner rifles that should be ready by July. Congratulations to all our first-place winners including Justin Topel (Open), Patrick Schoneck (Base), Lindsay Stamm (Ladies), Wyatt Grimmer (Young Guns), and Myron Stowe (Old Guns). Special thanks to squad leaders Justin, Byron, Jeff, Robert, Patrick, Zach, and Jason. You guys make my job look easy and I greatly appreciate how safe you are and how much fun we have together. Monumental thanks go to Zach for procuring some engraved top shooter awards (Myron, your OG award is coming). Scores and pics are on our website as is the pre-registration for next month's match on 7/25. Hope to see you there!

First Shots We held a First Shots Seminar on 7/9 (handgun) for 12 Girl Scouts. We have two upcoming First Shots Seminars planned for the Girl Scouts on 7/15 (rifle) and 8/2 (shotgun). Congrats to Jason Elliott for receiving the NSSF Mentor Challenge Coin for teaching and mentoring 100 new shooters. A few other Board members are getting close to the 100 mark as well. There are 42 students on a waiting list.

KYL 6/21/20 - Open Class 7 Shooters, 3 Members, 4 Non-Members; Iron Sights 2 Shooters, 1 Member, 1 Non-Member. Pellet Gun – Rained Out 7/1/20 – Open Class 6 Shooters, 2 Members, 4 Non-Members; Pistol 4 Shooters, 1 Member, 3 Non-Members

Rimfire Challenge No events.

Annual Rimfire Carnival The 5th Annual Rimfire Carnival will be held on Sunday, August 16, 2020 from 10 am - 2 pm at the Rifle Range. \$10 admission includes lunch. 20 stages including bowling pins, aliens, golf balls, playing cards, ducks, steel, zombies, splatter targets, etc. Safe, family friendly event that is open to the public. Every stage that you "win" gets you a raffle ticket good for numerous prizes including firearms! Stages are set up to accommodate both rifle and handgun in .22 LR only (no centerfire). All firearms must be unloaded and cased (no holsters) until you are on the firing line under the direction of a Range Safety Officer. Please bring approximately 300 rounds of .22 LR ammo as each stage is a max of 10 shots. Pre-registration is required. No walk-ons allowed per the variance that we received from the Larimer County Health Department.

Shotgun No report.



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Steel Challenge 6/27/20 - Had a great shoot today, it felt wonderful to get out and shoot again! We had 10 shooters plus 1 - one person shot two pistols. This match was free, and the next match on July 25th will be set up to register and pay online.

Hunter Education No report

“A Motion to Affirm RSO Mike Triplett as Defensive Pistol Chair, effective immediately, was made by Range Master, seconded by Secretary and passed unanimously.”

Defensive Pistol Chair would like to schedule matches the third Saturday of the month. Dates will be provided to the Webmaster to post on the website.

At Large 3 Chair will help Defensive Pistol Chair with procedures to submit an article announcing the matches for the Newsletter.

- b. **Chief Range Safety Officer.** Regarding long range gongs we are awaiting a response from NRA to messages left on the NRA voicemail.

6. Unfinished Business

- a. **Lease Extension:** Range Master is still pursuing a 10 year lease with \$250 annual COLA, no changes to this strategy. Landlords are sympathetic to the need for a long term lease in order to receive grant money. Treasurer stated that if no lease is in place the club technically cannot use the property. the current lease document states the lease will continue with 1 year extensions signed by the parties.
- b. **Long Range Gongs.** No updates to report.
- c. **Public Events and COVID-19.** The Board discussed the current COVID-19 restrictions and decided the club will continue normal operations. 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.

The Club will continue to apply for Larimer County Variances for all events of 10 people or more.

- d. **ESP Addendum.** At Large 1 has completed all of the needed ESP pictures. President is still working on updating the verbiage; more on this topic will be presented during the August Board meeting.
- e. **Trauma Kits.** Trauma kits have been resupplied. Plastic zip ties on the kits have not been broken.



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7. New Business

- a. **Automated Clay Thrower.** A member reported to the Range Master that the clay thrower malfunctioned by turning 360 degrees. Range Master and Assistant Range Master immediately removed the thrower from the field after receiving the report. A member offered to donate a residential grade manual clay thrower to replace the clay thrower that is malfunctioning. Range Master did not accept the donation because he understands steps need to be taken by the Board before donations can be accepted. If the Board does accept the donated thrower the club should expect to invest \$1,500 - \$2,000 to electrify the machine. Costs of maintaining a residential grade thrower were discussed. The possibility of upgrading one of the club's existing manual commercial throwers was discussed. It was decided that the club should either have the manufacturer repair the clay thrower that is malfunctioning or the club should purchase a new commercial grade thrower. Range Master will contact the manufacturer to get an estimate on the cost of shipping and repairing the current thrower and the cost of a new commercial thrower. Range Master asked if the funds to repair or replace the thrower will be taken from the shotgun fund.

“A motion was made to repair the current manual clay thrower cost not to exceed \$600 was made by at Large 3, seconded by Secretary and passed unanimously”

- b. **Club Telephone Answering Service:** Currently, the only option on the NCRGC voice mail recording is to transfer to membership services. At this time, no immediate person answers the telephone; the answering machine transcribes messages that are then forwarded to the membership committee via e-mail. Vice president asked about the capability of routing calls to other disciplines. Treasurer mentioned that in the past three transfer options have been available 1) transfer to member services 2) transfer for range issues 3) transfer for range safety. Calls transferred to range issues and range safety were routed to personal telephone numbers. The transfer option can be changed but Board members must be willing to have calls forwarded to their personal numbers. It was decided that no changes will be made to the routing of telephone calls but the voicemail message will specifically state “leave messages regarding Range Safety, Maintenance and Member Services.” No changes will be made to the current e-mail delivery address of messages; the membership committee will forward messages to the appropriate chair for handling.
- c. **Membership Renewal Update.** Secretary. According to the Smart Waiver prior year comparison report we are close to the same renewal numbers as last



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year at this time. Treasurer reported that PayPal charges \$4.65 to process \$150 payment

and \$7.55 on \$250 payments. The new process of sharing the member spread sheet on Google Drive is proven to be very effective. The two step application process 1) Apply and fill out smart waiver 2) pay for membership is working successfully. Advertising membership opportunities by placing the sidewalk sign on the range gate is being referenced on Social Media sites, this is a good advertising opportunity. For next year some improvement needs to be made to the RCU tracking process; 14 members received RCU credit that shouldn't have 14 members that should have received RCU credit didn't. As a cost saving effort, Secretary suggested we no longer provide self-addressed stamped envelopes for paper renewals because only one person used the envelope to return their renewal paperwork.

- d. **Tent Purchase.** President suggested the Board consider a future purchase of a new or used large tent. We have been renting a tent from Royal Rangers, when they are ready to sell it if the price is fair, the Board may want to consider purchasing it. A new tent the same size costs \$1,450. A tent would be a good investment to add as a club asset and if we owned the tent it could be utilized by the disciplines during matches and other events. Treasurer suggested the funds to purchase the tent be taken out of contingency, we can wait until the end of the membership year to see if we have funds left over. Tent purchase will be placed on Business on Hold.
- e. **Annual Meeting Lessons Learned** Secretary expressed disappointment at the turn out of only 63 members at the 2020 annual meeting, he suggested more members may attend if the meeting was held indoors where it would be cooler. He asked the Board for other suggestions to improve attendance. If the meeting next year is held at the range the start time should be moved up to 12:30 pm, closer to the end of the RCU completion time. COVID and heat affected attendance this year. A suggestion was made to offer more door prizes. . At Large 1 is working on a vendor expo to be held during the Annual meeting. Additional food service may also increase attendance. Treasurer stated that from a cost perspective moving the meeting indoors may not cost much more than the expense of renting items to hold it outdoors. Range Master requested if the Annual Meeting is moved indoors, that we do not schedule an RCU on the same day. The By-Laws say the Annual meeting MAY be held in July, the Board may consider holding the Annual Meeting in a different month than July.
- f. **Approve Instructor Program Fee for FY2020-2021.** Treasurer. We currently have two participants in the instructor program; annual fee to participate is \$150 we need to set the current Instructor Program fee because it wasn't addressed in



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May when we raised the other fees. It's a benefit to the members to have instructor's participating in the program but we need to confirm that instructors

are offering reduced prices to NCRGC members.

“A motion to keep the Instructor Program fee for the 2020/2021 fiscal year at \$150 was made by Treasurer, seconded by Steel Chair and passed unanimously.”

- g. **Rifle Range Fencing** Range Master. When cows roam the range the range is closed, as a member it's frustrating and disappointing to drive to the range only to find it is closed. Due to changes in ownership on the Ranch the cattle traffic on the range will increase, the landlords have agreed to allow NCRGC to fence the range with 5 strand fencing. We will receive a discount on fencing materials but need to hire a contractor to install gates and fencing. Fencing will be installed outside the range, 2 feet outside of the red post markers. We are in planning phase so ideas are welcome. Range Master is in the process of getting bids for the fence project.
- h. **Contingency Money for Projects** Range Master. We ran out of money before completion of the parking lot during the rifle range construction project. We were forced to ask the contractor stop work because we ran out of money; the contractor has recently completed the parking lot project. The cost of completing the project is currently charged to range maintenance this expense is causing the range maintenance account to run low on funds. The parking lot project was originally part of the rifle range construction project and should be reclassified to the contingency fund. Treasurer, we have \$10,000 in the contingency fund, cost to complete the parking lot was \$3,608.50.

“A motion was made to reclassify the June 23, 2020, invoice from Chambers Excavating for \$3,608.50 from range maintenance to contingency fund was made by Treasurer, seconded by At Large 3 and passed unanimously.”

Range Master asked for contingency funds to be used for erosion control at the rifle range. Cost for coconut matted erosion control barrier with seeds is \$44.00 per 120 foot roll, we need 20 rolls plus stakes to provide 180 feet of erosion control. This will be installed outside the new fence so the electric fence will need to be energized to keep the cows off of the seed until it takes hold.

“A motion to use contingency funds, not to exceed \$2,200, to purchase erosion control barrier and staking at the rifle range was made by Range Master, seconded by Treasurer approved unanimously.”



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Range Master requested a not to exceed motion on fencing. President said let's get quotes first. Treasurer reported currently \$3,591.50 remains in the contingency account.

- i. **Charitable Donation** A donation to the charity of Range Master's choice in memory of his recently deceased father.

"A motion was made by President for the gun range to donate \$100 to the charity of the Range Master's choice in memory of his father that passed away recently the motion was seconded by Treasurer and passed unanimously."

- j. **Guns left at Gun Range** On July 1, 2020, a firearm was left at the gun range. President obtained a legal opinion on how the Board should handle situations where firearms are left at the range from attorney Devin Seeker. He also left a message with the Larimer County Sheriff's office for their opinion on how to handle this situation. The legal opinion is to include procedures in the Standard Operating Procedures that will outline steps to be taken by Board members or RSO's on how to handle firearms left on the range. The recommended procedure is to sign the firearm over to an FFL holder, when the owner of the firearm is located, they can go to FFL holder and complete the process to retrieve their firearm. The club will receive an invoice from the attorney for this legal opinion.

8. Executive Session

"The Treasurer made a motion to go into executive session at 8:53 pm, seconded by the Steel Challenge Chair and passed unanimously."

"The Vice-President made a motion to come out of executive session at 8:58 pm, seconded by At-Large 3 and passed unanimously."

9. Adjournment

"The Range Master made a motion to adjourn the meeting at 8:59 pm, seconded by the Shotgun Chair and passed unanimously."