



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
September 17, 2020

1. Call to Order

A motion to open the meeting was made by Range Master seconded by Secretary and passed unanimously. Meeting started at 6:02 pm.

Board Members Present:

President: Brian Holder

Vice President: Tom Petaja

Treasurer: Bryon Fessler

Secretary: Gary Caldwell

Skeet and Trap/At Large 2: Jason Elliott

Rimfire Challenge: Chance Snider

Range Master: Russ Hickman

Defensive Pistol: Mike Triplett

At Large 3: Cam Rogers

At Large 1: Ben Price

Board Members not present were:

Steel Challenge: Steve Jessup

Know your Limits Chair Loren Gitchel

Others in attendance were:

Member Services Coordinator: Leslie Shoecraft

Member Number 18194

Member Number 18732

2. Approval of Agenda

A motion was made to accept the Agenda with the change of Recreational Sports Shooting Amendment (6f in Unfinished Business) changed to Long Range Planning Committee by President, seconded by Treasurer and passed unanimously.

3. Member Forum

Skeet and Trap chair presented questions from non-present members during the member forum:

Member 18770 asked if the lease is available for member review? President said that, according to Colorado Sunshine Law, as a non-profit organization, the books, records and contracts are available for anyone to review. It was decided by the Board that requests to look at the lease should be directed to the President and that the lease will be available for review during Board of Directors meetings. Treasurer recommended At Large 1 write a



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Record Review Policy. Skeet and Trap will advise the member that the lease will be available for them to review at the October 15, 2020, Board of Directors meeting or any other scheduled Board meeting.

Associate Member 18006 asked if the Club newsletter is only e-mailed to primary members? Secretary advised that after annual membership renewal, only the primary member is added to the newsletter e-mail list. Associate/Spouse members can request to be added to the list. The October Newsletter will contain an article inviting Associate/Spouse Members to e-mail membership@ncrgc.org and request to be added to the newsletter e-mail list. President requested at least prior 3 months of newsletters be posted on the website. Treasurer will send this request to the Webmaster.

Member 18194 was present at the meeting and asked when the trap machine will be repaired? Skeet and Trap chair advised member that the trap machine parts have been received and the machine will be repaired on Saturday, September 19, 2020.

4. Officer Reports

- a. **President:** No report given
- b. **Secretary's Report:** Spouse Badge Renewal completed on August 31st. We had 167 spouses renew their badges for 2020-2021. Those badges were mailed out on Tuesday, September 8th. The first of three Safety Orientations for new members was held on Saturday, September 12th. We had 73 new members attend along with 37 new member spouses and 11 current member spouses. The second Safety Orientation for new members was held on Sunday, September 13th. We had 32 new members attend along with 8 new member spouses and 2 current member spouses. That leaves 25 new members yet to attend the third and final Safety Orientation on Saturday, October 3rd. An email with the Smartwaiver link was sent to the spouses that attended the Safety Orientation meetings allowing them 7 days to complete the Smartwaiver.

The Smartwaiver link will remain active for Spouses to complete and receive a badge until around October 10, 2020.

Treasurer mentioned that he has received positive feedback from members after the Safety Orientations. He commended Secretary for making the Safety Orientations a success and thanked all of the Board members for attending all the Orientations.

Secretary advised the Board that for the 2021/2022 membership year the last Safety Orientation will occur the last Sunday in September (September 26, 2021).



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President really appreciated that Susan (landlord) Isais (hired hand) and Macy (Internal Veterinarian) accepted the Club's invitation to the September 12, 2020, Safety Orientation. It was a pleasure to be able to introduce them to the Board and Club members.

Changes to the August 2020 Minutes regarding the date of the motion and voting record for the lease negotiation motion.

Electronic Motion By The Range Master on July 22, 2020

"I make a motion to approve the Weaver Ranch 5 year lease extension with the listed cost adjustments of: \$1,000 - 2020/2021 Annual Lease Fee Adjustment, \$500 - 2021/2022 Annual Lease Fee Adjustment, \$400 - 2022/2023 Annual Lease Fee Adjustment, \$400 - 2023/2024 Annual Lease Fee Adjustment, \$400 - 2024/2025 Annual Lease Fee Adjustment."

Seconded by the Vice President

Yes Votes: Vice President, At Large 1, At Large 3, Treasurer, Range Master, Secretary, KYL Chair, Steel Challenge Chair

No Votes: At Large 2, Rim Fire Chair

Abstain: President, Defensive Pistol Chair

The Secretary affirms the motion has passed 8 "yes" votes, 3 "no" votes and 2 abstain.

Treasurer comment: Amending the current by-laws to allow for Board member e-mail voting for motions. According to Robert's Rules of Order, procedure governing e-mail voting should be addressed in the by-laws. President recommended we update the by-laws with this change in 2021. At large 1 will write the by-laws e-mail voting policy. This item moved to Items on Hold.

- c. **Treasurer's Report:** A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of **August 31, 2020**. Total cash on hand in the seven accounts is \$193,962.02 with \$41,462.26 of that set aside in Reserves for future repairs or replacement. Income for the month was \$39,999.16 with most of that coming from Membership Dues and Capital Improvement Fees. Expenses for the month were \$10,273.32. Notable expenses include \$1,059.27 for Contingency (erosion control matting, per Board motion), \$1,027.50 for Contract Services – Grading, and \$250 for Contract Services – Legal. All other Expenses are normal for this time of year. Range Maintenance is under budget. Contingency is at \$4,667.77 of the \$10,000 budget with an additional \$5,500 (NTE) allocated to the Range Master for the Rifle Range fencing



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project, per Board motion. Additionally, PayPal opened two Dispute and Chargeback cases based on the claims of two spouses who said the charges were unauthorized and fraudulent. We lost on the first case and I expect we will lose on the second case as well. I invoiced both members and they promptly paid. All told, these two cases cost the Club \$70.20 in processing and chargeback fees. Finally, our budgeted Reserve Transfer was \$15,000 and we collected \$18,619.50 in Capital Improvement Fees.

President asked if discipline chair cash on hand amount is included in the financials? Treasurer responded, no, Disciplines report cash on hand in their discipline reports. President asked if disciplines deposit any of their cash on hand is it reflected in their report? Treasurer, yes the discipline reports should account for any money deposited into the bank. The Accountant will report the disciplines as holding the amount of cash on hand that is reported in their discipline report. Secretary asked if the discipline reports should include the cost of the credit card processing fees? Treasurer answered discipline reports should reflect the amount of money collected for the event.

A motion to accept the financials ending August 31, 2020, and place them on file for the auditor was made by Bryon Fessler, seconded by At Large 3 and passed unanimously.

A motion to donate \$40 to River of Life Fellowship for meeting space for the Board meeting on September 17, 2020 was made by Bryon Fessler, seconded by At Large 2/Shotgun Chair and passed unanimously.

A motion to transfer \$18,619.50 in Capital Improvement Fees from Operations to Reserves was made by Bryon Fessler, seconded by Vice President and passed unanimously.

- d. **Range Master Report:** September 12, 2020, Range Clean Up (RCU) 36 members signed in, with spouses we had a total of 43 attending the RCU. We worked on erosion control, served lunch, raffled off a few hats. Some of the RCU attendees were new members. Treasurer reminded the Board that anyone on the property that is not a member, needs to sign the yellow waiver and wear the temporary badge sticker. A member who forgot their badge also needs to sign the yellow waiver and wear temporary badge sticker. An article will be written for the newsletter regarding waiver rules.

5. Other Reports

a. Disciplines

Range Master: September Range Cleanup had 67 memberships represented.

Archery: No events scheduled



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NRL22: The Club hosted the monthly NRL22 match on August 22, 2020 and 28 shooters participated. The shooters posted some impressive scores despite the heat, wind, and smoke from local forest fires. We have a great group of shooters and you are always welcome to join us. Congratulations to all our first-place winners including Jeramie Walker (Open), Alan Behrman (Base), Kourtney Gardner (Ladies), and Myron Stowe (Old Guns). Special thanks to all the squad leaders for ensuring a safe and fun event. Scores and pics are on our website (<https://www.ncrgc.org/shooting-disciplines/nrl22/>) as is the pre-registration link for next month's match on September 26, 2020. Please squad up after you are approved. Hope to see you there! Finally, we want to thank Justin, Doug, and Phill for representing our Club at the 2019/2020 NRL22 National Championship. Thank you! #ncrgc #nrl22 #22lr #rimfire #pewpew #precisionrifle #letsgoshooting

First Shots: No seminars scheduled due to the extensive amount of volunteer time needed for the carnival.

KYL: 9/2/2020-Open class 4 shooters, 2 Members, 2 Non-Members; Iron Sights 4 shooters, 2 Members, 2 Non-Members; Band and Forth Match 2 shooters, 1 Member 1 Non-Member

Rimfire Challenge: 8/29/20 – 3 shooters, all members. \$20.00 collected.

Shotgun: 8/23/20 5 members 4 non-members \$70 collected

9/13/20 8 members 4 non-members \$85 collected

Discipline Chairman keeps \$100.00 on hand for making change in addition to above reported monies.

Steel Challenge: 8/22/20 9 shooters, all single firearms, 8 of 10 pre-registered shooters showed up for the match, one shooter paid the morning of the match. \$165 taken in - minus charges for using Stripe through Practiscore. $\$142.61 + \$15 = \$157.61$ (\$15 of which is still in my possession.) Petty cash on hand remains at: \$40 (in \$5's for making change)

Hunter Education: No change in how we can do the Hunter Education Classes, students will be able to take 100% of HE class online until restrictions are lifted.

Defensive Pistol: 9/6/2020 - 12 participants total (9 members/3 guests), including 2 RSOs and match director; everyone shot the match. We had two stages, and shot each stage twice for a total of four stages shot. Rifle side match had five participants total, including 1 RSO and match director. One stage for the side match, each participant shot it twice. COVID protocols strictly adhered to including COVID sign-in sheet, masks and social distancing.



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Lots of good feedback after the match with thanks for bringing back DP and expressions of returning next month. All around a great success.

- b. **Chief Range Safety Officer.** At Large 1 and President are continuing to review historical SOP's and the by-laws for updates that need to be made to both documents to make them congruent.

6. Unfinished Business

- a. Lease Extension/Motion To Authorize Signature By Range Master (Brian).

President made a motion to amend the August 2020, electronic motion made by the Range Master to negotiate a 5 year lease with Weaver Ranch with cost adjustments of: \$1,000 increase for the year 2020/2021; \$500 increase for year 2021/2022; \$400 increase for year 2022/2023; \$400 increase for 2023/2024; \$400 increase for the year 2024/2025, to also include authorization for the Range Master to sign the lease on behalf of the Club, seconded by the Treasurer, motion passed unanimously.

- b. **Google Drive Folder Permissions.** Item tabled, move to October 2020, Agenda
- c. **Public Events and Covid-19.** Range Master suggested we add a sentence on the NCRGC website saying that "NCRGC recognizes and follows the COVID 19 guidelines as set by Larimer County" Secretary will submit the website verbiage to Webmaster. The Board agreed, besides adding the sentence to the website, 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 chair disciplines will continue to apply for Larimer County Variances for all events of 10 people or more.
- d. **Rifle Range Fencing.** Three supplies bids have been received; we are receiving a \$3 per post local supplier discount from Oregon Timber. Chambers Excavation was hired to bring in a bobcat and auger. With the equipment, it took 1 hour to dig one hole, after spending 1 hour on second hole Range Master decided it was better the hire a contractor. Kiwi Construction, one of the 3 contractor bids, will be on the range September 18, 2020, to walk the range and check out the fence layout. Rifle Range will be closed on Friday, September 25, 2020, so that Kiwi Construction can drill holes to set posts. Range closure notices will be posted on the gate, posted on the website and sent out via e-mail. Nine people have volunteered to help set the 90 posts. Fencing wire was donated.
- e. **Membership Survey.** The Board decided in the August meeting to share the survey results with the members, the results were posted in the September Newsletter. Also in the August meeting the Board decided member survey comments will be addressed in future newsletters, the Board also suggested the comments be organized and a Board member assigned to address the comments in the newsletters.



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- f. **Long Range Planning Committee.** This item was deferred to Executive Session.
- g. **Keying.** Discipline chairs should provide to Range Master a list of sheds they need to have a key to open.

7. New Business

- a. **Tac Bay Rules Modification/Discipline Supervised Events.** This item deferred to October Agenda because Safety Incident 20200906 needs to be resolved before Tactical Bay modifications can be made.
- b. **Because I'm Nice Like That.** Skeet and Trap chair asked the Board for a motion to accept donation of a gently used 21" lawnmower. Range Master said as long as lawnmower is in good working condition it will be accepted as range equipment.

Skeet and Trap made a motion that the Board accepts a June 13, 2020, anonymous member donation of a gently used 21" Craftsman Lawnmower, motion was seconded by Treasurer and passed unanimously.

c. Safety Incident 20200809/Possible Safety Incident 20200906.

Safety Incident 20200809: On August 9, 2020, the driver of a Blue Sky company truck with 4 passengers entered the range and violated range safety rules by 1) having guests on the property that did not sign waivers; 2) instructed guests to cross the firing line and proceed down range during a hot range. The member who reported the incident called a cease fire, took a picture of the Blue Sky truck and wrote down the license plate number. In an attempt to identify the driver of the truck that violated the range safety rules, Vice President contacted Blue Sky and provided them with the truck license plate number. In an e-mail response from Blue Sky they said due to HR confidentiality they cannot disclose the employee name. The email further states "since this person violated your company policy this is something that is within your authority to address if this comes again." President stated, considering the severity of the violation, the club should ban all Blue Sky company vehicles from the range and report Blue Sky company vehicles as trespassers to the Larimer County Sheriff. Treasurer suggested we put the picture of the truck in the newsletter with an explanation of the safety violations requesting the violating member contact the Vice President. Vice President will write a letter to Blue Sky advising them of the Board decision to ban the Blue Sky truck from the range and report the incident to the Larimer County Sheriff. Treasurer will file a complaint with the Larimer County Sheriff.

Range Master made a motion that the Treasurer file a complaint with the Larimer County Sheriff's department for the Blue Sky trespassing violation, that the Discipline Committee Chairman write an article for the newsletter explaining the implicit details of the incident with full support and approval of the Disciplinary Committee, seconded by At Large 3 and passed unanimously.



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Possible Safety Incident 20200906 this incident is still being investigated; item will be placed on October agenda.

- d. **Banking Options.** Due to corporation gun policy at the current bank, Treasurer and President asked the Board for a general consensus allowing them to research other banking options. President advised the board that moving accounts will be a multi-tier process due to transitioning current accounts to a new bank. Treasurer asked the Board to also provide bank recommendations, especially those that also offer merchant services. For membership renewal, it would be nice to find a merchant service provider that can interface with Smartwaiver allowing membership renewal to be a one step process, eliminating the current two step renewal process.

The Board gave a general consensus allowing President and Treasurer to research other banking options and provide a spreadsheet of the options to the Board for consideration when the bank research is completed.

- e. **Rocky Mountain Young Marines** At Large 1 provided the Board with the status of having Rocky Mountain Young Marines provide volunteer services to NCRGC. He did receive an e-mail from the Adjutant saying that they were very interested in this opportunity. He would like approval from the Board to send a presentation request to the Young Marines. Their presentation will offer the Discipline chairs an opportunity to find out what kind of items the Young Marines can assist the club with. He also asked if, as another potential group of volunteers, he should reach out to the JROTC? Range Master said the attractive piece of having this kind of assistance would be for the Discipline chairs to have vetted Young Marines assist them with event set up, tear down and other duties as needed. Range Master requested that all volunteers be vetted through the Chief Range Safety Officer, Range Master and some of the different Disciplines. Skeet and Trap Chair mentioned that it would be really helpful to his discipline to have additional help. At Large 1 requested this item be carried over to the October agenda to allow him time to contact the Rocky Mountain Young Marines regarding a presentation.
- f. **3D Archery Discipline Proposal.** This item to be moved to October agenda.
- g. **Club Facebook Account.** President advised the Board that the former Board member who set up the Facebook is not willing to provide the club with the passwords for administrative access to the Facebook account. At Large 1 informed the Board that Facebook does have a process for non-profits to be able to retrieve an account if proper ownership documentation is provided to Facebook. He recommended the President write a letter to Facebook explaining the situation and requesting ownership of the NCRGC Facebook page. Treasurer mentioned that this is one example of why it is so important that the correct people are assigned access to accounts, going forward, both



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President and Vice President will have login passwords for the Facebook page. President said he will contact Facebook and attempt to retrieve ownership of the pages.

A motion was by Treasurer to begin the Long Range Planning Commission Executive Session at 8:29 pm, seconded by Range Master and approved unanimously.

8. Executive Session

Motion was made by the Shotgun Chair to come out of executive session at 9:57 pm, seconded by the VP and passed unanimously.

Motion was made by the Range Master to allow the Treasurer to represent the NCRGC in assisting the Larimer County Commission and other governmental agencies in developing a public recreational shooting sports complex, seconded by At Large 2 and passed unanimously.

9. Adjournment

Motion was made by the Defensive Pistol Chair to adjourn the meeting at 10:03 pm, seconded by the Shotgun Chair and passed unanimously.