



**Northern Colorado Rod & Gun Club**  
Board of Directors Meeting Minutes  
May 20, 2021

**1. Call to Order**

*A motion was made by At Large 1 to open the meeting at 6:00 pm, seconded by Steel Challenge Chair, and approved unanimously.*

Board Members Present:

President: Brian Holder

Vice President: Tom Petaja

Treasurer/NRL22/First Shots: Bryon Fessler

At Large 1: Ben Price

At Large 2/Skeet and Trap: Jason Elliott

At Large 3: Cam Rogers

3D Archery: Kyle Black

Defensive Pistol: John Pashain

Know your Limits: Loren Gitchel

Rimfire Challenge: Chance Snider

Steel Challenge: Steve Jessup

Board Members not present were:

Range Master: Russ Hickman

Secretary: Gary Caldwell

Others in attendance:

Member Services Coordinator: Leslie Shoecraft

Others not in attendance were:

Assistant Range Master: Dean Sailer

**2. Approval of Agenda**

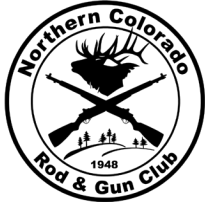
*A motion was made by Treasurer to approve the agenda as written, seconded by At Large 3, and approved unanimously.*

**3. Member Forum:** No members presented during the forum.

**4. Officer Reports**

a. President: No Report

b. Vice-President: No Report.



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c. Secretary:

Changes to April 15, 2021, minutes. Section 5 Other Reports; b. Range Safety Officer. Defensive Pistol comment, Police Officer will be changed to Paramedic.

***A motion was made by At-Large 3 to accept the April 15, 2021, Board meeting minutes, with the change from Police Officer to Paramedic, and place them on file, seconded by At-Large 2, and passed unanimously.***

d. Treasurer's Report:

A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of **April 30, 2021**. Total cash on hand in the eight accounts is \$121,062.34 with \$60,085.55 of that set aside in Reserves for future repairs or replacement. Income for the month totaled \$627.48 and Expenses totaled \$8,025.48. The Board previously approved an additional \$1,500 for emergency snow mitigation; however, Contract Services – Grading was \$1,700 for April so we need to pass a motion for the additional \$200. We budgeted a surplus of \$13,870 and ended up with \$26,541.42 which is great news. We will talk about the budget later in the meeting. Four invoices totaling \$805.35 did not reconcile last FY including a \$165.75 payment to A Virtual Assistant, LLC for February 2021, a \$161.50 payment to A Virtual Assistant, LLC for March 2021, a \$191.10 payment to Dean Sailer, and a \$287 payment to Portable Rental Systems. We completed the banking transition on April 19, 2021 when we closed the Operations account at Wells Fargo and transferred the \$60.03 balance to the Operations account at Bank of Colorado. The Club's fiscal year ended on April 30, 2021 so I will deliver the financials to the accountant to conduct a review and prepare the taxes. Finally, a \$204 payment to A Virtual Assistant, LLC issued on February 8, 2021 was returned on May 11, 2021 as the payment was sent more than 90 days ago and the payee did not cash the check. Normally, Wells Fargo would credit this payment back to our Operating account, but that account is closed so I am working with the bank on a solution. Once the Club receives the \$204 back, I will reissue the check.

***A motion to ratify the Range Master's decision to spend an additional \$200 on emergency snow mitigation was made by the Treasurer, seconded by KYL Chair and passed unanimously.***

President reminded the Board, that if a not to exceed motion is approved by the Board, , the Board must approve all additional funds, no matter how much additional money is needed. President asked Treasurer to verify the club procurement policy requires Board approval for all additional funds.



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*A motion to accept the financials ending April 30, 2021, and place them on file for the auditor was made by the Treasurer, 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 May 20, 2021, was made by the Treasurer, seconded by KYL Chair and passed unanimously.*

- e. *Range Master* No report given

## 5. Other Reports

### a. Disciplines

**Hunter Education** No updates to report, classes are currently not held in person due to COVID-19.

### **NRL22**

The NCRGC NRL22 Match on April 24, 2021 is the last of the 2020-2021 season. There is no match in May and the new season starts in June, so we plan to go out with a bang (literally). In addition to 5 National stages and 2 fun stages, we will have a BBQ and raffle with some neat prizes. You must be present to win, and you get a raffle ticket for every match that you participated in during the 2019-2020 and 2020-2021 seasons, including the April match. We will also raffle off a Ruger Precision 22LR Rifle! Participants must pre-register, pay, and squad using Practiscore. There are no walk-ins allowed on the day of the match. Please check in with the Match Director upon arrival. Setup at 8 am (please help if you can), zero/DOPE at 8:45 am, safety briefing at 9:15 am, and match at 9:30 am. Please contact the Match Director at [nrl22@ncrgc.org](mailto:nrl22@ncrgc.org) if you have any questions. Hope to see you there!

### **NRL22 Championship**

The Club is honored to extend an invitation to Jeramie Walker, Doug Lynch, Justin Topel, Jack Behrman, and Kourtney Gardner to participate in the 20/21 NRL22 Championship to be held in Nehawka, Nebraska on May 28-30, 2021. It has been such a fun season with you, and we could not be prouder that you have received an invitation to the Championship. Congratulations and best of luck!

### **First Shots**

Temporarily on hold due to COVID-19 as we cannot socially distance in the shed (aka Instructor Classroom). I have 79 people on a waiting list and that number does not include the Young Marines.





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whether or not to hold their events based on the restrictions set forth in the Larimer County COVID green guidelines.

- d. **Club Facebook Account.** The VP has submitted procedures that will allow the club to regain control of the club Facebook account to the former Board member that currently has control of it. Item to remain on June agenda.
- e. **By-Laws and SOP changes.**

*On April 26, 2021, at 3:23 p.m. MST, Secretary on behalf of the Bylaws Committee, e-mailed to all members of the Board of Directors. Motion 1: Update to the Bylaws language, MSC read aloud the Bylaws updates during the May 20, 2021, Board meeting. E-debate continued until April 27, 2021, at 5:00 pm. The Secretary put the question to an e-vote at 5:05 pm MST on April 27, 2021. The vote closed at 8:35 a.m. on April 29, 2021, by a vote of 10 in favor and 0 opposed, the motion was approved.*

**By Laws update:**

**Article IX --- Elected and Appointed Positions**

**Section 2. Appointed Positions**

**C. Discipline Chairs**

Shooting Discipline chairs are responsible for the organization and safety of their matches.

Must Obtain RSO status

1. Shooting Discipline chairs develop SOP's specific to their discipline.
2. Maintain and track assets an inventory
3. Design and hold events
4. Manage financials
5. Shooting Discipline Chairperson, or their designee, will attend all meetings of the Board of Directors and General Membership

**Section 4. Suspension and Removal**

A Director may be suspended or removed from office, for cause, by a two-thirds majority vote of the Board of Directors; provided, however, that no vote on such suspension or removal will be taken until the Secretary will have caused notice to be served upon the accused director, stating the nature of the charges thought to merit suspension or removal, and giving the accused an opportunity to request a hearing on the charges before the Board. If such a hearing is requested, it will be conducted in the same manner as



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specified in Article III Section 6 of these Bylaws. Any such suspension or removal from office will have no effect upon the director's status as a member of the Club.

***The April 29, 2021, electronic Bylaws changes motion was ratified during the May 20, 2021, Board meeting.***

An SOP's review meeting was held on April 17 to revise and update the SOP's. A draft of the SOP updates was e-mailed to all Board members for review prior to the May 20 meeting.

***A motion to adopt the Standard Operating Procedures effective May 20, 2021, was made by President, seconded by Treasurer, and passed unanimously.***

Copies of the SOP's will be e-mailed to current RSO's, and hard copies placed in the shed notebooks.

- f. **Colorado State Shooting Association (CSSA).** The Treasurer stated that the Club's lawyer and accountant previously advised the Board not to align with 501(c)(4) organizations as they are political in nature. The Club is a 501(c)(7) organization and as such we need to remain apolitical. Considering CSSA 501c4 designation, the Club will not renew the CSSA membership.

**7. New Business**

- a. **Board 3D Archery event, trial run.** 3D Archery chair announced a Board shoot trial run on Sunday, May 30, 2021, at 9 am, available Board members will attend the event.
- b. **Nominating Committee** Per the Bylaws, the President appoints a nominating committee. President appointed At Large 3 to chair the committee. Three Board positions, Vice President, Secretary and At Large 2, are up for election during the July 10 Annual Meeting. All three current Board members plan to run for their position.
- c. **Annual Membership Renewal Postcard** A draft of the annual membership postcard that will be mailed to all members on June 14 was presented to the Board for approval. Paragraph 3 mentions the June 5, range cleanup, considering the postcard will not be mailed until after June 5 the Board recommends the third paragraph be removed or edited to include new member enrollment information. 356 members have not yet attended a range clean up (RCU). Many members are expected to participate during the last membership year clean up opportunity on the June 5. Treasurer and MSC will attend the June 5 RCU to assist the Range Master.



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- d. **Annual Meeting Preparation** The 2021 Annual Meeting will be held indoors at River of Life Fellowship. Members will vote on Board positions and By-Laws changes. The By-Laws changes will be displayed on screen during the meeting. Water will be provided but food will not be served. Treasurer will purchase and bring the water to the meeting. Secretary will prepare the ballots. The Board will create the agenda during the June Board meeting, the annual meeting agenda will be approved by the members during the meeting. Members who attend the annual meeting will be entered into the prize raffle.

*A motion to purchase a \$500 gift certificate from PM Guns was made by At Large 3, seconded by 3D Archery Chair, and passed unanimously.*

*A motion to donate \$150 to River of Life Fellowship for meeting space for the July 10, 2021, Annual Meeting was made by At Large 2, seconded by KYL Chair, and passed unanimously.*

- e. **Membership Renewal** During online membership renewal, PayPal® can redirect members to the NCRGC website. The Treasurer and Secretary recommended that the Board switch the two-step renewal process and the Board agreed. The new process will require payment prior to the application; however, both steps must be completed before badges will be issued. Board members will be allowed to test the renewal process after the June Board meeting.
- f. **Corporate e-mail usage policy** Treasurer presented a final draft of the corporate e-mail usage policy that includes all the club e-mail addresses to the Board for approval.

*A motion to approve the NCRGC corporate e-mail usage policy dated March 18, 2021, was made by President, seconded by At Large 2, and passed unanimously.*

- g. **NCRGC Dues, Fees, and Budget for FY2021-2022** Treasurer presented to the Board the following FY2021-2022 Budget.

Treasurer recommended that the dues and fees remain the same as last fiscal year.

*A motion to keep the Membership Dues at \$150 for FY2021-2022 was made by Treasurer, seconded by At Large 1, and passed unanimously.*

Fees. Recommend we keep the Capital Improvement Fee at \$150, the Range Cleanup Fee at \$125, and the Lost Badge Fee at \$25.

*A motion to keep the Capital Improvement Fee at \$150, the Range Cleanup Fee at \$125, and the Lost Badge Fee at \$25 for FY2021-2022 was made by Treasurer, seconded by At Large 1, and passed unanimously.*



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**Budget**

**FY2020-2021 Budget**

- We budgeted \$147,520 for Income last FY and the actual was \$160,856.34 for a difference of \$13,336.34. The biggest contributing factors were the Capital Improvement Fee, Cleanup Fee, and Program Income – NRL22. \$133,650 budget for Expenses last FY and the actual was \$134,314.92 for a difference of -\$664.92. Range Maintenance was \$5,699.45 under budget. We budgeted a surplus of \$13,870 and the actual was \$26,541.42. Cash flow needs require the reserve funds to be transferred after completion of membership renewal.

The Treasurer presented the proposed changes to income and expenses and the Board concurred.

The total budgeted Income = \$154,010 and the total budget Expenses = \$144,490 for a net difference (surplus) of \$9,020.

*A motion to approve the budget for FY2021-2022 was made by President, seconded by 3D Archery, and passed unanimously.*

- h. **Range Safety Officer – RSO list** MSC and Treasurer have created a current RSO list. The final RSO list will be posted on the NCRGC drive folder and e-mailed to webmaster for updating the RSO e-mail list. The list must be maintained and any changes to email addresses must be reported to the Webmaster so the [rso@ncrgc.org](mailto:rso@ncrgc.org) email distribution list can be updated.
- i. **Defensive Pistol SOPs submitted to BOD and Discipline DOP's in future** Defensive Pistol Chair created and submitted to the Board a 48 page Defensive Pistol SOP. He thanked Defensive Pistol chair for producing such a comprehensive SOP and recommended the other chairs use the Defensive Pistol SOP's as a template.

The Board discussed procedures for approval and handling of discipline SOP's. It was decided that discipline SOP's should be submitted to the CRSO for review and approval. Approved discipline SOP's will be e-mailed to the webmaster for upload to the shooting discipline, specific discipline section. SOP's review and updates will be submitted by disciplines to the CRSO annually in November. RSO's at every event must complete a check list. Chairs decide if their SOP's will be kept in electronic format or paper format, records must be submitted to the Secretary in accordance with the club records retention policy.





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*A motion for all discipline chairs to provide basic SOP's to the CRSO for approval annually by November 30, was made by President, seconded by At Large 3, and passed unanimously.*

- j. **Request of funds from Club to purchase equipment assigned to Defensive Pistol**  
Defensive Pistol Chair requested Board approval of \$2,200 in funds for Defensive Pistol discipline to purchase six 8-inch tablets, one 10 inch master tablet, six timers, power strips, supplies and accessories. Treasurer reminded the Board that general funds have been provided to Defensive Pistol discipline on several occasions. Additional funds to one discipline sets precedence for other disciplines, the Board needs to be fair to all disciplines when approving funds. Discussion was held about the fairest way to handle discipline fund requests. Vice President suggested that discipline chairs be accountable for the resources provided to them to run their disciplines. It was suggested that the Board require Defensive Pistol chair to sign a promissory note before receiving additional general funds. President asked why 7 tablets are needed to run a match? Defensive Pistol responded that there are six squads at every match, each squad needs a tablet, and one master tablet is required. Currently most chairs hand write scores and spend hours transferring the scores to a spreadsheet. President asked if the equipment can be purchased over time instead of all at once? Steel Chair challenge suggested said Club resources need to be inventoried, logged and signed out, one discipline may require more resources than the next, the resources need to be allowed to flow to the disciplines as needed. Vice President suggested that a percentage of discipline annual profit be paid to the Club to repay funds. Steel Challenge prefers an annual payback to the club based on discipline profits and future needs. Vice President will research prior seed money requests that have been presented to the Board above the original \$1,000 seed money and provide suggestions to the Board on how to recompensate the Club. Rimfire Challenge chair agreed to transfer 6 used timers to the Defensive Pistol chair at \$70 each. These timers were previously procured by the Treasurer via a grant. The Board asked the DP chair to sign a promissory note for these items and the Treasurer will prepare the note.

*A motion for the Club to purchase 7 tablets and 6 timers, not to exceed \$2,000, from the General Fund assigned to Defensive Pistol Chair on a promissory note, was made by Treasurer, seconded by Rimfire Challenge, and passed unanimously.*

## **8. Executive Session**

No executive session needed

## **9. Adjournment**

*A motion to adjourn the meeting at 9:34 pm was made by At Large 3, seconded by At Large 1, and passed unanimously.*