



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
October 21, 2021

1. Call to Order

A motion was made by At Large 3 to open the meeting at 6:00 pm, seconded by Streef Challenge Chair, and approved unanimously.

Board Members Present:

President: Brian Holder

Vice President: Tom Petaja

Treasurer/NRL22/First Shots: Bryon Fessler

Secretary: Gary Caldwell

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

Steel Challenge: Steve Jessup

Board Members not present were:

Others in attendance:

Member: Sharon Walford

Member Services Coordinator: Leslie Shoecraft

Assistant Range Master: Dean Sailer

2. Approval of Agenda

A motion to approve the agenda adding 5.c. Range Master Report, 6.h. Digital Communication Policy was made by the Secretary, seconded by At Large 1, and approved unanimously.

3. Member Forum: Member 18006 asked if discipline chairs will be making updates to the bulletin boards on the kiosks.

4. Officer Reports

a. **President:** No report given

b. **Vice-President:** A couple of discipline chairs have submitted inventories, waiting on a couple of others.

c. **Secretary Report:** The President/CRSO and Treasurer conducted the last New Member Safety Orientation for our disabled member on October 2nd so all our new members have



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successfully completed the safety orientation. Spouse badge renewal has been closed. The Treasurer has converted our Smartwaiver account to dormant status until membership renewal begins in July of 2022. We still have a few issues to clear up with returned spouse badges and missed renewals. We will be trying a new, simpler method for spouse badge renewal in 2022. We also have 4 members that renewed but did not complete the Application/Smartwaiver. Their badges are being held until completion of a paper version of the Application. Repeated attempts to contact these four via email and phone have been unsuccessful.

A motion to accept the minutes from last month's meeting -- dated September 16, 2021 -- and place them on file was made by the Secretary, seconded by At Large 3, and passed unanimously.

A motion to accept the minutes from the special meeting -- dated September 23, 2021 -- and place them on files was made by the Secretary, seconded by At Large 3, and passed unanimously.

- d. **Treasurer Report:** A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of September 30, 2021. Total cash on hand in the eight accounts is \$218,553.40 with \$80,088.14 of that set aside in Reserves for future repairs or replacement. Income for the month totaled \$895.17 and Expenses totaled \$26,416.18. Notable Income included \$384.56 for Instructor Program and \$25.00 for other income. Notable Expenses included \$334.32 for contingency, \$50.00 for dues and subscriptions, and \$20,000 reserve transfer approved by the Board via motion last month. Additionally, I am tracking two Board motions to be paid out of Contingency: \$1,000 (NTE) to purchase a trauma kit and supplies to build storage box for the kit, and \$1,000 (NTE) to shore up the high house in preparation for changing out the throwers. I am also tracking a Board motion to be paid out of reserves for \$15,500 (NTE) for new clay throwers. The celebration of life for Loren Gitchel was moved to another location so no club funds were used for that event.

A motion to accept the financials ending September 30, 2021 and place them on file for the auditor was made by the Treasurer, seconded by Defensive Pistol Chair and passed unanimously.

A motion to donate \$40 to River of Life Fellowship for meeting space for the special Board meeting on September 23, 2021, was made by the Treasurer, seconded by the Secretary, and passed unanimously.



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A motion to donate \$40 to River of Life Fellowship for meeting space for the Board meeting on October 21, 2021, was made by the Treasurer, seconded by the Secretary, and passed unanimously.

A motion to renew the club's affiliation with the National Skeet Shooting Association (NSSA) and the National Sporting Clays Association (NSCA) for \$50.00 payable from dues and subscriptions was made by the Treasurer, seconded by the Shotgun Chair, and passed unanimously.

A motion to transfer \$10,000 of the surplus from the fiscal year 2020-2021 from operations to reserves was made by the Treasurer, seconded by At Large 1, and passed unanimously.

The Board will monitor additional surplus funds from the 2020-2021 fiscal year for possible transfer to reserves at a future date.

A motion to ratify the executive committee's decision to renew the 3 year service agreement with Waste Management dated 10-19-2021 for \$319.49 per month plus additional fees if needed was made by the Treasurer, seconded by the Secretary, and passed unanimously.

5. Other Reports

a. Disciplines

Shotgun

9/26/21 14 members 5 non-members \$204 collected

10/10/21 10 members 4 non-members \$147 collected

Discipline Chair keeps \$100 on hand to make change in addition to the above reported monies.

Defensive Pistol/Steel Challenge combined event

Full Effect had a total of 61 people attend that were there to participate and volunteer.

Defensive Pistol

3 Oct 21 Match: Attendance: 12 Participants: 5 RSOs: 7 \$75 deposited into DP acct \$100 cash on hand

NRL22

The Club hosted the monthly NRL22 match on September 25, 2021, and 26 shooters participated in stages that were dedicated to the commemoration of the September 11, 2001 attacks on the World Trade Center towers, Pentagon, and the crash in Pennsylvania. All the shooters observed a moment of silence. Congratulations to our first-place winners including Jeramie Walker (Open), Brandyn Banville (Base), Doug Lynch (Old Guns), and Jennavieve Walker (Young Guns). As a reminder, there must be at least three



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shooters in a category to award first-place. Special thanks to everyone who helped set up and tear down. We raffled off a mat and bag at the end of the match. Scores are posted on the NCRGC website as is the link to sign up for next month's Halloween

match which will include a \$100 prize for best costume!

First Shots

We held several First Shots seminars as follows:

9/18/2021 – Rifle (8 shooters)

9/21/2021 – Rifle (4 shooters)

9/25/2021 – Rifle (35 shooters) Second Round event

Hunter Education

Brian Holder, Byron McGough and Dean Sailer completed an Internet Conclusion Class Hunter Education Class in Wellington on September 18, 2021. 31 students graduated after successfully completing their exam and a live fire exercise which was done at the NCRGC Rifle Range from 11:00 till 2:00 PM. They were very impressed with the quality of the class and our range. Ben Price as a CRSO also helped with the live fire at the NCRGC Rifle Range.

- b. **Chief Range Safety Officer:** The trauma kit located in the storage room at the end of the range master shed should probably be relocated to a box outside of the room so that it may be accessed without having to unlock the door to the storage room. The CRSO is going to designate official names for all of the sheds on the property to alleviate confusion.

- c. **Range Master:**
 - RCU Board Coverage. We are covered for the next five months, as follows: October (Bryon), November (John), December (Steve), January (Tom), February (Brian). Recommend the other Board members attend RCUs and shadow to better understand the process. Also, handoff should be at the Board meeting vice the end of the month.
 - RCU Checklists. The checklists that I created as the RM years ago are still in use today and they show the “mandatory” items that need to be accomplished each month.
 - ARM Hours. Contract estimates that ARM will need to provide 400 hours of service based upon historical trends and the needs of the members and prospective members. ARM provided 389.5 hours of service for FY2020-2021.
 - ARM RCU Attendance. Contract requires ARM to oversee six RCUs a year. This has not been an issue as ARM attends the majority of RCUs.
 - Range Hats. We have 30 of the orange visors and 10 of the Brown visors for a total of 40 hats. We normally give away 2 hats per RCU and 2 at the annual meeting. That is enough to get us through another year. After that, we may want to ask The Defensive Pistol Chair and At-Large 1 to design a new hat as they have some great ideas. The hats are stored in the Rifle Range container.



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RCU Attendance. RCU attendance for July, August, and September needs to be posted on the website. This information is critical in preparing for RCUs (i.e., number of

brats/burgers/donuts to buy, various cleanup activities to anticipate and plan for, additional activities to add to the list of things to do, etc.).

- Procurement Policy. I discussed the policy with ARM in detail. Exceptions to the policy include the day-to-day range maintenance items such as paint, lumber, tools, etc. whose aggregate amount does not exceed two thousand dollars (\$2,000) a month. This amount does not carry forward and the RM and Treasurer are responsible for overseeing these expenditures and for ensuring that the intent of this policy is not circumvented. We need to discuss some maintenance for the riding mower and that is on the agenda.

- Communication and Planning. The ARM is an excellent communicator and planner and offers a wealth of experience to the acting RMs and future RM. Prior proper planning and communication are vital to the success of the RCUs. Members need meaningful tasks to accomplish. Additionally, more involvement by the Board as RCU leaders is needed.

- RCU Newsletter Article. Recommend we list the date/time of the RCU (and matches) at the top of each newsletter. The newsletter should go out a few days before the RCU. Some members expressed their frustration about the repetitive nature of the RCU articles and about requesting items that are not needed or used. We obviously need to avoid this going forward.

- Weekday RCU. We should schedule at least one weekday RCU per year as some of our members work weekends. Last year, we held one in September and 12 members attended.

- Additional RCU Items. This is the first time that I have seen this list. The Board should be more involved in adding items to the list and prioritizing and scheduling. Recommend this list be included in the monthly Board packet and discussed during the RM report.

6. Unfinished Business

- a. **Public Events and COVID-19:** The Board decided that each discipline chair has the authority to determine whether or not to hold their events based on the restrictions set forth by the Larimer County COVID guidelines. Item to remain on November agenda.
- b. **Additional Trauma Kit and supplies:** Trauma kit has been purchased. Construction of a small box to contain the kit mounted on the outer wall of shed will be added to the RCU item list for November.
- c. **Club Facebook account** The Vice-President notified the former Board Member that retains control of the Facebook page that a disciplinary action will be initiated if control of the page isn't transferred to the club.



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- d. **Shotgun High House Repair and Maintenance:** A member who is a licensed contractor has volunteered to meet with the Shotgun chair to evaluate the condition of the high house and generate a materials list of items needed to lower the second floor. The

goal will be to limit the work to the lowering of the second floor in order to minimize costs.

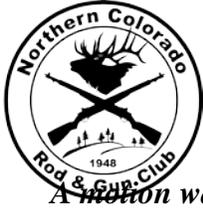
- e. **Goodbye Summer “Full Effect” Party:** The Defensive Pistol and Steel Challenge Chairs emphasized that the Young Marines were extremely helpful in the execution of this event. The Defensive Pistol Chair expressed a desire to make this an annual event going forward. Event organizers received a lot of positive feedback from numerous participants. There were \$25.00 in receipts. Total expenses were \$219.28.

A motion was made by the Treasurer to transfer \$219.28 from contingency to pay for the cost of the Goodbye Summer “Full Effect” Party, seconded by the Defensive Pistol Chair, and passed unanimously.

- f. **Defensive Pistol Women-Only Special Event:** Eight ladies are signed up to participate at the event this coming Saturday.
- g. **Rimfire Challenge Loaner Rifles:** The two loaner rifles have been legally transferred to the custody of the Secretary.
- h. **Digital Communication Policy:** This policy was drafted by At Large 1 to cover any type of digital communication/social media involving the club and external communications. The policy establishes parameters for permissions, responsibilities, and admin rights for club digital accounts. The policy will be submitted for approval and Board adoption at the November Board meeting.

7. New Business

- a. **3D Archery Requests:** The 3D Archery Chair would like to install target backstops behind specific targets to contain errant arrows within the boundaries of our leased property. The Chair would also like to explore ways to provide shade for participants near the 3D Archery Range.
- b. **Range Closure and Directional Signs:** The Board discussed the use of signage near the main gate to alert range users when specific areas or ranges are closed and directional signs for use at the Y intersection between the rifle range and lower ranges.



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A motion was made by the Secretary to allocate funds not to exceed (NTE) \$1300.00 from contingency for the purchase and installation of range closure and directional signs, seconded by the Defensive Pistol Chair, and passed unanimously.

- c. **Riding Mower Preventative Maintenance:** The Assistant Range Master obtained 5 quotes to have the mower serviced. The 4Rivers Equipment bid came in under \$500.00 so the acting Range Master instructed the Assistant Range Master to proceed as the cost does not necessitate escalated procurement policy procedures.

A motion was made by the Treasurer to name 4Rivers Equipment as a pre-qualified supplier under the procurement policy for riding mower maintenance, seconded by the Secretary, and passed unanimously.

- d. **Personal Information on Website:** As a non-profit organization, we must have certain required information posted for public viewing. The webmaster has made some changes to our website to protect the personal information of individuals involved with our club. We may consider utilizing password protection for certain information in the future.
- e. **KYL Discipline Chair:** Member 18704 has expressed interest in starting up the Know Your Limits Discipline. Member 18704 has been RSO trained.

A motion was made by the Secretary to appoint Member 18704 to the Board of Directors as the Discipline Chair for Know Your Limits with a discipline specific checking account funded with \$1,000.00, seconded by the Treasurer, and passed unanimously.

- f. **Instructor Program Policy:** A new instructor program policy providing timelines, fees and requirements was discussed.

A motion was made to accept the changes to the instructor program recommended by the Chief Range Safety Officer and Treasurer, seconded by At Large 3, and passed unanimously.

- g. **New Range Master:** A Member has expressed interest in becoming the new Range Master. The member has not responded to subsequent attempts to make contact. The Board will continue looking for a new Range Master.
- h. **Surplus Property Sales:** The Defensive Pistol Discipline Chair has an excess of target stands that he would like to sell.



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A motion was made by the Defensive Pistol Chair to sell four surplus target stands to a current member with the proceeds going into the club general fund, seconded by the Secretary, and passed unanimously.

8. Executive Session

No executive session necessary.

9. Adjournment

A motion was made by the Secretary to adjourn the meeting at 9:36 pm, seconded by At-Large 2, and passed unanimously.