



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
June 16, 2022

1. Call to Order

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

Board Members Present:

President: Brian Holder

Treasurer/NRL22/First Shots: Bryon Fessler

Secretary: Gary Caldwell

At Large 1: Ben Price

At Large 2: Jason Elliott

At Large 3/Shotgun Chair: Cam Rogers

Range Master: Charles Boehme – arrived at 7:40 pm

KYL: Shannon Walford

Board Members not present were:

Vice President: Tom Petaja

3D Archery: Kyle Black

Defensive Pistol: John Pashain

Others in attendance:

Member Services Coordinator: Leslie Shoecraft

Member: 18799

Guests in Attendance: None

2. Approval of Agenda

A motion to approve the agenda with removal of items 6. d. Shotgun Chair volunteers and 7.a. Promissory Notes was made by the Treasurer, seconded by the At Large 3, and approved unanimously.

3. Member Forum: None

4. Officer Reports

a. President: President spoke with landlords regarding the annual rent payment, landlord requested the payment be hand delivered.

b. Vice-President: Not present.



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- c. **Secretary:** Annual renewal postcards have been mailed; the 2022/2023 membership year badge design has been approved.

A motion to accept the minutes dated May 19, 2022, with the changes combine items 6 d. and 6 e., item 6 l. motion to approve the Safety Rules add abstained, Vice President and Defensive Pistol Chair, and place them on file was made by the Secretary, seconded by Treasurer and passed unanimously.

- d. **Treasurer:** A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of May 31, 2022. Total cash on hand in the eight accounts is \$155,642.42 with \$83,864.09 of that set aside for Reserves for future repairs or replacement. Income for the month totaled \$4,307.99 and Expenses totaled \$9,507.29. Income came from Interest, Program Income from the Disciplines, and \$3,644.27 in Other Income (\$144.27 for the gate damage restitution and \$3,500 for the sale of the tractor). Notable Expenses included \$1,505.82 in Contingency (\$768.82 for the 2nd Annual Multi-Discipline Event and \$737.00 for the replacement of the stolen items for First Shots). The total spent on the 2A-MDE was \$1,315.59. This closes out the Board motions NTE \$1,500 for the 2A-MDE and NTE \$750 for the replacement of the stolen items for First Shots. The \$574 for Portable Restrooms as for two months' worth of service. The Club is gearing up for renewal in July. Additionally, per the lease agreement signed by the Weaver Ranch and NCRGC dated August 28, 2020, the 3rd year lease payment of \$22,900 is due by June 30, 2022. We need to ratify the payment so the President and/or Range Master can hand deliver the check. Also, we need to ratify the use of Contingency funds for the transfer of two shotguns to First Shots and two shotguns to the new Shotgun Chair. Additionally, the previous Range Master was removed from the Club's Costco account and the new Range Master was added.

Finally, our accountant finished his review of the financial statements for Fiscal Year 2021- 2022. This information was used in the preparation of the Form 990-EZ, Short Form Return of Organization Exempt from Income Tax. The required filing of the Colorado Secretary of State annual report has been timely filed. As far as the financial statements, the accountant is not aware of any material modification that should be made in order for them to be in conformity with accounting principles generally accepted in the United States of America. Accountant's letter provided to all Board members. One interesting note is that we have \$194,894 of total depreciation and only \$97,647 has been depreciated to date. The remaining items include the sheds, pistol and rifle range improvements, atv, kiosks, metal roofs and riding lawn mower.



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A motion to accept the financials ending May 31, 2022 and place them on file for the auditor was made by the Treasurer, seconded by At Large 2 and passed unanimously.

A motion to donate \$40 to River of Life Fellowship for meeting space for the Board meeting on June 16, 2022, was made by the Treasurer, seconded by Secretary and passed unanimously.

A motion to ratify the 3rd Year Lease Payment of \$22,900 to Weaver Ranch for the time period September 1, 2022, to August 31, 2023, per the lease agreement signed by the Weaver Ranch and NCRGC dated August 28, 2020, was made by the Treasurer, seconded by the KYL Chair and passed unanimously.

A motion to ratify the use of contingency funds in the amount of \$40 to transfer one adult and one youth shotgun to First Shots and an additional \$40 for the transfer of one adult and one youth shotgun to the new Shotgun Chair was made by the Treasurer, seconded by the At Large 2 and passed unanimously.

5. Other Reports

a. Disciplines

NRL22

The new season starts up in June on the third Saturday of the month. The entry fee is \$15. Club members can receive \$5 back at registration when they show their badge. The Match Director keeps \$200 on hand in \$5 bills to make change.

First Shots

We completed First Shots seminars on 5/24 for 10 shooters, 5/24 for 8 shooters, and 5/26 for 8 shooters. Additional First Shots seminars are scheduled for 6/6 (x2) and 6/25.

Annual Rimfire Carnival

Registration is now open for the 7th Annual Rimfire Carnival on 8/13 and preparations continue. This is the Club's largest event since its inception. The \$15 entry fee includes lunch. Club members can receive \$5 back at registration when they show their badge.

Shotgun

- 5/22: Skeet & Trap Event – The last official Skeet and Trap Event for the former Chair. It was a free event to the 11 attendees and four of which were non-members. Exiting Shotgun Chair passed the Skeet & Trap binder, including \$100 in cash to the newly appointed Shotgun Chair.



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- 5/22: Ladies Only event – Five ladies attended the free event. Taught by former Shotgun Chair (current assistant to the Shotgun Chair), Jason Elliot with RSO assistance from Bob Schmid.
- 6/3: Former Shotgun Chair transferred two shotguns (youth and adult) to the new Shotgun Chair and also transferred two shotguns (youth and adult) to the First Shots Chair.

Going forward, this report will include all activities through, and including, the Skeet & Trap event on the fourth Sunday of the month. Any events after the fourth Sunday Skeet & Trap match will be included on the following Discipline Report.

Shotgun report from former shotgun chair: 4 people attended the May 22, 2022, women's only event, this was as free event, no money was collected.

- Chief Range Safety Officer:** A date for the next RSO class will be scheduled after new member enrollment is completed. A trauma kit has been installed on the 3D archery shed.
- Range Master:** Assistant Range Master, Dean Sailer is resigning, an advertisement for a new Assistant Range Master will be included in the July Newsletter.

6. Unfinished Business

- Public Events and COVID-19:** Each discipline chair has the authority to decide on whether or not to hold their events based on the restrictions set forth in the Larimer County COVID guidelines. Item to remain on July agenda.
- Range Directional and Closure Signs:** At Large 1 has built two sign holders, each sign holder will display three signs. The holders will be installed at the entrance gate and at the Y leading to the rifle and pistol range. At Large 1 asked for assistance installing the signs. Item to remain on July agenda.
- RSO Discipline Chair T-Shirts:** Tabled until July meeting
- Disciplinary Committee Policy:** The committee will be made up of Two rotating chairs and Vice President, in the event of a voting tie, the Vice President will be the tie breaker. Disciplinary committee members are allowed to vote on disciplinary recommendations and actions during meetings. At Large 2 and Treasurer will prepare a draft policy. Item to remain on July agenda.
- Out-processing of Board Members Procedure/policy:** Tabled until July meeting



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- f. **RSO 4-wheeler:** Treasurer contacted the Club insurance agent to inquiry about the ATV policy. The agent said that the ATV insurance is a 3rd party liability insurance policy, the insurance agent explained this to mean the policy covers property damage and bodily injury to 3rd parties only. Operators of the ATV are not covered. The Club should limit the use of the ATV to authorized individuals only, institute ATV operation training and have authorized operators sign a release of liability waiver. President will create the operational training class; Treasurer will provide the release of liability waiver. Club ATV Insurance item on July agenda.
- g. **Range Layout 3D Archery:** Tabled until July
- h. **Legal Review of Bylaws:** Treasurer contacted 3 law firms who claim to specialize in the Colorado Revised Non-Profit Corporation Act (CRNCA) and business law; Herms & Herrera, LLC, Fort Collins did not return phone calls, Wick and Trautwein, LLC, Ft. Collins, CO, established 1972, estimate 3 hours for bylaws review and recommendations cost \$1000-\$1500; Altitude Community Law, Lakewood, established in 1988, estimate 3 hours for bylaws review and recommendations cost \$1000-\$1500. The estimates provided are for a review and recommendation of updates to our current bylaws and changes require an additional estimate. Treasurer checked BBB ratings for both Wick and Trautwein, LLC and Altitude Community Law, both firms have good ratings and are in good standing with the Colorado Bar Association. Treasurer disclosed that the firm Altitude Community Law, Lakewood, did represent Crystal Lakes HOA where Treasurer was a former board member. KYL Chair and President said they prefer to work with a local firm. Changes to bylaws will be voted on during the July 9, 2022, Annual Meeting. Item to remain on July agenda.
- i. **Nominating Committee:** Treasurer referred KYL Chair to the bylaws for nominating committee procedures.
- j. **Transfer of Shotguns:** Jason Elliott stepped down as Skeet & Trap Chair and no longer has liability for the shotgun chair assets.

A motion to rescind the Colorado Promissory Note dated October 17, 2019, between the gun club and Jason Elliott. was made by the Treasurer, seconded by At Large 3 and passed unanimously.

First Shots Chair and Skeet & Trap Chair both signed new promissory notes for the guns and other assets transferred to their disciplines.



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- k. **Portable Restroom Relocation:** Treasurer contacted the vendor that services the portable restrooms, vendor reminded Treasurer that the portable restroom located near the shotgun range needs to be relocated outside of the fence. Providing service on the 3D Archery range is not possible because the 3D Archery range is outside of the distance that could be serviced from the parking lot. Range Master will implement the relocation of the shotgun portable restroom outside the fence. Item to remain on July agenda.
- l. **Range Cleanup Giveaways:** Treasurer contacted B&M Guns about the purchase of a \$500 gift certificate, B&M Guns does not offer discounts on gift certificate purchases. Treasurer will contact USA Liberty Arms regarding purchasing a \$500 gift certificate. Item to remain on July agenda.

7. New Business

- a. **New Range Signs:** Based on the revised range rules, Treasurer will order 5 new range rules signs. Item to remain on July agenda.
- b. **Membership Renewal Test:** Secretary, Treasurer and Member Services Coordinator met to discuss the 2022/2023 membership renewal process. The renewal link was sent to Board members for testing prior to going live on July 1, 2022. A renewal link will be included in the July newsletter.
- c. **Program Expense – Discipline Support:** Treasurer reminded the Chairs that per the September 1, 2021, motion in order for discipline chairs to receive the annual \$1,000 program discipline support money, the Chairs need to meet 5 criteria 1) Organize and hold events/matches 2) Discount events/matches pricing to members 3) Complete and submit annual inventory 4) Turn in receipts to Treasurer 5) Submit an annual discipline budget.

The fiscal year 2022/2023 match/event pricing is:

Shotgun	\$5 members/\$7 non-members
KYL	\$5 members/\$7 non-members
NRL	\$10 members/\$15 non-members
First Shots	No charge per previous board motion
Carnival	\$10 members/\$15 non-members
Defensive Pistol	To be determined
3D Archery	To be determined
Annual Multi Discipline	To be determined

The to be determined prices will be submitted to the Treasurer before the July Board meeting. Chairs should complete all required criteria by August 1 of each year.



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- d. **Board Member Continuity:** At Large 1 has a Board Continuity Binder that should be updated as needed. Defensive Pistol, Shotgun Chair, and At Large 1 volunteered to update Continuity for Board's approval. Item to remain on July agenda.
- e. **Clay Pigeon Throwers:** The low house thrower is non-operational and needs to be repaired or replaced.

In accordance with the Procurement Policy, Shotgun Chair obtained 5 written vendor quotes and 3 verbal quotes for replacement throwers. Brands quoted include Beomat, Pat-Trap, Laporte, Atlas, Mattarelli, Promatic and MEC throwers. The quotes ranged in price from \$11,726 to \$23,000. Based on research regarding cost, reliability, warranty, cost of maintenance and feedback from 9 other clubs, Shotgun chair makes the following recommendation on new equipment.

Atlas Trap Wobble AT-400 – Commercial Series and Atlas Skeet AT-400-Commercial Series. Cost for both machines including travel, training and installation is \$13,226.

A motion, not to exceed \$14,500 from reserves, to accept Howell Traps Quote # 80106798, to purchase and install 3 new clay thrower machines, 2 for Skeet - Atlas model Skeet AT-400-Commercial Series and 1 for Trap - Atlas Wobble AT-400-Commercial Series thrower, plus associated installation costs, was made by the Skeet & Trap Chair, seconded by At Large 2 and passed unanimously.

No action will be taken on the purchase of the throwers until after the power voltage to the low house is tested. The low house thrower motor will be evaluated for repair by a company in Fort Collins that charges \$45 test fee. The current club throwers will be sold or traded in after the new throwers are installed. Lead time to install new throwers is 6-8 weeks.

Range Master contacted Sun State rentals regarding cost to rent a lift for high house repairs. One day rental price exceeds \$500, 3 bids are required. Item to remain on July Agenda.

A motion, not to exceed \$600, from Contingency, was made by Range Master to purchase a Ruger 10-22 with custom engraving, as a gift for the departing Assistant Range Master, seconded by At Large 3 and passed unanimously.

8. Executive Session

Executive Session was not necessary.



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9. Adjournment

A motion was made to adjourn the meeting at 8:41 pm, by Secretary, seconded by At Large 2, and passed unanimously.