



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
July 21, 2022

1. Call to Order

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

Board Members Present:

President: Brian Holder

Vice President: Tom Petaja – arrived at 6:11 pm

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

3D Archery: Kyle Black – arrived at 6:21 pm

Defensive Pistol: John Pashain

Range Master: Charles Boehme – arrived at 6:44 pm

Board Members not present were:

KYL Chair: Shannon Walford

Others in attendance:

Assistant Range Master: Dean Sailer – arrived at 6:47 pm

Member Services Coordinator: Leslie Shoecraft

Guests in Attendance: None

2. Approval of Agenda

A motion to approve the agenda as amended with the addition of New Business c. KYL Chair Resignation, New Business d. New Trap Installation and move to the end of unfinished business discussion of items c. RSO Discipline Chair T-Shirts and item g. Range Layout 3D Archery, was made by Secretary, seconded by Treasurer and approved unanimously.

3. Member Forum: None

4. Officer Reports

- a. President: President met with the landlord on July 14, 2022, at 8 am and delivered the new Board of Directors roster with contact information, the new insurance policy naming landlord as additionally insured. Pursuant to the lease agreement, in October, after completion of membership renewal, a list of member names will be provided to the landlord.



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- b. **Vice-President:** Member 18136 self-reported a safety incident saying, while he was packing up his gear to leave the range, he accidentally picked up his gun up during a cold range. The Board decided no action is necessary on this self-reported safety incident.
- c. **Secretary:** As of Tuesday morning, 448 members have completed renewal. Twelve had completed the payment but not the Application/Smartwaiver. Badges are being made and will be mailed out in the first week of August. The older of the two badge printers is having quality issues but may be correctable with some simple adjustments. We had 30 members present at the Annual Meeting on July 9th. The Board positions of Range Master, Treasurer, and At-Large 3 were all unchallenged and appointed by acclamation. The Bylaws changes were passed 30 to 0. The Fort Collins Senior Center has been reserved by NCRGC for the July 2023 Annual Meeting.

A motion to accept the minutes from the meeting dated June 16, 2022, with a change in Board Members Present from At Large 3 Skeet & Trap: Cam Rogers to At Large 3/Shotgun Chair: Cam Rogers and adding to the end of the motion to purchase clay pigeon throwers, “plus associated installation costs.” and place them on file was made by the Secretary, seconded by Shotgun Chair and passed unanimously.

- d. **Treasurer:** A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of **June 30, 2022**. Total cash on hand in the eight accounts is \$114,978.47 with \$70,775.72 of that set aside for Reserves. Income for the month totaled \$2,413.64 and Expenses totaled \$43,077.59. Income came from Cleanup Fee, Interest, Membership Dues, and Program Income from the Disciplines. The Cleanup Fee and Membership Dues came from Board members who volunteered to test the Renewal webpage and one Air National Guard member who was allowed to pay early as he was deploying (he owed the Cleanup Fee). Notable Expenses included \$80 in Contingency (transfer of four shotguns), \$448.61 in Gifts (ARM’s going away gift), \$22,900 for Lease – Weaver Ranch, and \$13,090.59 for Program Expense – Shotgun for the new clay throwers. I am tracking two Board motions: 1) NTE \$600 from Contingency for ARM’s going away gift and 2) NTE \$14,500 from Reserves for Shotgun for new clay throwers. We need to amend the motion for the ARM’s going away gift as we have a Gift line item that should be used instead. We have two outstanding checks from last FY (Secretary for \$23.06 and President for \$76.35) and two outstanding checks for this FY (At Large 1 for \$72.54 and Weaver Ranch for \$22,900).

A motion to accept the financials ending June 30, 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 July 21, 2022, was made by the Treasurer, seconded by Secretary and passed unanimously.



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

A motion to amend this motion and change the expense line item from Contingency to Gifts was made by the Treasurer, seconded by At Large 3 and passed unanimously.

Additionally, on July 1, 2022, I informed the Board that under the guise of increasing security and preventing fraud, PayPal is temporarily holding any money above \$2,880 per month and will not release it until the orders are fulfilled. This usually takes 21 days or longer, in some cases depending on how payment was made. I elevated the subject to a supervisor and on July 4, 2022, the amount was increased to \$20,600 per month. I continued to question the draconian policy and on July 13, 2022, the amount was increased to \$58,200 per month. Then on July 16, 2022, PayPal decreased our transfer limit to \$2,000 per month, likely the result of the member who accidentally paid twice and then opened a case with PayPal stating that we overcharged them. I do not anticipate that we will have a cash flow problem as I previously asked the Board to leave the surplus from last FY in the Operations account. I did that mainly to cover the lease payment that is due by 6/30 each year but now that decision helps us to cover the time between when members renew in July and when PayPal decides to release the money, hopefully in August.

For renewal, over 502 members have paid as of July 20, 2022, which is approximately the same number as last year, at this time. I am requesting that a final, final reminder to go out July 28, 2022, to only the members who haven't paid. There really isn't any downside to doing this.

5. Other Reports

a. Disciplines

Defensive Pistol July 3, 2022, Match: 17 in attendance, 11 shooters, 6 RSO's.

NRL22 The entry fee is \$15 with a \$5 discount paid to members who show their badge at registration. 36 shooters attended the June match and 12 members asked for the \$5 discount for a total of \$60 refunded. The Match Director keeps \$200 on hand for this purpose as Practiscore does not allow for two different match fees (e.g., member/non-member).

First Shots We completed First Shots seminars on 6/6 for 6 shooters, 6/6 for 8 shooters, and 6/25 for 6 shooters.



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Annual Rimfire Carnival Registration is now open for the 7th Annual Rimfire Carnival on 8/13 and preparations continue. The \$15 entry fee includes lunch. Club members can receive \$5 back at registration when they show their badge. The Match Director requested RSOs to assist, and several have responded.

Shotgun This report includes all events following the Skeet & Trap event held on the 2nd Sunday of the previous month and up to and including the bi-monthly Skeet & Trap event on the 2nd Sunday of the month. Standard fees for participants, per round, are \$5 for NCRGC members and \$7 for non-members.

- 6/8 Wednesday Clays (skeet) inaugural free event | Match Directors: Terri & Casey | 6 attendees, 2 RSO's, 3 members / 3 non-members. The skeet thrower in the low house died during the event.
- 6/12 Bi-monthly event (trap) | Match Director: SG Chair | 2 attendees, 1 RSO, 2 members / 0 non-members. \$10 collected
- 6/15 Wednesday Clays (trap) | Match Directors: Terri & Casey | 6 attendees, 3 RSO's, 4 members / 2 non-members, \$29 collected
- 6/20 The quote for one trap and two skeet Atlas throwers was accepted and the equipment was ordered. Current estimated delivery is the week of August 25th.
- 6/22 Wednesday Clays (trap) | Match Directors: Terri & Casey | 6 attendees, 2 RSO's, 3 members / 3 non-members, \$66 collected
- 6/26 Bi-monthly event (High house skeet & trap) | Match Director: SG Chair | 6 attendees, 2 RSO, 5 members / 1 non-members. \$49 collected

Total attendees: 26 | Total collected and given to the Treasurer: \$154

Cash on-hand retained by the SG Chair: \$100

- Chief Range Safety Officer:** Landlord asked if there have been any new safety issues, CRSO didn't have any to report. The Board discussed member comments during the Annual Meeting. A member, who did not provide their name or member number, asked for a detailed list of what is in each trauma kit. Member 18337 asked for a report of a safety incident that was reported a few years ago.
- Range Master:** The range master is looking into, instead of repainting the lines on the concrete, using industrial exterior tape for the lines. He is considering doing a smaller area with tape to test the durability of the product.

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 August agenda.



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- b. **Range Directional and Closure Signs:** The sign holders were installed during the June range cleanup at the entrance gate and at the Y leading to the rifle and pistol range. The sign at the Y needs adjustment, it's difficult to open while installing signs.
- c. **RSO Discipline Chair T-Shirts:** 3D Archery Chair had samples of RSO t-shirts to show the Board. Cost for the t-shirts is \$14.99 each for Large and smaller sizes \$16.99 each for XL or larger sizes. Treasurer said if t-shirts are purchased cost for a t-shirt will be added to the RSO class cost. Currently, RSO's have hats to wear while volunteering, one is included in the cost of the RSO class, but often they do not wear the hats to matches. Discussion took place on whether the hats should be mandatory RSO wear so that they are easily identifiable during matches. It was decided, at this time, not to purchase RSO t-shirts. Defensive Pistol chair requested an audit of the current RSO's be taken to find out how many RSO's still have an interest in helping at events.
- d. **Disciplinary Committee Policy:** The Board needs additional time to review the draft policy. Item to remain on August agenda.

At 6:50 pm the Board presented a parting gift to Dean Sailer, Assistant Range Master. The gift was a Ruger 10-22 with custom engraving.

- e. **Out-processing of Board Members Procedure/policy:** Moved to Agenda - Business on Hold/Waiting on Bids. Treasurer reminded the Board to continually update the continuity procedures.
- f. **ATV Training/Liability Waiver:** Treasurer created a draft ATV Liability Waiver, the Board reviewed the waiver and made suggested changes. President and Range Master are creating a basic ATV training course that will be offered to members who will be driving the ATV. The first safety training is being offered to Board members on August 6, 2022, at 8 am.

A motion, to accept the ATV Release, Waiver, Indemnification, Hold Harmless, and Assumption of the Risk Agreement was made by the Secretary, seconded by the Treasurer passed unanimously.

- g. **Range Layout 3D Archery:** Item removed from the agenda.
- h. **Legal Review of Bylaws:** Treasurer contacted 3 law firms who specialize in Business Law including the Colorado Revised Non-Profit Corporation Act (CRNCA); Herms & Herrera, LLC, Fort Collins do not have time to review the bylaws, 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.



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The estimates provided are for a review and recommendation of updates to our current bylaws any changes require an additional estimate. Item to remain on August agenda.

A motion, to accept the \$1,000 - \$1500 bid, from Contingency Funds, from Wick and Trautwein, LLC in Fort Collins to review the bylaws was made by the Secretary, seconded by At Large 3 and passed unanimously.

- i. **Portable Restroom Relocation:** The portable restroom on the shotgun field has been relocated to outside the fence. Range Master will contact the restroom vendor and other vendors, and provide them with the new gate combination effective September 1, 2022.
- j. **Range Cleanup Giveaways:** Two \$25 gift cards will be raffled at the end of each range clean up; members must be present during the drawing to win. A raffle will continue to be held during the Annual Meeting, details about this raffle will be discussed later.
- k. **New Range Signs:** The Board approved verbiage for the new range signs, Treasurer will forward the information to the sign vendor, Board will review the proofs before the signs are made. The Board discussed printing yardage/distance signs for the bays and other options for marking the yardage/distance. Item to remain on August agenda.
- l. **Board Member Continuity:** Moved to Agenda - Business on hold, part of Out-processing of Board Members Procedure/policy
- m. **Shotgun House Repairs:** Rangemaster to obtain quotes. Item to remain on August agenda.
- n. **Sale of Old Shotgun Throwers:** Shotgun Chair asked Board approval to hold a silent auction offering members the opportunity to purchase the old throwers.

A motion, giving the Shotgun Chair authority to advertise in the NCRGC newsletter and take sealed bids for the sale of three clay pigeon throwers was made by the Treasurer, seconded by Shotgun Chair and passed unanimously.

The advertisement must include the phrase “the Board reserves the right to refuse any offer.” Money collected from the sale of the clay throwers will be deposited into the reserve account.

7. New Business

- a. **Instructor Program Fee:** Instructor Program Fees are set every fiscal year.

A motion, to keep the Instructor Program Fee at \$150 for fiscal year 2022/2023 was made by the Treasurer, seconded by Secretary and passed unanimously.



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- b. **Firearm Vendor/Manufacturer Information Booth:** At Large 1 has had some engagement with manufacturers who are interested in setting up booths offering their products at NCRGC events. Considering the winter months are approaching and the time involved to coordinate this activity, it was decided this item will be readdressed in May 2023. Item moved to Agenda - Business on-hold/Waiting on Bids.
- c. **KYL Chair Resignation:** Shannon Walford, who served as KYL Chair for a few months, is moving out of the area, she resigned as KYL Chair.

A motion, to accept the resignation of Shannon Walford as KYL Chair pending transfer of rifles back to the President and turning in the club keys was made by the President, seconded by Defensive Pistol Chair and passed unanimously.

A motion, to purchase a \$50 gift certificate for Shannon Walford, resigning KYL Chair, was made by the Secretary, seconded by Treasurer and passed unanimously.

- d. **New Trap Installation:** The Atlas traps will be shipped sooner than expected, they will be shipping from the manufacturer on July 28, the early arrival expedites the need to prepare the trap houses for installation. Shotgun Chair asked the Board for assistance with the trap installation project. President and At Large 2 will head up a group to remove the current trap throwers during the August range clean up. Item to remain on August agenda.

8. Executive Session

Executive Session was not necessary.

9. Adjournment

A motion was made to adjourn the meeting at 8:54 pm, was made by Defensive Pistol Chair, seconded by At Large 2, and passed unanimously.