



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
October 20, 2022

1. Call to Order

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

Board Members Present:

President: Brian Holder

Vice President: Tom Petaja

Treasurer/NRL22/First Shots: Bryon Fessler

Range Master: Charles Boehme

At Large 1: Ben Price

At Large 3/Shotgun Chair: Cam Rogers

Defensive Pistol: John Pashain

Board Members not present were:

Secretary: Gary Caldwell

At Large 2: Jason Elliott

3D Archery: Kyle Black

Others in attendance:

Member Services Coordinator: Leslie Shoecraft

Assistant Range Master: Rock Francia

Guests in Attendance: None

2. Approval of Agenda

A motion to approve the agenda as amended with the addition of New Business k. Discipline Report Content; L. Shotgun Assistant Removal; m. Landlord communication; n. Trap Disposition, was made by President, seconded by At Large 1 and approved unanimously.

3. Member Forum: Member 18623 requested a tilt screen be added to the TV in the Gitchel Room so that all students sitting in the classroom will be able to view the TV.

A motion, not to exceed \$50 from contingency funds, to purchase a tilt screen for the television in the Gitchel Classroom, and have the Range Master install it, was made by the Shotgun Chair, seconded by the Defensive Pistol Chair and passed unanimously

4. Officer Reports

a. **President:** No report given.



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- b. **Vice-President:** Vice President reminded the Board that it's time to begin range winter preparation tasks. A space heater needs to be placed in the shotgun shack. A reminder about range closures and winter driving conditions will be posted in the December newsletter.
- c. **Secretary:** Treasurer is filling in for the Secretary for the meeting.

A motion to accept the September 15, 2022, minutes with a change on page 8, New Business, e. Timer Purchase motion, change the word form to from, and place them on file was made by At Large 1, seconded by At Large 3 and passed unanimously.

- d. **Treasurer:** A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of **September 30, 2022**. Total cash on hand in the eight accounts is \$248,870.01 with \$91,308.63 of that set aside for Reserves. Income for the month totaled \$3,001.18 and Expenses totaled \$24,249.93. Income came from Instructor Program, Interest, and the shooting disciplines. Notable Expenses included -\$416.49 for Program Expense – Shotgun and \$20,000 for Reserve Transfer (per Board motion). We received a refund of \$738.95 for the three new throwers. The Weaver Ranch cashed the lease payment. We have two open transactions, as follows: Vice President for \$120 on 8/19/2022 and At Large #1 for \$72.54 on 6/17/2022. I am tracking two NTE motions: 1) \$14,500 NTE from Reserves for the purchase and installation of the three new clay throwers (\$13,090.59 purchase, \$245.38 installation, \$738.95 refund, \$28.84 additional installation) and 2) \$3,500 NTE from Reserves for the repair of the high house.

A motion to accept the financials ending September 30, 2022 and place them on file for the auditor was made by the Treasurer, seconded by Vice President and passed unanimously.

A motion to donate \$40 to River of Life Fellowship for meeting space for the Board meeting on October 20, 2022, was made by the Treasurer, seconded by At Large 1 and passed unanimously.

A motion to donate \$80 to River of Life Fellowship for meeting space for the Range Safety Officer (RSO) Course on October 22, 2022, was made by the Treasurer, seconded by At Large 3 and passed unanimously.

We already ratified the transfer of \$13,090.59 from Reserves to Operations for the purchase of the three new throwers and we already ratified the transfer of \$245.38 from Reserves to Operations for the installation of the three new throwers. We need to ratify the transfer of \$28.84 for the additional installation of the three new throwers. This brings the total cost to purchase and install the three new throwers to \$12,625.86.



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A motion to ratify the transfer of \$28.84 from Reserves to Operations for the additional installation of the three new throwers was made by the Treasurer, seconded by the Shotgun Chair and passed unanimously.

There has been zero activity on the Steel Challenge, KYL, and 3D Archery checking accounts since May 2022. We need to close these accounts before the bank turns the money over to the State. We can always reopen an account if a member volunteers to be the shooting discipline chair but until then, we should transfer the balances to Operations.

A motion to transfer the balance of \$1,970.78 from Steel Challenge to Operations and close the Steel Challenge checking account due to inactivity was made by the Treasurer, seconded by At Large 1 and passed unanimously.

A motion to transfer the balance of \$531.91 from KYL to Operations and close the KYL checking account due to inactivity was made by the Treasurer, seconded by At Large 1 and passed unanimously.

The former KYL Chair gave the KYL debit card to President. President shredded the debit card.

A motion to transfer the balance of \$667.57 from 3D Archery to Operations and close the 3D Archery checking account due to inactivity was made by the Treasurer, seconded by At Large 1 and passed unanimously.

Finally, similar to expenses, we need to deposit revenue in the month that it was earned. If you have any issues making the deposits in a timely manner, please contact me and I will meet you somewhere.

5. Other Reports

a. Disciplines

Defensive Pistol DP Shoot on 2 Oct 22; 9 Shooters ; 2 RSOs
Donation only shoot: collected \$97 to be deposited into DP account.
\$100 on hand for change.

Shotgun; Skeet & Trap (report current 09/25/22) 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 Skeet & Trap event held on the 2nd Sunday of the month. Standard fees for participants, per round, are \$5 for NCRGC and PSD members and \$7 for non-members.



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- 8/31 Wednesday Clays (trap) | Match Directors: Meadows | 9 attendees, 2 RSO's, 6 members / 3 non-members. \$82 collected.
 - 9/3 Special (Youth intro to trap) | Match Director: Rogers | 5 attendees, 2 RSO's, 3 members / 2 non-members. \$20 collected
 - 9/7 Wednesday Clays (skeet) | Match Directors: Meadows | 5 attendees, 2 RSO's, 3 members / 2 non-members, \$31 collected
 - 9/11 Bi-monthly event (skeet & trap) | Match Director: Rogers | 11 attendees, 1 RSO, 5 members / 6 non-member(s). \$146 collected
 - 9/14 Wednesday Clays (trap) | Match Directors: Meadows | 14 attendees, 3 RSO's, 12 members / 2 non-members, \$132 collected
 - 9/21 Wednesday Clays (trap) | Match Directors: Meadows | 5 attendees, 2 RSO's, 3 members / 2 non-members, \$65 collected
 - 9/21 PSDCTL (skeet & trap) | Match Directors: Massey | 25 attendees (w/ coaches), 3 RSO's, 3 members / 22 non-members, \$1,530 collected (includes full season payments).
 - 9/25 Bi-monthly event (skeet & trap) | Match Director: Rogers | 13 attendees, 1 RSO, 3 members / 10 non-member(s). \$171 collected
- Total attendees: 87 | Total collected: \$2,177. \$2,177 Deposited into the Shotgun account on 9/30/22

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

NRL22 22 shooters attended the September match, and we shot some challenging stages including Never Forget; Rebuilding Brick By Brick; Lest We Forget The Fallen II; Through The Rubble; 9-1-1; Precision Billiards; and Invading Army. Jason Pruett earned a brick of Center X ammo for his top score on the Invading Army stage. There were lots of additional raffle prizes and Steven Leenerts won the grand prize---a free RT-25 Burris scope courtesy of team Burris Optics (Doug Lynch, Tyler Krenzelok, and Nicole Krenzelok)! Thank you, Burris! (#burrisoptics #findwhatmatters #teamburris). Congratulations to Jackson Behrman for taking first place in the Open division, Erin Pruett in Ladies, Bryon Fessler in OG/Adaptive, Tim Watson in Base, and Michael Glaser in Young Guns. Scores and signup info are on Practiscore.

First Shots We have three groups interested in learning to use a shotgun. Scheduling is the issue now as they can only do it on weekends. We also have a few families interested in learning rifles and handguns.

- Chief Range Safety Officer:** An incident of slide bite was reported by member #18417 on October 11, 2022, the member's guest suffered the injury and member used items



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from the first aid and trauma kit. CRSO is waiting for the member to submit a report of injury form. Awareness Analytics, LLC, owner Ben Price, has submitted the required \$150 payment and proof of insurance and is now part of the Club approved instructor program.

- c. **Range Master:** Range Master will be unavailable for 6 weeks from January 17, 2023, to approximately late February 2023, due to scheduled knee surgery. 39 people showed up for the October range clean up, two \$25 gift cards were raffled. The push lawn mowers and trimmers have been winter serviced. The John Deere mower and ATV are next to be serviced. President requested the John Deere mower engagement mechanism be checked during service. Assistant Range Master needs training on ATV operation, Assistant Range Master and President/CRSO will schedule a time for the training. Treasurer asked Range Master to look at grading the lower range parking lot. Range Master said he has contacted a grader and bids are in process.

6. Unfinished Business

- a. **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 September agenda.
- b. **Shotgun High House repairs:** \$3,500 was approved for the repairs by board motion for repairs to the shotgun high house. Range Master reported the lift was rented from Sun State rentals. The final total cost for high house repairs is \$2,994.42. Replacing the roof was not included in the original repair estimate but 8' x 8' metal roofing sheets are available for purchase at Home Depot and, if we replace the roof inhouse, the work can probably be completed using the remaining funds from the original motion. Item to remain on November Agenda.
- c. **New Trap Installation:** Trap installation is complete.
- d. **Transfer of Firearms from KYL and Promissory Note:** KYL Chair transferred two firearms to President. President signed a promissory note and gave it to the Treasurer. Women on the Range Committee reported to the KYL Chair, the committee reporting needs to be transferred to a different discipline.

A motion to transfer reporting of the Women on the Range Committee from KYL Chair to Defensive Pistol Chair was made by the President, seconded by Treasurer and passed unanimously.



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- e. **Use of Club Property by Instructor Program Members:** According to the current Instructor Program Policy, instructor program members have authority to utilize the classrooms and tactical bays. Defensive Pistol Chair inquired about the ability to use non-consumable defensive pistol steel during his training sessions. The Board directed Defensive Pistol Chair to submit, in writing, detail regarding which club owned property he is interested in utilizing for training so that a fair decision about use of additional club property by instructor program members can be made. Item to remain on November agenda.
- f. **Insurance for Assistant Range Master:** Assistant Range Master will obtain an Insurance Liability quote from his insurance company. Item tabled until March 2023 to be further discussed before independent contractor contract renewal.

7. New Business

- a. **Reserve Study Updates** – Repairs have been made to the shotgun low houses and the high house, the reserve study needs to be updated to reflect a new useful life of these assets.
- b. **3d Archery Chair resignation:** 3D Archery Chair sent an e-mail to the President advising him of his resignation. The 3D Archery debit card has been turned into the Treasurer for shredding. Range Master will change the combination on the 3D Archery shed, a final inventory of the 3D Archery shed will be completed by the Vice President, webmaster will remove 3D Archery events from the calendar and change the 3D Archery e-mail password, e-mails will be forwarded to the Vice President.

A motion to accept the resignation of Kyle Black as 3D Archery Chair and Board member was made by the Defensive Pistol Chair, seconded by At Large 3 and passed unanimously.

The Treasurer took receipt from 3D Archery Chair of \$180 in cash that will be deposited into the operations account.

The Board thanks Kyle for volunteering his time and expertise to create the 3D Archery discipline.

A motion authorizing a \$50 gift card, plus activation fees, to Kyle Black in recognition of his volunteer service to the Club was made by the Treasurer, seconded by the Defensive Pistol Chair and passed unanimously.

- c. **Club's 75th Anniversary:** 2023 marks the 75th Anniversary of NCRGC. Secretary requests funds be budgeted for a member social event and commemorative 75th



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Anniversary item to be given to current members. Item to be discussed during the February 2023 Board retreat.

- d. **Classroom AC Unit:** At Large 1 purchased, from Home Depot, an 1100 BTU portable AC Unit for the Gitchel Room. Original retail price on the unit was \$700-\$800, sale price \$200.

A motion to reimburse At Large 1 \$200 out of contingency, for the Gitchel Classroom air conditioning unit was made by the Treasurer, seconded by the Shotgun Chair and passed unanimously.

- e. **Club Waiver and Guest Badges:** Discussed in item i. below.
- f. **Helipad:** President was not able to contact the member to further discuss the possibility of a helipad. Item to remain on November agenda.
- g. **RSO Course:** The RSO course is scheduled for October 22, 2022. CRSO's President, Treasurer, At Large 1 and Defensive Pistol Chair have all been assigned sections of the course to teach. Ten students are currently enrolled, three paying students, the remainder of the student course fees are being paid for by the Club because the club benefits from having these 7 members achieve RSO certification.

A motion to spend \$350, from contingency, representing RSO Course class fee for 7 students was made by the Shotgun Chair, seconded by the Defensive Pistol Chair and passed unanimously.

- h. **Shotgun shed and high/low house repairs:** Shotgun chair said the low house, trap house and shotgun shed doors, windows and insulation need to be replaced. The low house and shotgun shed are separate items on the reserve study, Treasurer requested two motions be made for repairs. Item to remain on November agenda.

A motion, not to exceed \$1000 out of reserves, for the Range Master to repair the low house and trap house, was made by the Treasurer, seconded by the Shotgun Chair, and passed unanimously.

A motion, not to exceed \$750 out of reserves, for the Range Master to repair the shotgun shed, was made by the Treasurer, seconded by the Shotgun Chair, and passed unanimously.

- i. **Waiver/badges for Shotgun Events:** Shotgun Chair would like Secretary to create 50 temporary day badges that can be checked out to guests during shotgun events. Treasurer reminded the Board that, according to current policy, all participants need to sign waivers



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every time they participate in an event, for continuity all disciplines should use the same waiver. Practicescore incorporates electronic waivers when participants enroll in events, it's a good idea for the Board to review the current policy and update it to include electronic signatures and temporary day badges. In the past, waivers and badges have been printed every three years, it is near time to print new waivers and guest badges. Current cost for each waiver with guest badge is 39.8 cents (4.9 cents waiver, badge 34.9 cents). Shotgun Chair said that it has been 10 years since the last legal review of the waiver, maybe it is time to have another legal review completed. Treasurer said that consistency in how the temporary day badges look across the disciplines is important, members are familiar with the look of the current yellow guest badge. Shotgun Chair said universal day badges that are the same color with each discipline logo would be easy to identify. The Board agrees that temporary day badges are a good idea, that consistency of what the badges look like is important and that it's time to review the current waiver policy. Treasurer reminded the disciplines that the waivers should be given to the range master monthly so that they can be counted and filed. President asked disciplines to submit to the Board a written proposal for creation and use of temporary event day badges. Item to remain on November agenda.

- j. **PSD Waivers Validity at other events:** Item discussed during item I above
- k. **Discipline Report Content:** Shotgun Chair asked if there is a specific format for submitting discipline reports. President said, at a minimum, discipline reports need to include event name, event date, number of participants, number of RSO's, amount collected and dollar amount discipline chair keeps on hand.
- l. **Removal of Shotgun Assistant** Item tabled and moved to business on hold
- m. **Landlord Communication** Todd Massey, PSD Clay Target League Coach, was greeted by the landlords when leaving the range. Landlord greeted Mr. Massey and inquired why the gate was being locked late in the day. Landlord expressed enthusiasm about the PSD Clay shooting but commented that they were not aware that PSD students were using the range for practice. President asked MSC to verify, by checking Constant Contact, that landlord is receiving the newsletter.
- n. **Trap Disposition:** Per Board motion during the September 15, 2022, Board meeting authorizing the Shotgun Chair to dispose of the two old Western Trap Throwers and mounting plates by recycling or giving them away for free, member #18488 was given, for free, the two old western trap throwers and steel plates. Member #18488 picked the items up and they have been removed from the range.



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8. Executive Session

A motion to go into Executive Session at 8:50 pm for privacy reasons was made by the Range Master, seconded by At Large 3 and passed unanimously.

A motion to come out of Executive Session at 9:03 pm was made by the Shotgun Chair, seconded by the Treasurer, and passed unanimously.

9. Adjournment

A motion to adjourn the meeting at 9:03 pm was made by the Shotgun Chair, seconded by the Vice President, and passed unanimously.