



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
December 15, 2022

1. Call to Order

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

Board Members Present:

President: Brian Holder

Vice President: Tom Petaja

Treasurer/NRL22/First Shots: Bryon Fessler

Secretary: Gary Caldwell

Range Master: Steve Boehme

At Large 2: Jason Elliott

At Large 3: Cam Rogers

Defensive Pistol: John Pashain

Board Members not present were:

At Large 1: Ben Price

Others in attendance:

Assistant Range Master: David (Rock) Francia

Membership Services Coordinator: Leslie Shoecraft

Guests in Attendance:

None

2. Approval of Agenda

A motion to approve the agenda as written was made by the Treasurer, seconded by At Large 2, and approved unanimously.

3. Member Forum: No members came forward to speak

4. Officer Reports

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

b. **Vice-President:** No report given.

c. **Secretary:**

A motion to accept the minutes from the meeting dated October 20, 2022, and place them on file was made by the Secretary, seconded by the Treasurer and passed unanimously.



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d. **Treasurer:**

The Board discussed the six reasons to go into executive session as outlined in a handout from the Club accountant.

The November Board meeting was cancelled, Treasurer provided October and November reports during the December meeting.

Treasurer's Report October

A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of **October 31, 2022**. Total cash on hand in the **five** accounts is \$242,887.25 with \$88,317.44 of that set aside for Reserves. Per Board motion, the checking accounts for 3D Archery, KYL, and Steel Challenge were closed and the balances were transferred to Operations until future discipline chairs are approved by the Board. Income for the month totaled \$2,078.24 and Expenses totaled \$7,039.23. Income came from Instructor Program, Interest, Other Income (two RSO students at \$47.76 each and one lost badge for \$23.64), and the shooting disciplines. Notable Expenses included \$390.30 for Contingency (\$200 for the AC unit, \$53.76 for the TV mount, \$40 for rifle transfer fee, and \$96.54 for RSO food) and \$55.95 for Gifts (3D Archery Chair). We only spent \$95.74 in Range Maintenance. We have one open transactions for At Large #1 for \$72.54 on 6/17/2022.

Treasurer is tracking the following NTE motions:

1. \$3,500 NTE from Reserves for the repair of the high house. \$2,994.42 spent thus far (\$1,415.60 to Range Master for materials, \$1,578.82 to rent boom lift). There is \$505.58 remaining for a metal roof.
2. \$1,000 NTE from Reserves for repair of the low house and trap house. \$0 spent thus far.
3. \$750 NTE from Reserves for repair of the shotgun shed. \$0 spent thus far.
4. \$50 NTE from Contingency to purchase (Defensive Pistol) and install (Range Master) TV mount for Gitchel Classroom. \$53.76 spent thus far (we need to amend the original motion and that is scheduled for later on the agenda).

October 31, 2022, marks the end of the second quarter of our fiscal year, included are the Current Budget with the financials. We budgeted \$161,160 in Income and the actual is \$168,665.67 for a difference of \$7,505.67. Additionally, we budgeted \$158,700 in Expenses and the actual is \$106,620.14 for a difference of \$52,079.86.

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



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The November Board meeting was cancelled due to weather; however, we still had the Church reserved so we should make the monthly donation.

A motion to donate \$40 to River of Life Fellowship for meeting space for the Board meeting on November 17, 2022, was made by the Treasurer, seconded by Shotgun Chair and passed unanimously.

Treasurer's Report November

A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of November 30, 2022. Total cash on hand in the five accounts is \$238,940.32 with \$88,368.25 of that set aside for Reserves. Income for the month totaled \$425.94 and Expenses totaled \$4,372.87. Income came from Interest and the shooting disciplines. Notable Expenses included \$203.17 for Contingency (RSO student packets) and \$346.50 for Dues & Subscriptions (Constant Contact). The ARM has not been paid for October and November. Smart waiver is now in storage mode (\$3.63 for November as we had a credit). The monthly charge for the Portable Restrooms is slightly higher as they are putting anti-freeze in during the winter. Range Maintenance is the lowest it has ever been since I have been the Treasurer (\$95.74 for October and \$27.92 for November). We have two open transactions; the first is for At Large #1 for \$72.54 on 6/17/2022 and the second is for the President for \$96.54 on 10/23/2022. Waste Management drastically increased their monthly service charges (based on the CPI) and fuel/environmental charge (based on their own proprietary formula). The increase equates to over \$800 more per year. Additionally, eVoice increased their monthly rate as well.

Treasurer is tracking the following NTE motions:

5. \$3,500 NTE from Reserves for the repair of the high house. \$2,994.42 spent thus far (\$1,415.60 to Range Master for materials, \$1,578.82 to rent boom lift). There is \$505.58 remaining for a metal roof.
6. \$1,000 NTE from Reserves for repair of the low house and trap house. \$0 spent thus far.
7. \$750 NTE from Reserves for repair of the shotgun shed. \$0 spent thus far.
8. \$50 NTE from Contingency to purchase (Defensive Pistol) and install (Range Master) TV mount for Gitchel Classroom. \$53.76 spent thus far (we need to amend the original motion and that is scheduled for later on the agenda).

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

A motion to donate \$40 to River of Life Fellowship for meeting space for the Board meeting on December 15, 2022, was made by the Treasurer, seconded by the Secretary and passed unanimously.



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5. Other Reports

a. Disciplines:

NRL22 We closed out the November match in cold, windy weather with 26 shooters and some challenging stages including Tower Defense, 2:1 by 4, Stay Steady and In Focus, Barrel and A Horse, and A Ladder A-Frame. We also had two fun stages in honor of Veteran's Day called Wounded Soldier and Teamwork Makes The Dreamwork. Congratulations to Jessica Mangus for taking first place in Open (480 points), Mark Kelly in OG/Adaptive (470.6 points), Erin Pruett in Ladies (430.4 points), Juliette Walker in Young Guns (410.6 points), and Josh Lamarr in Base (350.88 points). The Club hosts monthly NRL22 matches on the 3rd Saturday of each month, and we welcome new and returning shooters. Participants must pre-register and pay via the Club's website (www.ncrgc.org). Please contact the Match Director if you have any questions (nrl22@ncrgc.org).

First Shots Rifle Seminar – 11/2 for 8 shooters

Rifle Seminar – 11/5 for 6 shooters (wind gusts of 50 – 70 mph prevented shooting)

Shotgun – 11/13 for 8 shooters

Shotgun – 11/20 for 8 shooters

Rifle – 12/10 for 6 shooters (make up shooting for 11/5)

Handguns – 12/11 for 8 shooters

Rifle – 12/18 for 8 shooters

The Club reached a major milestone with our First Shots program, having instructed over 1,000 students since we first partnered with the National Shooting Sports Foundation (NSSF). We have had tremendous success with our First Shots program, and it is truly rewarding for our Club to get to those numbers. With that success comes the need to purchase additional 22LR and 20-gauge shotgun ammunition.

A motion to allocate \$700 (NTE) out of the Program Expense – Discipline Support line item to purchase additional 22LR and 20-gauge shotgun ammunition for the First Shots program was made by the First Shots lead instructor, seconded by Secretary and passed unanimously.

Defensive Pistol No shows for DP on 4 Dec

DP will be shut down until Spring. Webmaster will be notified with request to cancel shoots.

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 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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- 10/26 Wednesday Clays (skeet) | Match Directors: Meadows | 8 attendees, 2 RSO's, 5 members / 3 non-members
 - 10/26 PSDCTL (skeet & trap) | Match Directors: Massey | 25 attendees (w/ coaches), 2 RSO's, 3 members / 22 non-members
 - 11/13 Bi-monthly event (skeet & trap) | Match Director: Rogers | 10 attendees, 2 RSO, 6 members / 4 non-member(s)
 - 11/27 Bi-monthly event (skeet & trap) | Match Director: Rogers | 13 attendees, 2 RSO, 5 members / 8 non-members. Total attendees: 56, NCRGC Members: 18 | Cash on-hand retained by the SG Chair: \$100
- b. **Chief Range Safety Officer:** After safety incident 20221011 CRSO verified the trauma kit was opened some used and expired items needs to be replaced. CRSO is creating a replacement item list and will order the supplies. In the spring, when the discipline events start back up, a basic first aid kit will be installed on the 3D Archery and Defensive Pistol shed.
- c. **Range Master:** 42 members and guests attended the November range cleanup, two gift cards were raffled. 23 members and guests attended the December range cleanup, two \$25 gift cards were raffled to attendees. Red capped standpipes, at 41 yards, will be installed at the rifle range on lanes 9 and 10. Pete Lean contacted the Range Master to notify the Club that they will be hauling mine material out and wanted to make sure no Club events will be disrupted during the hauling. Range Master found 5 blank releases, without guest tags, on the pistol range. Range Master has assigned ARM to visit and inspect the range on Friday every week. A check list of items to be inspected will be completed and turned into the Range Master weekly. Range Master turned in range cleanup checklists to the Secretary for filing. Beginning January, Range Master, to allow time to recovery from surgery, is unavailable, except via telephone and text, until March 2023. A 5-gallon bucket of non-corrosive ice melt, with a scoop, will be placed on both the pistol and rifle ranges for member use during the winter months. An article will be placed in the newsletter advising the members of the locations of the ice melt.

6. Unfinished Business

- a. **Public Events and COVID-19:** It was decided that 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 January agenda.
- b. **Shotgun High House Repairs:** The high house has been painted, one piece of trim needs to be installed on the door, after installation the budgeted repairs are complete. The Range Master inspected the roof for leaks, it does not appear the roof will leak this winter. Range Master will replace the roof in the Spring. Item moved to business on hold until spring.



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- c. **Shotgun Low House and Trap House repairs:** Shotgun low house repairs, one of the doors will be reinforced, a door like the one on the high house will be installed.
- d. **Shotgun Shed Repairs:** Weather stripping and frame will be replaced on one door; the other door will be replaced, when weather allows, with a door that the Range Master has purchased.
- e. **TV Mount for Gitchel Classroom:** Cost for the TV mount exceeded the \$50 motion by \$3.76, the October motion needs to be amended.

A motion, not to exceed \$50 from contingency funds, to purchase a tilt screen mount 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.

Motion Amended to:

A motion, not to exceed \$53.76 from contingency funds, to purchase a tilt screen mount for the television in the Gitchel Classroom, and have the Range Master install it, was made by the Treasurer, seconded by the Shotgun Chair and passed unanimously.

- f. **Use of Club Property by Instructor Program Members:** Tabled to January meeting
- g. **Helipad:** Moved to business on hold until Spring.
- h. **Range Safety Officer (RSO) Course:** Nine students attended the October RSO Course. At Large 1, Treasurer, Defensive Pistol Chair and CRSO were present and taught the course.
- i. **Reusable Guest Badge and Electronic Waivers:** Via e-mail, discipline chairs discussed the procedure for using reusable badges for Club discipline events. A total of 150 reusable guest badges will be made by the Secretary – 25 badges for NRL22, 25 badges for First Shots, 50 badges for the Carnival, 25 badges for Shotgun Chair, 25 badges for Defensive Pistol Chair. The discipline chairs will be responsible for checking badges in and out and cost of replacement badges. Practiscore electronic waivers are stored on Google Drive, NRL22 and First Shots folders, in a Microsoft CSV file that includes IP address, date, time and name for when the waiver was accepted. Secretary said, cost to print the discipline badges is estimated at \$20 per 100 badges. Each discipline will provide the Secretary with a logo template for their respective badge. The procedure will be written and implemented in the Spring. Item moved to business on hold.



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- j. **Revise Bylaws:** Treasurer wrote a summary of the legal review recommended Bylaws changes for the Board. The major change is allowing proxy or electronic voting for the annual meeting. Bylaws changes, proxy and e-voting were discussed by the Board. Treasurer will provide answers to additional attorney questions during the January meeting.

7. New Business

- a. **Safety Incident 20221011:** Member # 18417 turned in a first report of incident regarding a guest slide bite injury . The guest waiver and first report of incident will be given to the Secretary for filing.
- b. **Rifle Range Safety Incident 20221105:** Treasurer advised the Assistant Range Master (ARM) to instruct two members to complete a routine range inspection, something that should be completed at every range cleanup. ARM asked two members to complete a routine range inspection. During the inspection, the members reported their findings to the ARM and Treasurer. Specifically, they found a high velocity wayward shot on the Rifle Range, lane #9, that went through three 2x6's and the gutter in multiple places. Treasurer opened a safety incident and asked CRSO and Range Master to inspect the damage and then facilitate the necessary repairs. Range Master will report to the Board during the January meeting.
- c. **Standard Operating Procedures:** It is time for the Board to review the SOP's. CRSO and At Large 1 will review the procedures. Moved to business on hold until March.
- d. **Rifle Range Shooting Tables:** Treasurer, with assistants, moved the rifle range table on bay 3 to bay 2, opening bays 1 and 3. The holes were plugged but, because it was cold, not sealed or anchored. Item moved to business on hold until warmer weather.
- e. **Board Retreat:** The Board Retreat is scheduled for February 25, 2023, at the River of Life Fellowship AMP, if available. Budgeting, reserves, lease and the Club 75th Anniversary will be discussed during the retreat. An \$80 donation for use of the AMP will be made, lunch will be provided. President will see if the AMP is available for future Board meetings.

8. Executive Session

No Executive Session

9. Adjournment

A motion was made to adjourn the meeting at 7:41 pm by the Secretary, seconded by At Large 2, and passed unanimously.