



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
March 16, 2023

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

Secretary: Gary Caldwell

Treasurer/NRL22/First Shots: Bryon Fessler

Range Master: Charles (Steve) Boehme

At Large 1: Ben Price

At Large 2: Jason Elliott

At Large 3: Cam Rogers

Board Members not present were:

Defensive Pistol: John Pashain

Others in attendance:

Membership Services Coordinator: Leslie Shoecraft

Guests in Attendance:

Scott McKenna - Young Marines

2. Approval of Agenda

A motion to approve the agenda with the changes 6. Unfinished business f. Use of Club Property by Instructor Program Members (Defensive Pistol Chair), table to April agenda; item 7. New Business a. Rocky Mountain Young Marines Opportunities (Scott McKenna) move to Member Forum; add item 7. New Business f. USCCA (Vice President) was made by the Treasurer, seconded by Shotgun Chair, and approved unanimously.

3. Member Forum:

Scott McKenna, for 5 years, was the Unit Commander for the Young Marines, he has resigned from the Unit Commander position and is now in charge of starting the competitive shooting team where seven units in the regimen compete. Scott asked the Board if it is possible to use the range to qualify team competitive shooters. Discussion amongst the Board took place regarding allowing the Young Marines to utilize NCRGC ranges. The Board asked Scott to put together a written proposal to utilize the range and present it to the Board for review. The Young Marines enjoy volunteering at NCRGC, Scott offered the club volunteer Young Marines for any upcoming opportunities. They would like to have a sleepover, but the range lease does not allow camping on the range.



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
March 16, 2023

Scott, on behalf of the Young Marines, asked if he could create an overnight camping proposal for the landlord to review. The first ever Young Marines Banquet and Silent Auction is coming up April 8, 2023, many great items are up for auction.

4. Officer Reports

- a. **President:** No report given.
- b. **Vice-President:** Vice President inspected the range a few weeks ago, the small gate on the shotgun field was open. The combination lock spreadsheet has been updated and is on Google Drive. At Large 2 reported, even though the gates are closed, cows keep getting into the archery range.
- c. **Secretary:** A calendar of routine Board agenda items will be included with the monthly Board packet; the calendar will be maintained by the Member Services Coordinator.

A motion to accept the minutes from the meeting dated February 16, 2023, and place them on file was made by the Secretary, seconded by the Vice President and passed unanimously.

- d. **Treasurer:** A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of February 28, 2023. Total cash on hand in the six accounts is \$224,441.64 with \$88,291.36 of that set aside for Reserves. Income for the month totaled \$815.69 and Expenses totaled \$6,805.90. Income came from Interest, Other Income (\$20.50 from the Lead First Shots Instructor), NRL22 and Shotgun. Notable Expenses included \$150 for Contingency (payment to the lawyer for reviewing the Bylaws), \$1,280 for Contract Services – ARM (five months’ worth of contract hours), and \$3,076.62 for Range Maintenance. The Range Maintenance expenditures were authorized by the President and were paid to the Contract ARM for five months’ worth of reimbursable expenses; to Lowes and Shippers Supply for materials to make target stands; to Amazon for new Archery Range bags; to Print It FC for guest badges, etc.

We have a few open transactions, as follows:

Date	Payee	Amount
10/23/2022	Brian Holder	\$96.54
1/5/2023	Gary Caldwell	\$40.36
2/6/2023	A Virtual Assistant	\$144



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
March 16, 2023

I am tracking the following NTE motions:

Date	Amount	Description
8/18/2022	\$3,500 NTE from Reserves to repair the high house.	\$3,020.93 spent so far (\$1,442.11 for materials and \$1,578.82 to rent boom lift). \$479.07 remaining for metal roof.
10/20/2022	\$1,000 NTE from Reserves to repair low house and trap house.	\$0 spent thus far.
10/20/2022	\$750 NTE from Reserves to repair shotgun shed.	\$240.04 spent for materials.

The Reserve items need to be closed out by April 30, 2023, the end of our fiscal year.

A motion to accept the financials ending February 28, 2023, 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 – AMP for meeting space for the Board meeting on March 16, 2023, was made by the Treasurer, seconded by At Large 2 and passed unanimously.

5. Other Reports

a. Disciplines:

Shotgun; Skeet & Trap This report includes all events following the Skeet & Trap event held in February, 2023. Standard fees for participants, per round, are \$5 for NCRGC and PSD members and \$7 for non-members.

- 2/12 Sunday Clays (skeet & trap) | Match Director: Rogers | 10 attendees, 3 RSO, 5 members / 5 non-members
- 2/26 Sunday Clays (skeet & trap) | Match Director: Rogers | 12 attendees, 2 RSO, 5 members / 7 non-members

Total attendees: 22 NCRGC Members: 10

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

NRL22 34 shooters attended the match on February 18, 2023.

PRO Series The first PRO Series match will be held concurrently with the NRL22 match on March 18, 2023.

First Shots No seminars were scheduled for February 2023. 24 people are on the waitlist.



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
March 16, 2023

- b. **Chief Range Safety Officer:** No new safety incidents reported. The hole in the gutter on the rifle range needs repaired. A slide bite did occur after March 2023, range clean up. The CRSO and Defensive Pistol Chair used the first aid kit to apply bandages to the wound, a member drove the injured party to the emergency room. The first aid kit inventory is complete and will be given to the Treasurer who will order replacement first aid kit items this fiscal year.
- c. **Range Master:** Range Master has been recovering from recent surgery, he is now able to attend to some range matters. 50 members attended the March range clean up.

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 April agenda.
- b. **Memorial Shoot Ty and Adam Mitchell:** Member 18215 is working with a few of the Board members to create a proposal. Item tabled to April agenda.
- c. **Shotgun High House repairs:** The window trim will be replaced by the Shotgun Chair. Range Master will write a newsletter article asking if any members are interested in bidding to replace the roof. If no members bid for the roof replacement, three outside vendors will be vetted, Range Master will contact vendors for bids. Considering the end of the fiscal year is near, the Treasurer will close this item out and it will be reopened in the new fiscal year.
- d. **Shotgun Low House and Trap House Repairs:** Window trim on the low house is broken, a window similar to the one on the high house will be installed. The door is warped and needs to be replaced or reframed. Materials for the repairs will be procured by the Range Master before the April Board meeting.
- e. **Shotgun Shed Repairs:** The door needs to be installed; a padlock lock needs to be installed on the door. Materials will be procured by the Range Master before the April Board meeting.
- f. **Use of Club Property by Instructor Program Members:** Tabled to April agenda.
- g. **Revise bylaws:** During the March meeting it was decided that the Treasurer will investigate third-party e-voting software options for the 2024/2025 voting year. The top four voting management software companies, based on Captera Information Technology Rating service, were researched. ElectionBuddy, eBallot, Assembly



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
March 16, 2023

Voting and Association Voting. All four companies were contacted, three of the four companies have US based support and responded to Treasurers inquiry. Association Voting did not respond. Election Buddy appears to be the best choice, Treasurer created an Election Buddy sample ballot that was passed out to the Board for review. The cost for Professional Election Buddy service is \$299 per election. The current Bylaws need to be changed during the 2023/2024 membership year allowing e-voting for future elections. If approved, E-voting will take place prior to the Annual Meeting.

A motion to amend the Bylaws to allow e-voting for the Annual Meeting, to increase voting participation by the members, was made by the Shotgun Chair, seconded by At Large 2 and passed unanimously.

Besides e-voting, other items the attorney noted that will be voted on during the annual meeting include some IRS requirements and clarifying the notice of meetings. Items the Board decided not to change include changes to the disciplinary committee hearings, adding virtual Board meetings and changing the Board meeting quorum requirements.

- h. **Safety Incident 20221011:** CRSO forwarded the follow up information e-mail from the person who got the slide bite to Secretary and Member Services Coordinator. This e-mail will be added to the other safety incident information, closing Safety Incident 20221011.
- i. **Range Safety Incident 20221105:** This is the hole in the rifle range gutter, the hole will be filled, and the wood sealed. Item to remain on April agenda.
- j. **Board Retreat:** The AMP is not available; the Board retreat will be held at Wingate by Windham in Johnstown. Food and drinks for the meeting will be catered and delivered to the hotel.
- k. **Review Environmental Stewardship Plan:** President, Treasurer and At Large 1 will review the Environmental Stewardship Plan. Item to be moved to business on hold until the May meeting.

A motion to remove member 18732 from the Shotgun Assistant position was made by the Shotgun Chair, seconded by the Secretary and passed unanimously.

- l. **Review Club's Winter Preparations:** During the March meeting the Treasurer asked, to avoid members having to prepare the ranges before matches, if three snow removal companies could be vetted and for additional snow shovels to be purchased. Range Master responded that, for consistent expectations of snow removal by all



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
March 16, 2023

members, the Board needs to create a snow removal policy. The secretary said the Board could review City policies for parks and other recreational areas for snow removal guidelines. The Treasurer said we also need to provide snow shovels and ice melt for member use. President agreed a snow policy is needed so that everyone has the same expectations. Snow Removal Policy to be added to the Board Retreat agenda.

- m. **Family Day at the Range:** Treasurer/NRL22/First Shots Chair and Defensive Pistol Chair selected June 4, 2023, as Family Day at the Range, 10 am – 3 pm. This is a free event for members, their families and invited guests. This event is an opportunity to experience everything the Club has to offer in a single day. Under the supervision of Range Safety Officers, members and their guests will be given the opportunity to fire handguns, rifles and shotguns. Match Directors and instructors will be on hand to provide information about the disciplines and class offerings. Participants are encouraged to bring their own firearms and ammunition. All firearms will be unloaded and cased, no holsters, until on the firing line. The Club will have a limited number of loaner firearms and ammunition available on a first come first served basis. Lunch and raffle will be held. A Kickoff Celebration of the Club 75th Anniversary could be included. A suggested budget of \$2,500 for the event, not including 75th anniversary memorabilia. The Shotgun Chair said this event is a good time to invite vendor booths. President asked all Board members, if possible, be available for this event. The treasurer said we should advertise in the May newsletter and include a button for members to RSVP to the event. The goal is to make this an annual free member event.

A motion to allocate \$2,500 from contingency for the June 4, 2023, Family Day at the Range was made by the Shotgun Chair, seconded by At Large 2 and passed unanimously.

- n. **NRA Marksmanship Qualification Program:** At Large 1 passed out to the Board a draft of the NRA Marksmanship Program costs proposal. At Large 1 would like to begin with the pistol program because the pistol programs use the same targets. Initial purchase for 1500 targets is \$300 including shipping. If the Marksmanship Qualification Program is started, the discipline will be seeded with \$1,000. The cost of running the program is also affected by whether or not the Club offers NRA patches or other qualification awards to participants. The Board discussed whether the Marksmanship Qualification Program should be a club member discipline or public community outreach program. Item to remain on April agenda.
- o. **Review Standard Operating Procedures:** Item tabled to August agenda.

7. New Business

- a. **Rocky Mountain Young Marines Opportunities:** Discussed during Member Forum.



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
March 16, 2023

- b. **Replacement ARM Contractor:** The Assistant Range Master (ARM) contract requires the independent contractor to provide their own insurance. The Treasurer said the Range Master should reconsider the hourly rate and budget for the ARM before the open position is advertised. Range Master will write an article for the newsletter advertising the open position to members before advertising it to the public.
- c. **Review Range Safety Rules:** The Board will review the current Range Safety Rules and suggest changes during the April meeting. Item to remain on April agenda.
- d. **Review Independent Contractor Contracts:** The Treasurer said the COLA for 2023 was 8.7%, the Board should review the rate of pay during Executive Session. Contracts will be presented in April, effective May 1.
- e. **Appoint Nominating Committee:** President appointed Vice President and Defensive Pistol Chair as the 2023/2024 Nominating Committee. An article regarding the three open positions (President, Range Master and At Large 1) will be in the April newsletter.
- f. **USCCA:** Vice President is a member of the USCCA, he contacted them to find out how to become a USCCA recognized range. Range recognition requires the USCCA to visit the range, Vice President approached the Board to see if there is interest in the Regional USCCA representative making a presentation to the Board. The Treasurer said this might be a good Family Day at the Range vendor opportunity for the USCCA. At Large 1 agreed a vendor booth is a good opportunity for members to learn about the USCCA without the Club endorsing them. The Board agreed to have a local USCCA representative attend a Board meeting and make a 15-minute presentation.

8. Executive Session

A motion to go into executive session at 8:40 pm to discuss contracts was made by the Shotgun Chair, seconded by At-Large 2, and passed unanimously.

A motion to come out of executive session at 9:19 pm was made by the Shotgun Chair, seconded by the Treasurer, and passed unanimously.

A motion was made to authorize the Secretary to offer the MSC a contract extension of 1 year beginning May 1, 2023, with an increase of \$1.00 on the hourly rate was made by At-Large 2, seconded by the Shotgun Chair, and passed unanimously.

9. Adjournment

A motion was made to adjourn the meeting at 9:21 pm by At-Large 1, seconded by At-Large 2, and passed unanimously.