



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

1. Call to Order

A motion was made by Shotgun Chair to open the meeting at 6:01 pm, seconded by Vice President, and approved unanimously.

Board Members Present:

President: Brian Holder

Vice President: Tom Petaja

Treasurer/NRL22/First Shots: Bryon Fessler

At Large 1: Ben Price

At Large 2: Jason Elliott

At Large 3: Cam Rogers

Defensive Pistol: John Pashain

Board Members not present were:

Secretary: Gary Caldwell

Range Master: Charles (Steve) Boehme

Others in attendance:

Assistant Range Master: David (Rock) Francia

Membership Services Coordinator: Leslie Shoecraft

Guests in Attendance:

Member # 18032

Member # 18215

2. Approval of Agenda

A motion to approve the agenda with the changes New Business b. moved to member forum; add New Business i. NRA Marksmanship qualifying program (At Large 1) and New Business j. ARM Contract (Assistant Range Master); change Unfinished Business b. c. d. by adding Shotgun Chair as presenter was made by the Treasurer, seconded by Shotgun Chair, and approved unanimously.

3. Member Forum:

Member # 18215, asked the Board to approve use of the range for a memorial shoot fundraiser for members Ty and Adam Mitchell, both were recently killed in separate vehicle accidents. Suggested dates for the fundraiser are June 10 or June 24, 2023. Treasurer researched the corporate history to see if memorial shoots have been held in the past. There are records of past memorial shoots so precedence to allow this fundraiser has been set. The limitation on getting approval is that NCRGC cannot collect or handle any of the funds for the fundraiser. Shotgun Chair asked if it could be a public event?



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Treasurer said yes, a public event could be allowed. President said, the Board can approve making the range available for the event and provide Range Safety Officers. Shotgun Chair offered to open use of the shotgun houses and provide clays. First Shots Chair offered use of loaner shotguns and rifles for the event as well as help reaching out to vendors for prizes.

A motion that the Board approves a memorial shoot for Adam and Ty Mitchel around the time frame of June 2023 with more details to follow was made by the Treasurer, seconded by Shotgun Chair and passed unanimously.

Member #18215 will write an article for the March newsletter and create a plan for the memorial shoot to be presented to the Board during a future meeting.

4. Officer Reports

- a. **President:** The February 4, 2023, range cleanup went well, 34 members were in attendance, two \$25 gift cards were raffled off to attendees.
- b. **Vice-President:** No report given.
- c. **Secretary:** Treasurer was acting Secretary for the meeting. The January 2023 meeting was cancelled, December minutes were presented for Board approval.

A motion to accept the minutes from the meeting dated December 15, 2022, with the wording change in Member Forum to, no members came forward to speak, and place them on file was made by the Treasurer, seconded by the Shotgun Chair and passed unanimously.

- d. **Treasurer:** The Board meeting for January 2023 was cancelled as we did not have a quorum. A Balance Sheet and Income/Expense Statement were provided to all Board members with figures as of January 31, 2023. Total cash on hand in the five accounts is \$230,359.31 with \$88,240.59 of that set aside for Reserves. Income for the month totaled \$395.08 and Expenses totaled \$3,265.37. Income came from Interest and NRL22. Notable Expenses included \$635.48 for Portable Restrooms. They are on auto pay and do not invoice based on the calendar month but rather on a set number of days. Regardless, I will contact them to make sure the invoices are correct. Since we did not meet in January, the President authorized me to sign the check to Mountain Web Design for \$450 for the Website. I worked with the accountant to issue 1099s for the MSC and previous ARM for 2022. Board members also received the actuals for the third quarter of the FY2022-2023 budget. We are \$9,308.30 over budget in Income and \$37,749.29 under budget in Expenses. This is good news, but we still have one more quarter to go in the FY, which ends April 30, 2023. The Balance Sheet shows zero Liabilities, but this is not true. I have not received any monthly contractor time logs from the ARM since the contract was



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signed by the President and 96 Tears, LLC on September 15, 2022. Per the contract, the ARM is required to close out the contractor time log for the previous month within seven days of the start of the new month. This creates an accounting issue for the Club as we have an unknown liability. Additionally, this creates a tax issue for the Club as we could not issue a 1099 to the ARM for the contract hours in 2022. I provided new mileage reimbursement forms to the Board for 2023 (65.5 cents per mile).

We have a few open transactions, as follows:

Date	Payee	Amount
6/17/2022	Ben Price	\$72.54 (Reissued)
10/23/2022	Brian Holder	\$96.54
1/5/2023	Gary Caldwell	\$40.36
1/21/2023	Dirtscape Enterprises	\$500

I am tracking the following NTE motions:

Date	Amount	Description
8/18/2022	\$3,500 NTE from Reserves to repair the high house.	\$2,994.42 spent thus far (\$1,415.60 for RM materials, \$1,578.82 to rent boom lift). \$505.58 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 thus far for RM materials.
12/15/2022	\$700 NTE from Discipline Support for additional ammo for First Shots.	\$720.50 spent. First Shots Lead Instructor deposited \$20.50 into Operations to make up the difference. The NTE motion can be closed out.

A motion to accept the financials ending January 31, 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 for meeting space for the Board meeting on February 16, 2023, was made by the Treasurer, seconded by Defensive Pistol Chair and passed unanimously.

5. Other Reports

a. Disciplines:

Discipline Reports December 2022 and January 2023



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NRL22 December 17, 2022 | 27 shooters. Standard fees for participants are \$10 for NCRGC members and \$15 for non-members. Match Director does not keep any cash on hand as participants must register, pay, and squad using Practiscore. January 21, 2023 | 31 shooters. Standard fees for participants are \$10 for NCRGC members and \$15 for non-members. Match Director does not keep any cash on hand as participants must register, pay, and squad using Practiscore. Match Director designed the Course of Fire (COF) for February for all NRL22 and our Club will be mentioned on YouTube.

First Shots No seminars were scheduled in December 2022 or January 2023 due to weather. 24 people are on the waitlist. First Shots Lead Instructor purchased additional 22LR and shotgun ammo.

Shotgun This report includes all events held between 11/28/22 through the end of December 2022. Standard fees for participants, per round, are \$5 for NCRGC and PSD members and \$7 for non-members.

- 12/11 Sunday Clays (skeet & trap) | Match Director: Rogers | 17 attendees, 2 RSO, 9 members / 8 non-members
- 12/21 Wednesday Clays (skeet) | Match Director: Rogers | 2 attendees, 1 RSO, 2 members / 0 non-members
- 12/31 Wednesday Clays (skeet) | Match Director: Rogers | 3 attendees, 2 RSO's, 2 members / 1 non-members

Total attendees: 22 | NCRGC Members: 13

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

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

- 12/11 Sunday Clays (skeet & trap) | Match Director: Rogers | 9 attendees, 2 RSO, 5 members / 3 non-members

Total attendees: 9 | NCRGC Members: 5

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

- Chief Range Safety Officer:** During the range clean up, At Large 1, replenished the first aid kits with supplies that had been ordered, additional items are on order. Five buckets of spent shells are being properly disposed of, after sorting the brass, less than 1/3 of a small bucket was reusable.
- Range Master:** Not present



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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 March agenda.
- b. **Shotgun High House Repairs:** High house floor is falling, member #18032 has donated and cut a 4'x8' timber to support the floor, hardware has been purchased. The window is leaking, Range Master needs to install window trim. Treasurer reminded the Shotgun Chair and Range Master that all work needs to be completed by April 1, 2023, and receipts submitted so that they can reconcile by April 30, 2023, which is the end of our fiscal year.
- c. **Shotgun Low House and Trap House repairs:** A window like the high house will be installed on the low house, the door is warped and needs to be replaced. Trap house window needs to be repaired or replaced. Repair time frame estimate is within the next 2 months. Treasurer reminded the Shotgun Chair and Range Master that all work needs to be completed by April 1, 2023, and receipts submitted so that they can reconcile by April 30, 2023, which is the end of our fiscal year.
- d. **Shotgun Shed Repairs:** The barn heater needs to be replaced, a radiator type heater would be safer and use less electricity. Treasurer will purchase a radiator type heater for the shotgun shed. Treasurer reminded the Shotgun Chair and Range Master that all work needs to be completed by April 1, 2023, and receipts submitted so that they can reconcile by April 30, 2023, which is the end of our fiscal year.
- e. **Use of Club Property by Instructor Program Members:** Feedback to Defensive Pistol Chair on this topic has been that instructors are not concerned about using the club property but would like the club to help the instructors promote their services to club members. Shotgun Chair asked if the promotion requests are for profit opportunities or are the instructors offering programs to club members at free or discounted rates? At Large 2 asked what type of promotions the instructors are requesting? Defensive Pistol Chair said the instructors would like additional advertising in the newsletter and on current social media platforms. Treasurer said the instructor program policy needs to be updated, he would like additional information on the requested promotions. Currently the only policy approved instructor promotions are member discounts. President requested Defensive Pistol Chair to present the instructor promotion plan to the Board at a future meeting. Item to remain on March agenda.
- f. **Revise bylaws:** Treasurer briefly spoke to the vetted attorney, the attorney strongly suggests, considering the low attendance at annual meetings, that the Club offer e-mail, proxy or virtual meeting voting to club members. Treasurer and Secretary met to discuss



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the voting options and decided electronic voting is the most time manageable option. Treasurer and Secretary created a suggested timeline for member electronic voting. The bylaws need to be changed and approved during the 2023/2024 renewal year; goal is for electronic voting to be implemented during the 2024/2025 membership year. Annual meetings will still be held but voting will take place prior to the annual meeting. The Board asked the Secretary and Treasurer to research e-voting services. Item to remain on March agenda.

- g. **Safety Incident 20221011:** President to forward member e-mail report to Member Service Coordinator for inclusion in the safety incident file. Item to be closed after e-mail received and filed.
- h. **Rifle Range Safety Incident 20221105:** Hole in the rifle range roof has not yet been repaired, President to follow up with the Range Master regarding status of this repair.
- i. **Board Retreat February 25:** Some Board members are not available on February 25 the board retreat date has been changed to March 25, 2023. Agenda items for the board retreat are 1) Budget/Reserves, 2) 75th Annual Anniversary and 3) Lease Renewal.

7. New Business

- a. **New Shotgun Assistant:** Shotgun Chair introduced Member # 18032, a certified Range Safety Officer, and asked the Board to appoint the member as a new Shotgun Assistant. Based on how helpful the member has been with First Shots events, the Treasurer endorses the member.

A motion to appoint member # 18032 as Shotgun Assistant was made by the Shotgun Chair, seconded by the Treasurer and passed unanimously.

- b. **Memorial Shoot Ty & Adam Mitchell:** Discussed during member forum.
- c. **Pheasants Forever Support:** A member submitted the Northern Colorado Chapter of Pheasants Forever (#395) Fundraising Banquet sponsorship opportunity paperwork for the Board to consider. President said, in his experience, Pheasants Forever organization does a good job on their pheasant conservation projects, unfortunately, there are not many pheasants to hunt in the local area. No motion was made by The Board to donate to this fundraiser.
- d. **Review Environmental Stewardship Plan:** Item to remain on March agenda.
- e. **P.R.O. Series Affiliation:** NCRGC has been invited to become part of the new Precision Rimfire Outlaws (P.R.O.) discipline, currently 13 affiliated clubs, in other states, are part



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of the discipline. NRL 22 Chair asks the Board for approval to start the new P.R.O. series discipline. NCRGC is the first Colorado club to join, cost to join is \$0, cost to submit scores is \$0, memberships are also no cost. The discipline will run concurrently with NRL 22 for the months of March, April and May. The new season begins in July, the discipline will either run separately or concurrently with NRL 22 events. NRL 22 Chair and NRL 22 Assistants are ready to participate in the P.R.O. Series discipline.

A motion to create a new shooting discipline called the P.R.O. Series, appoint Bryon Fessler as the Match Director and close the rifle range one day a month for scheduled matches, open a new checking account with \$1,000 from operations to cover startup costs and allocate \$1,000 per year in discipline support following the same criteria as the other disciplines was made by At Large 2, seconded by the Shotgun Chair and passed unanimously.

- f. **Review Club's Winter Preparations:** The club is reactive, not pro-active during winter preparations, the problem with this approach is the discipline chairs, assistants and volunteers have to complete preparations to open the ranges the day before matches. Per the club procurement policy, pre-vetted vendors to plow the ranges should be in place and ready to activate as needed to open the ranges. President will discuss the item with the Range Master. Item to remain on March agenda.
- g. **Master Calendar:** Treasurer and Secretary created a draft master calendar to be attached to the monthly agenda, prompting the board to timely review required annual items. President suggested, under Secretary report, a "Calendar Review" item be added to the monthly agenda.
- h. **3-TAC:** Defensive Pistol asked the Board if they are interested in holding the Third Annual Club Multi Discipline Event. This event will be scheduled the weekend after Memorial Day weekend. Shotgun and NRL 22 disciplines support holding the event, it is a good opportunity for a Young Marine's partnership. The event will tentatively be scheduled on Sunday, June 4, 2023. Treasurer will ask the Young Marine's if they are available on June 4.
- i. **NRA Marksmanship Qualification Program:** The NRA Marksmanship Qualification Program is included as part of the course materials when classes are held, in order for students to qualify as marksman they must complete the course. At Large 1 would like to offer members, and maybe eventually open to the public, the opportunity to go through set up courses and qualify shooters under the marksmanship program. At Large 1 is willing to start the discipline if the Board is interested in supporting it. At Large 2 said it's a fantastic idea. Defensive Pistol Chair feels incorporating this discipline with our current disciplines pulls the club together allowing members to go through a progression of certifications. President said utilizing the tactical bays for this discipline is an option. Considering the overwhelming support for this discipline, Treasurer asked At Large 1 if



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it's better to start a new discipline held monthly or quarterly during the spring and summer or hold an annual event? At Large 1 will put together a cost estimate to run the discipline for the March meeting.

- j. **ARM Contract:** Assistant Range Master (ARM) did not turn in timecards or expense reports for October, November or December 2022, Treasurer asked ARM to turn in past due monthly timecards and expense reports and, going forward, to turn them in monthly by the due date outlined in the ARM Contract. The Range Master needs to approve ARM time and expenses prior to payment. Because 2022 time and expenses were not turned in, it was not possible for NCRGC to mail ARM a 1099 form for tax year 2022. ARM e-mailed the Board asking them to consider converting the ARM Independent Contractor Contract to an employee position. Discussion took place at a prior meeting regarding increasing the contractor hourly pay to defray the cost of liability insurance, in lieu of this option, ARM requested a conversion of the contract to employee status. The NCRGC Independent Contractor Agreements were written by a lawyer. Today, the Treasurer asked the Colorado Department of Labor and Employment to review the ARM contract, they confirmed the contract meets the intent of Colorado law for an Independent Contractor relationship. Treasurer asked the ARM which of the independent contractor agreement terms he believes NCRGC is violating. For confidentiality reasons, the Board invited the ARM to join the beginning of the Executive Session to further discuss this matter.

8. Executive Session

A motion to enter Executive Session at 9:01 pm to discuss the Independent Contractor Agreement for the Assistant Range Master was made by the Treasurer, seconded by At Large 3, and passed unanimously.

A motion to exit Executive Session at 10:31 pm was made by the Vice President, seconded by At Large 3, and passed unanimously.

After a lengthy discussion and review of the ARMs questions and concerns regarding his contract with the Club, the Board reaffirmed his Independent Contractor status and the terms of the Independent Contractor Agreement dated September 15, 2022.

The Board directed the Treasurer to meet with the ARM to make payment on his contract hours and reimbursable expenses once the ARM meets the terms of the contract.

A motion to terminate the Independent Contractor Agreement for the Assistant Range Master dated September 15, 2022, between the Northern Colorado Rod & Gun Club, Inc. (NCRGC) and 96 Tears, LLC, an independent contractor, was made by At Large 3, seconded by At Large 2, and passed unanimously.



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A letter will be presented to the ARM by the President stating the decision of the Board. The termination is effective March 20, 2023, which is 30 days per the terms of the Agreement. The letter will include the reason for the termination as being the failure of the ARM to meet the terms of the Agreement; specifically: Paragraph 1.7 (reimbursable expenses); Paragraph 1.15 (contractor time logs); and Paragraph 1.16 (communication with the RM).

9. Adjournment

A motion to adjourn the meeting at 10:43 pm was made by At Large 2, seconded by At Large 3, and passed unanimously.