



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
April 20, 2023

1. Call to Order

A motion was made by At Large 1 to open the meeting at 6:00 pm, seconded by At Large 2, 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

Defensive Pistol: John Pashain

Others in attendance:

Membership Services Coordinator: Leslie Shoecraft

2. Approval of Agenda

A motion to approve the agenda as amended with the addition of 7. New Business I. Lease was made by the Treasurer, seconded by Shotgun Chair, and approved unanimously.

3. Member Forum:

A member requested At Large 2 to ask the Board if the targets for the 3D Archery Range could stay on the range for member use. The Board decided, due to wear and tear from weather exposure, it is not practical to leave the targets on the field.

4. Officer Reports

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

b. **Vice-President:** Vice President inspected some of the gate locks at the range, some of the combination locks are no longer functional. The Board decided to replace all the combination locks. Range Master will research Sesamee combination lock prices and forward a link to Treasurer who will order the locks.

c. **Secretary:**

A motion to accept the minutes from the meeting dated March 16, 2023, with the change to the Family Day at the Range motion date from June 3 to June 4, 2023, and place them on file was made by the Secretary, seconded by the Treasurer and passed unanimously.



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Amended Family Day at the Range Motion:

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.

- d. **Treasurer:** A Balance Sheet and Income/Expense Statement was provided to all Board members with figures as of March 31, 2023. Total cash on hand in the six accounts is \$204,812.69 with \$88,347.60 of that set aside for Reserves. Income for the month totaled \$495.31 and Expenses totaled \$20,527.46. Income came from Interest, Other Income (\$47.28 for two lost badges) and from NRL22. Notable Expenses included \$9,605.64 for Insurance (GL and D&O).

We have a few open transactions, as follows:

Date	Payee	Amount	Status
10/23/2022	Brian Holder	\$96.54	Reissued (check #3118)
1/5/2023	Gary Caldwell	\$40.36	Reissued (check #3119)
2/6/2023	A Virtual Assistant	\$144	Reissued (check #3120)
2/18/2023	John Pashan	\$20.96	Open

I am tracking the following NTE motions:

Date	Amount	Description
8/18/2022	\$3,500 NTE from Reserves to repair the high house.	\$1,442.11 for materials <u>\$1,578.82</u> 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 Low house window, trim, door Trap house window
10/20/2022	\$750 NTE from Reserves to repair shotgun shed.	<u>\$240.04</u> for materials \$509.96 remaining
3/16/2023	\$2,500 NTE from Contingency for Family Day at the Range.	\$0 spent thus far

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



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A motion to accept the financials ending March 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 – AMP for meeting space for the Board meeting on April 20, 2023, was made by the Treasurer, seconded by the Shotgun Chair and passed unanimously.

5. Other Reports

a. Disciplines:

NRL22 We had 30 shooters brave the cold weather and wind to compete in the NRL22 and PRO Series matches on March 18, 2023. At times, shooters battled wind gusts up to 25 mph. The national championship will be held in July.

PRO Series We had 30 shooters who came out to the first PRO Series match on March 18, 2023. The national championship will be held in June.

First Shots Seminar on 3/28/2023 for 6 shooters (rifle)
Seminar on 4/6/2023 for 4 shooters (handgun)

Shotgun 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.

- 3/12 Sunday Clays (skeet & trap) | Match Director: Rogers | 7 attendees, 2 RSO, 4 members
- 3/26 Sunday Clays (skeet & trap) | Match Director: Rogers | 4 attendees, 1 RSO, 3 members

Total attendees: 14 NCRGC Members: 11

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

Defensive Pistol came out of hiatus and had a total of 20 individuals attend.

\$170 was collected, and later deposited in the DP account by myself, from a total of 14 shooters with 6 RSOs on site for safety.

- b. **Chief Range Safety Officer:** No new safety incidents reported. The hole in the gutter on the rifle range needs repaired. A first aid kit inventory will be completed and given to the Treasurer who will order replacement first aid kit items this fiscal year.
- c. **Range Master:** The lock on the rifle range men's portable toilet has been repaired. The Treasurer said he has received complaints that the door on the portable toilet swings open when in use. The portable toilets are past their useful life, replacing them was discussed



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during the Board retreat. Range Master will research prices for 2 regular and 2 ADA heavy duty portable toilets and report prices during the May Board meeting. An additional rental portable toilet has been on the range, no board members ordered this toilet. A draft newsletter article announcing the new rifle range holders was passed around to the Board for review. The current range safety rules signs will be installed during the May 6 range clean up. The treasurer said a broken sign holder at the Y on the range road has been reported several times. Range Master said the sign holder will be replaced during the May 6 range clean up. Two range clean ups are left before the end of the membership year, it is expected participation of 90+ members will attend both clean ups.

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 be removed from the agenda effective May 11, 2023, in accordance with the local public health emergency guidelines.
- b. **Memorial Shoot Ty and Adam Mitchell:** Member 18215 was not present at the meeting; the Treasurer presented the members' proposal for this event. The Board has several questions about the event that need to be answered by the member, the Treasurer will e-mail the questions to the member. Item to remain on the May agenda so that member 18215 can be present to answer questions.
- c. **Shotgun High House repairs:** The window trim, dock lock and metal roof need to be replaced. The Shotgun Chair has purchased the window trim, it will be replaced during the May range clean up.

A motion to table the Shotgun High House Repairs, metal roof replacement and lock set, until the July 20, 2023, meeting and close out the \$3,500 not to exceed from reserves motion was made by the Shotgun Chair, seconded by the Secretary and passed unanimously.

- 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. The Board decided the repairs should be a range maintenance expense.

A motion to rescind the motion for \$1,000 not to exceed from reserves to repair the low house and trap house, money to come from the Range Master budget was made by the Treasurer, seconded by At Large 2 and passed unanimously.



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- e. **Shotgun Shed Repairs:** The door has been purchased and needs to be installed. The replacement door handle and padlock lock will be purchased using range maintenance funds.

A motion, after the Shotgun Chair is reimbursed for shims and blow in foam insulation, to close the motion for \$750 not to exceed from reserves to repair the shotgun shed. Any future money for shotgun shed repairs will come from the Range Master budget was made by the Treasurer, seconded by the Shotgun Chair and passed unanimously.

- f. **Use of Club Property by Instructor Program Members:** The Defensive Pistol Chair e-mailed instructors to schedule a meeting to discuss use of club property by instructor program members, the instructors have not responded with a meeting date. Item to remain on May agenda.
- g. **Revise bylaws:** The Board reviewed the bylaws changes during board meetings and at the Board Retreat. During the Board retreat it was decided to remove the photo requirement for prospective board candidates and clarify that terms start on September 1. The Bylaws changes are redlined and ready to be published on the website for member review before the Annual Meeting.

A motion that the Board accept the proposed changes to the bylaws for presentation to the membership at the upcoming annual meeting, was made by the Treasurer, seconded by the Secretary and passed unanimously.

At Large 1 will present and review the bylaws changes to the members during the annual meeting.

- h. **Range Safety Incident 20221105:** This is the hole in the rifle range gutter, the hole will be filled, and the wood sealed. Range Master purchased a sealant and will repair the gutter when the weather warms up. Item to remain on May agenda.
- i. **Family Day at the Range:** To date the Defensive Pistol chair has spent \$750 for items for family day. At Large 2 spoke to Wild Brats in Wellington about catering the event on June 4, 2023, a minimum guaranteed \$300 worth of sales is required by Wild Brats. The Board decided to ask Wild Brats to provide a \$15 lunch item available to all participants. The participants will be given a \$15 lunch coupon, if participants choose menu items that cost more than \$15 the additional cost will be paid by the member. At Large 2 will reconnect with Wild Brats and sign a contract to serve lunch on June 4, 2023, from 11 am to 1 pm. The secretary will create 100 guest badges, paper guest waivers need to be signed, At Large 1 will create a guest badge template with the NCRGC logo on it. Vendors will be contacted with the opportunity to set up booths. At Large 1 and At Large 2 are not available to attend. Item to remain on May agenda.



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- j. **NRA Marksmanship Qualification Program:** At Large 1 created a cost analysis and projections spreadsheet for the Marksmanship Qualification Program. To launch the program, only the pistol program will be offered. Discussion took place about creating a club discipline for this program.

A motion to create a Marksmanship Qualification Program discipline, appoint At Large 1, Ben Price, as the discipline chair and board member and authorize the Treasurer to open a checking account for \$1,000, was made by the Treasurer, seconded by At Large 2 and passed unanimously.

- k. **Replacement ARM Contractor:** Range Master will write an article for the May newsletter advertising, to members, the open position. Range Master will make a second set of keys for the waiver boxes. Item to remain on May agenda.
- l. **Review Range Safety Rules:** No changes to the current Range Safety Rules were recommended by the Board.
- m. **Nominating Committee Update:** All current directors are running for reelection of their Board position. Vice President will write an article for the May newsletter announcing open Board of Directors positions to members. Item to remain on May agenda.

7. New Business

- a. **Membership Dues and Fees:** During the board retreat, the Board decided not to raise membership dues and fees for the upcoming 2023/2024 membership year.

A motion to keep the Membership Dues at \$150 for FY2023-2024 was made by the Treasurer, seconded by the Secretary and passed unanimously.

A motion to keep the Capital Improvement Fee at \$150, the Range Cleanup Fee at \$125, the Lost Badge Fee at \$25, and the Instructor Program Fee at \$150 for FY2023-2024 was made by the Treasurer, seconded by the Shogun Chair and passed unanimously.

- b. **Budget FY2023-2024:** During the board retreat, the FY2023-2024 projected budget was reviewed. The Treasurer presented a budget of \$164,350 Income; \$161,800 expenses; net difference of \$2,550.

A motion to accept the proposed budget for fiscal year 2023/2024 was made by At Large 1, seconded by the Treasurer and passed unanimously.

- c. **Reserve Study:** The Treasurer updated the Reserve Study after discussion at the board retreat. Items at end of life include the shotgun houses, high house, trap house and low house, portable



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toilets, the shed for 3D Archery and the shed for Steel Challenge/Rimfire Challenge. At the retreat, the Defensive Pistol chair suggested purchasing a divided Conex container to replace the sheds. The reserve shortfall, based on the best practice of having 80% funded, is \$97,793. It is projected that for the 2022/2023 fiscal year the reserve shortfall could be funded an additional \$15,000 - \$20,000.

A motion to approve the Reserve Study as of April 7, 2023, was made by the Treasurer, seconded by the Defensive Pistol Chair, and passed unanimously.

- d. **Loaner Shotguns:** First Shots doesn't have a need for two loaner 20 gauge shotguns. The shotguns have been replaced by two 12 gauge Weatherby shotguns. One loaner shotgun is a Stoeger, valued at \$449 when purchased, the other a Tristar, valued at \$550 when purchased, plus an Apache 9800 weatherproof case valued at \$169. First Shots instructor asked the Board for permission to sell the two club owned shotguns and case. The Shotgun Chair said the shotgun discipline doesn't have a need for them. The Treasurer asked for guidance for the disposition of the shotguns. It was suggested that they be advertised to members on the website classified ads, put them under consignment at Sheels or Liberty Arms or use them as raffle items at future events. It was decided, considering the club owns them, they should be offered for sale to club members.

A motion to authorize the First Shots Lead Instructor to sell two 20 gauge shotguns plus weather proof case for \$700 to club members, was made by the Secretary, seconded by the Shotgun Chair, and passed unanimously.

- e. **Snow Removal Policy:** Range Master drafted a snow removal policy. The policy needs to be reviewed and approved by the Board. The secretary said the policy needs to be considered for both practical purposes and liability issues. Item to remain on May agenda.
- f. **Rifle Range Portal Restrooms:** Range Master looked at portable toilets that range from \$800 to \$1,200 each. The Treasurer said, considering the winds at the range, the club should price heavy duty toilets, like the ones used at CSU games. \$8,000 in reserves is set aside to replace the portable toilets. The \$8,000 reserve is for one ADA toilet and four regular toilets. It was decided that two regular portable toilets and two ADA portable toilets are what is needed. Range Master and Treasurer will vet heavy duty portable toilets and present the options at the May meeting. The treasurer will contact the current vendor to discuss why the rental portable toilet that is at the range and have it removed. Item to remain on May agenda.
- g. **Makeup and Mid-Week Range Cleanups:** The September range cleanup was cancelled so a makeup midweek range cleanup is scheduled on June 14, 2023, from 10 am – 12 pm. An article announcing the make up range clean up will be published in the May newsletter.



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- h. **Safety Incident 20230401:** During a rifle range inspection three bullet holes in the roof on bays 3, 4 and 5 were discovered. Based on the size of the exit holes, one is a lower caliber and the other two are higher calibers. These errant shots are a huge safety violation. The holes are marked inside with red tape, the roof needs to be repaired. Vice President will write an article, with pictures of the holes, asking members if they have any information about when the damage occurred for the May newsletter. Item to remain on May agenda.
- i. **New MSC Contract:** The current MSC and President signed a contract for another year at the rate of \$19 per hour, the contact will be filed by the Secretary.
- j. **75th Anniversary:** The 75th Anniversary celebration was discussed during the board retreat.

A motion to authorize the Secretary to spend up to \$1,200, not to exceed, out of contingency to purchase 1,000 patches and stickers to commemorate the Club's 75th Anniversary; to be mailed to all regular members as part of renewal and open enrollment and the rest to be given to the six discipline chairs to be handed out at their events; was made by the Treasurer, seconded by At Large 2, and passed unanimously.

A motion to authorize At Large 1 to spend up to \$2,000, not to exceed, out of contingency to purchase 150 hats to commemorate the Club's 75th Anniversary; 10 to be given out to the Board, 20 for Family Day at the Range, 100 to the six discipline chairs to be handed out at their events, 15 to the Range Master for range cleanups, and 5 to the Secretary for the annual meeting; was made by the Secretary, seconded by the Treasurer, and passed unanimously.

At Large 1 will design the 75th Anniversary logo.

- k. **Sale of knock down targets:** Defensive Pistol has, in inventory, 11 knock down targets that are not needed by the discipline. The Defensive Pistol Chair asked the Board permission to sell the knock down targets to the Cheyenne Rifle and Pistol Club who offered to pay \$20 each for the targets.

A motion to authorize the Defensive Pistol Chair to sell 11 knock down targets at \$20 each, money to go into the defensive pistol account, was made by the Secretary, seconded by the Shotgun Chair, and passed unanimously.

- l. **Lease:** A renewal 5-year lease, effective September 1, 2025, ending August 31, 2030, was drafted by the Board during the board retreat. Total rent paid to the landlord for the 5-year lease is \$122,000. President will present the new lease to the landlord when he drops off the June 2023 lease payment.



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A motion authorizing the President to offer to the landlord, up to \$122,000 for a 5-year lease dated September 1, 2025, through August 31, 2030, was made by the Shotgun Chair, seconded by the Defensive Pistol Chair, and passed unanimously.

8. Executive Session

A motion to go into executive session at 8:44 pm to discuss contracts was made by the Defensive Pistol Chair, seconded by the Range Master, and passed unanimously.

A motion to come out of executive session at 9:22 pm was made by the Shotgun Chair, seconded by the Vice-President, and passed unanimously.

9. Adjournment

A motion to allow the President to appoint a Long-Range Planning Committee was made by the Secretary, seconded by the Shotgun Chair, and passed unanimously.

A motion to appoint the Defensive Pistol Chair, Treasurer, Range Master, At-Large 1, and Shotgun Chair to the Long-Range Planning Committee was made by the President, seconded by the Shotgun Chair, and passed unanimously.

A motion was made by the Defensive Pistol Chair to adjourn the meeting at 9:28 pm, seconded by the Range Master, and passed unanimously.