



Northern Colorado Rod & Gun Club
Board of Directors Meeting Minutes
May 18, 2023

1. Call to Order

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

Board Members Present:

President: Brian Holder

Vice President: Tom Petaja

Treasurer/NRL22/First Shots: Bryon Fessler

Range Master: Charles (Steve) Boehme

At Large 2: Jason Elliott

At Large 3: Cam Rogers

Defensive Pistol: John Pashain

Others in attendance:

Membership Services Coordinator: Leslie Shoecraft

Board Members Not Present:

Secretary: Gary Caldwell

At Large 1: Ben Price

2. Approval of Agenda

A motion to approve the agenda was made by the Treasurer, seconded by the Shotgun Chair, and approved unanimously.

3. Member Forum:

No members came forward to present.

4. Officer Reports

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

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

c. **Secretary:** The Treasurer is acting for the Secretary. The April 20, 2023, minutes were not available to approve, minutes will be approved at the June 15, 2023, meeting.

Table or Postpone: What's the Difference article was included in the Board packet. The Board went through the Agenda Business on Hold items and either removed or postponed items on the page.



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A motion to postpone until August 2023, board meeting item Badge not returned when requested procedures was made by the Range Master, seconded by the Defensive Pistol Chair, and approved unanimously.

A motion to postpone until August 2023, board meeting item Current waiver requirements was made by the Range Master, seconded by the Defensive Pistol Chair, and approved unanimously.

A motion to postpone until August 2023, board meeting item Helipad was made by At Large 2, seconded by the Defensive Pistol Chair, and approved unanimously.

A motion to postpone until the October 2023, board meeting item Standard Operating Procedures review was made by the President, seconded by the Treasurer, and approved unanimously.

- d. **Treasurer:** A Balance Sheet and Income/Expense Statement was provided to all Board members with figures as of April 30, 2023. Total cash on hand in the seven accounts is \$200,356.29 with \$88,398.43 of that set aside for Reserves. That amount also becomes our starting balance for the new fiscal year as of 5/1/2023. Per Board motion, we opened a checking account for the Marksmanship Qualification Program and transferred \$1,000 from Operations as the starting balance. The account will be called Marksmanship Pgm going forward to match the banking records. Income for the month totaled \$1,238.25 and Expenses totaled \$5,654.65. Income came from Interest and the shooting disciplines. Some of the income for NRL22 will be reclassified as PRO Series income. Notable Expenses included \$1,008.61 in Contingency (\$162.07 for ammo for Family Day at the Range, \$96.54 for food for RSO class, and \$750 for raffle items for Family Day at the Range) and \$1,076.96 for Supplies (the Secretary pre-ordered items for membership renewal). All other Expenses are normal for this time of year.

We have a few open transactions, as follows:

Date	Payee	Amount	Status
4/20/2023	River of Life Fellowship	\$40	Meetings
4/21/2023	Brian Holder	\$42.41	Range Maintenance
4/21/2023	Brian Holder	\$155.67	Range Maintenance
4/21/2023	John Pashain	\$102.18	Mileage
4/21/2023	Steve Boehme	\$73.75	Mileage
4/21/2023	Steve Boehme	\$136.80	Range Maintenance
4/21/2023	Cam Rogers	\$96.63	Mileage
4/21/2023	Cam Rogers	\$61.81	Range Maintenance



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I am tracking the following NTE motions:

Date	Amount	Description
3/16/2023	\$2,500 NTE from Contingency for Family Day at the Range.	\$1,270.12 spent thus far (ammo and raffle items). \$1,229.88 remaining.
4/20/2023	\$1,200 NTE from Contingency for Secretary to purchase 1,000 patches and stickers for Club's 75 th Anniversary (800 to members, rest to six discipline chairs).	\$0 spent thus far.
4/20/2023	\$2,000 NTE from Contingency for At Large 1 to purchase 150 hats for Club's 75 th Anniversary (10 for the Board, 20 for Family Day at the Range, 100 to the six discipline chairs, 15 to the Range Master for range cleanups, 5 to the Secretary for the annual mtg.	\$0 spent thus far.

The Member Services Coordinator (MSC) changed her mailing address and during the process, USPS lost two of her electronic checks; specifically:

Date	Payee	Amount	Status
3/4/2023	A Virtual Assistant (February 2023 contract hours)	\$252	Cleared bank
4/8/2023	A Virtual Assistant (March 2023 contract hours)	\$225	Cleared bank

Rather than wait six months for the Bank of Colorado to return the money, I would like the Board's approval to reissue physical checks today. The MSC has promised not to cash the missing electronic checks, should they turn up. Additionally, I will issue a physical check for \$446.50 for her Apr 2023 contract hours. I will continue to report on the lost electronic checks until BOC returns the money.

A motion to reissue physical checks to the Member Services Coordinator for \$252 for February 2023, contract hours and \$225 for March 2023 contract hours, providing she does not cash the missing electronic checks, should they turn up, was made by the Treasurer, seconded by the Shotgun Chair and passed unanimously.

A motion to accept the financials ending April 30, 2023, and place them on file for the auditor was made by the Treasurer, seconded by the Range Master and passed unanimously.



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A motion to donate \$40 to River of Life Fellowship – AMP for meeting space for the Board meeting on May 18, 2023, was made by the Treasurer, seconded by the Shotgun Chair and passed unanimously.

A motion to reimburse the Defensive Pistol Chair, John Pashain, \$990 for discipline support for the purchase of targets was made by the Treasurer, seconded by the Shotgun Chair and passed unanimously.

5. Other Reports

a. Disciplines:

Shotgun

This report includes all events following the Skeet & Trap events held for the month of April. Standard fees for participants, per round, are \$5 for NCRGC members and \$7 for non-members.

- 4/9 Sunday Clays (skeet & trap) | Match Director: Rogers | 12 attendees, 2 RSO, 9 members
- 4/13 Special (skeet) | Match Director: Rogers | 2 attendees, 2 RSO's, 2 members
- 4/23 Sunday Clays (skeet & trap) | Match Director: Rogers | 9 attendees, 2 RSO, 5 members

Total attendees: 23, NCRGC Members: 16

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

NRL22

33 shooters competed in the final match of the 2023 NRL22 season at the Club in some very windy conditions (gusts from 15 to 35 mph and constantly changing direction). At times, some of the wind holds were .5 mils to 1.8 mils! Congrats to all the Division winners (pictured from left to right): Chris Wronski (Base, 422.9 points), Jeramie Walker (Open, 532.6 points), Bevin Walker (Ladies, 411.2 points), Jennavieve Walker (Young Guns, 410.4 points), and Doug Lynch (not pictured) (OG/Adaptive, 410.4 points). We look forward to seeing you next month for the start of the 2024 NRL22 season!

PRO Series

33 shooters competed in the April 2023 match. Next month is the final match of the season. The national championship will be held in June.

First Shots

Working to schedule three large groups of new shooters.



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- b. **Chief Range Safety Officer:** No new safety incidents reported.
- c. **Range Master:** No report given.

6. Unfinished Business

- a. **Memorial Shoot Ty and Adam Mitchell:** President e-mailed Member 18215 to let him know, considering the family decided to donate the proceeds from the benefit to the Rocky Mountain Elk Foundation instead of using it to benefit the family, the Board decided not to hold the event.
- b. **Use of Club Property by Instructor Program Members:** Defensive Pistol Chair met with the other club instructors. The instructors discussed ways to improve the instructor program and asked to have the Instructor Program Policy revised to include the following:
 - 1. During instruction, the instructors would like to use 22 Long rifle, 223, and black powder rifle and pistol in the tac bays. The Board decided the instructors can coordinate special requests with the CRSO to teach courses in the tactical bays with rifle, shotguns and other calibers.
 - 2. The instructors would like to use items in the gully during classes. A sentence allowing instructors to use club property located in the gully area between tac bays 1 and 2, will be added to the policy.
 - 3. Instructors request a special instructor lock on the front gate so that they can share the combination with non-member students allowing them to enter the range for classes. The policy will be amended allowing the instructors to leave the gate open during instruction. The instructor will be required to drive the ranges and verify anybody still at the range after the class is a club member.

Instructor Program Policy will be added to the June agenda.

- c. **Rifle Range Safety Incident 20221105:** The holes in the roof have been sealed, safety incident is closed.
- d. **Family Day at the Range:** The Defensive Pistol chair asked Member Services Coordinator to send out an RSO e-mail asking for volunteers for the event. To date, 19 people have RSVP for the event, if more members aren't interested in participating in the free Family Day Event, it may not be held in future years. A special notice e-mail will be sent to members hoping to get more member participation. The 75th Anniversary patches will not be ready to hand out to participants. A membership



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booth will be set up to discuss membership with member guests. Over \$2,000 worth of giveaways will be awarded to participants during the event.

- e. **Replacement ARM Contractor:** No members applied for the position advertised in the newsletter. Range Master will consider posting the job on a public job listing site. The ARM contract may be amended to allow the club to hire a landscaping company, if needed.
- f. **Nominating Committee Update:** All current Board members have agreed to run for the open position. The May newsletter announced the open positions, no members have expressed interest in running for any of the open positions.
- g. **Loaner Shotguns:** Two members expressed interest in purchasing the shotguns, one member decided not to buy them, another member is meeting with the First Shots Chair at USA Liberty Arms to look at them.

A motion authorizing the First Shots Chair to sell the shotguns at an offer of not less than \$500 was made by the Shotgun Chair, seconded by the Vice President and passed unanimously.

- h. **Snow Removal Policy:** Range Master wrote suggestions about a policy and gave it to the President; the Board needs to review the suggestions.

A motion to postpone until the June 15, 2023, board meeting, Snow Removal Policy was made by the President, seconded by the Shotgun Chair, and approved unanimously.

- i. **Safety Incident 20230401:** Holes have been sealed; the safety incident closed.
- j. **Replace Portable Restrooms:** Treasurer contacted CSU Fort Collins inquiring about who provides their portable restrooms and found out Republic Services provides them. He then vetted 3 providers, Republic Services, Gallegos Fort Collins (who has been purchased by Republic Services) and our current provider Portable Restroom Solutions. Republic Services does not sell units, they rent, service and maintain them. Republic Services quoted \$348 a month, including fuel surcharge, to deliver, service and maintain 4 heavy duty units (2 ADA units and 2 standard units). The club's current provider, Portable Restroom Solutions, does not offer ADA portable restrooms, used single older unit cost to purchase is \$500 per restroom, they said we are no longer in their current service area. Range Master looked at prices of purchasing our own units, cost ran in the thousands of dollars.

A motion authorizing the Treasurer to engage, not to exceed \$1,000, with Republic Services to delivery and service 4 portable restrooms (2 ADA 2 regular) effective immediately was made by the Shotgun Chair, seconded by the Defensive Pistol Chair, and approved unanimously.



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The current portable restrooms will be advertised for free in an e-mail sent to club members.

- k. **75th Anniversary:** At Large 1 created 4 designs for the 75th Anniversary logo. The Board approved option 4, with the redesign of adding 52 stars to the flag and removing the notches for a sticker and, option 4 without the flag for embroidered patches and hats.

A motion for patch design #4 for the 75th Anniversary logo without the flag for embroidered patches and hats and option #4 with no notches and 52 stars on the flag for stickers was made by At Large 2, seconded by the Shotgun Chair, and approved unanimously.

The logo design is an FDE color pallet, circle/rectangular combo design.

- l. **Lease:** Treasurer gave President a check for the 2023 annual lease payment in the amount of \$23,300, to be given to the Weaver Ranch. An updated lease was approved by the Board in April, President will also provide the Weaver Ranch with the amended lease.

A motion to table the Lease until we receive feedback from the Weaver Ranch was made by President, seconded by the Treasurer, and approved unanimously.

- m. **Firearm Vendor/Manufacturer Information Booth:** At Large 1 was not present at the meeting.

A motion to postpone Firearm Vendor/Manufacturer Information Booth until the June 15, 2023, was made by the President, seconded by the Shotgun Chair, and approved unanimously.

- n. **Review Environmental Stewardship Plan:** President and At Large 1 are reviewing the Environmental Stewardship Plan.

A motion to postpone the Review of the Environmental Stewardship Plan until the June 15, 2023, board meeting was made by At Large 2, seconded by the Treasurer, and approved unanimously.

A motion to amend the postpone until June 15, 2023, board meeting motion for the Review of the Environmental Stewardship Plan, to postpone the review until the August 2023, board meeting was made by the President, seconded by the Treasurer, and approved unanimously.



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7. New Business

- a. **Replacement Locks and Combos:** President purchased 10 new Sesame locks at the cost of \$11 per lock. The locks were given to the Range Master, the lock on the entrance gate is malfunctioning and will be replaced before the June range clean up. Vice President will update the combination spreadsheet and send each discipline their combination.
- b. **Container Purchase:** The Board is considering replacing the sheds that are the end of life with containers. The steel challenge and 3-D archery sheds are at the end of life, the rimfire shed and partial range master shed are near the end of life. The Defensive Pistol Chair found a 4-door, 40-foot container for auction at Richie Brothers. President said a similar container of this size is for sale on Marketplace for \$3,900. The Treasurer said he saw a new one for sale for \$12,000, plus tax and shipping. Considering the aesthetics of having 1 large container for 4 disciplines, and the ease of moving containers, the Board prefers to purchase 4 ten-foot containers. Defensive Pistol will research prices containers are selling for at auction and report back to the Board. The Treasurer will contact Fort Collins Mobile Storage and ask the cost of 2 ten-foot containers. Item to remain on June agenda.
- c. **Renewal Postcard:** The board discussed the renewal postcard that was in the board packet for review. The postcard will be mailed to members in June.
- d. **Program Expense – Discipline Support:** Discipline chairs receive a \$1,000 annual program expense if they meet the requirements of: submitting an inventory to the Vice President, all of the discipline chairs have submitted annual inventories; however, some minor changes are needed by the Shotgun Chair and Defensive Pistol Chair. Providing the Treasurer with what they charge members and non-members for matches, turn in income and expense receipts, and provide an annual budget for the use of allocated funds. The club credit card is used to pay for program expense items.
- e. **Long Range Gongs:** At the May range cleanup, several members asked the Treasurer for the status of long-range gongs. The Board had the NRA Technical Team visit the range and provide a report. The prior Range Master was asked to obtain long-range gong estimates from contractors but left the position before estimates were obtained. The new Range Master was assigned the task of obtaining contractor estimates.

A motion to postpone the Long-Range Gongs discussion until the July 2023, board meeting was made by The President, seconded by the Shotgun Chair, and approved unanimously.

- f. **Review May Range Cleanup:** Due to the tremendous turn out at the May range cleanup, the Treasurer created a range cleanup check list of items to be completed at the June cleanup. The Board discussed the items on the checklist. The MSC has been



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attending monthly range cleanups to check in members, the extra hours will run the MSC over budget. The President said, considering we don't have an ARM, there is money in the range cleanup budget to pay the MSC. The MSC will notify the Range Master if she can't attend a cleanup. The Treasurer will purchase, for the Range Master, 26 gift cards (13 gift cards from USA Liberty Arms, and 13 gift cards from Rocky Mountain Shooters Supply), for the 2023-2024 membership year cleanup raffle. The President will hold a riding lawn mower check out so that additional Board members can qualify to mow the range.

8. Executive Session

A motion to go into executive session at 9:15 pm for a Long-Range Planning Committee update was made by the Shotgun Chair, seconded by the Defensive Pistol Chair, and passed unanimously.

A motion to come out of executive session at 9:44 pm was made by the Defensive Pistol Chair, seconded by the Range Master, and passed unanimously.

9. Adjournment

A motion was made by the Shotgun Chair to adjourn the meeting at 9:44 pm, seconded by At Large 2, and passed unanimously.