

# Estes Park Gun & Archery Club

## November 12, 2018 – Board Meeting Minutes

### ReMax Mountain Broker Conference Room

### 1200 Graves Ave., Estes Park

The November, 2018 EPGAC Board Meeting was called to order at 7:03 p.m., by Steve Clark, President, with the following members present: Steve Clark, Martha Clark, Doug Tabor, Harry Banbury, Daniel White, Bob Mitchiner and Rick Tekulve. In addition, gun club member Doug Miller was also present.

The first order of business was to review and adopt the **agenda** for the November meeting. Harry Banbury moved to adopt the agenda and Doug Tabor seconded. The agenda was adopted unanimously without further discussion.

The next item of business was to review and adopt the **meeting minutes** from the October 2018 meeting. Doug Tabor moved to adopt the minutes and Harry Banbury seconded. The minutes were adopted unanimously without further discussion.

#### OFFICER REPORTS:

##### Steve Clark—President

1. More sand for indoor range berm—Steve mentioned that in order to avoid the splashback problem at the indoor range, we might consider adding more sand to the berm. Harry suggested that we wait until the splashback problem occurred before adding more sand, and/or add more on a monthly basis. Steve said the ultimate solution to the problem was to sift more frequently, but he is unwilling to do that at this time. Since the solution was not forthcoming, he suggested tabling the problem for now.

2. Trap Field usage report—Steve reported the following statistics for trap range usage and income/expenses:

2017—The range took in \$496.00 for the 12 days it was open for the season. It cost approximately \$9,000 for trap curtain expenses.

2018—The range took in \$824.00 for the 22 days it was open for the season. It cost approximately \$6,500 for trap curtain expenses. In addition, only 9 members used the range during that time; of those 9, some also brought non-members to shoot. After considering the costs of targets and propane to fuel the trap house, we cleared around \$566.00 for the season from the receipts (not including the trap curtain expenses). This also does not include the depreciation of the trap range fixtures (poles, etc.). Harry posed the question of whether or not the club could float the expenses for the trap range, even if it was not financially profitable and Steve maintained we could, but at some point the shortfall would catch up with us. Doug suggested that we consider a better alternate to deploying the trap curtains. Rick mentioned that if eventually we decide to dismantle the range we might have a plan in place to re-coup the prior expenses (re-purpose the poles, etc.). Since a viable solution was not apparent, Doug suggested we shut down the trap range for a year and see if any trap shooters express interest and/or offer support to continue it. A vote was taken to approve this measure. Doug made a motion to shut down the trap range for a year, and Daniel White seconded it. All were in favor with the exception of Rick Tekulve, who abstained, and the measure was approved. Steve mentioned that he may bring it up at the annual meeting in January.

3. Annual Meeting Sponsor solicitation letter—Steve mentioned that he had emailed out a pdf of a form letter the Board members could use to solicit door prizes for the annual meeting.

4. Archery field at the outdoor range completed—Steve mentioned pictures of the newly completed archery range update have been posted to the website.

5. Range shelter status—Steve cited the issues that have surrounded our getting a building permit for the range shelter covers. As of this meeting the building permit request is not showing up on the county website, but he will be contacting Larimer County again on Tuesday regarding the status of it.

6. Webmaster for 2019—Doug Tabor affirmed that he will continue his Webmaster duties for 2019.

7. Board members replacement/recruitment for 2019—The following Board member positions are vacant for 2019—1<sup>st</sup> Vice President, Treasurer, and two Board members at large. Steve urged the Board to be on the lookout for potential candidates. Martha suggested that we post the vacancies on our website and/or our annual meeting documentation with an explanation of the duties performed and time commitment involved to give people a better understanding of what is involved. Doug asked Steve to send him the position descriptions to post on the website. Steve mentioned that unless these vacancies are filled by (or at) the annual meeting, we could be in violation of our concessionaire agreement.

8. Board wide view-only bank account access—Steve mentioned that he wanted the bank account information to be available to the Board on a view-only basis. This access is to be given to no one outside the club, unless the Board decides to give it to them. He asked Doug Tabor to forward that information to the Board.

**Office Vacant--1<sup>st</sup> Vice President**

**Harry Banbury--2<sup>nd</sup> Vice President**—Harry brought up the question of how long our range usage reports should be retained. Someone believed there is a retention policy document somewhere in our club records, and Steve offered to research that. He suggested that unless there is a policy already in place, that we keep the records for three years.

**Doug Tabor—Treasurer**

Doug reported the following:

1. Bank end balance --\$62,983.41 at end of September

2. Bills to be paid:

Air-O-Pure	\$110.00
EVRPD (Electric)	<u>\$ 38.71</u>
TOTAL BILLS	\$148.71

3. Reimbursements:

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Martha Clark:

Annual Meeting Room Deposit \$ 400.00

Steve Clark:

Estes Valley Tree Care – shot barrier curtain removals \$ 800.00

Ace Hardware – toilet paper holder, key copies \$ 4.32

True Value – cable ties for gate signs, dup. receipt book for Public Days, Clear contact paper for signs \$ 22.86

Ace Hardware -2x2 furring strips for target holders \$ 5.46

Total \$ 832.64

TOTAL REIMBURSEMENTS

\$1,232.64

4. October receipts:
- |                 |                 |
|-----------------|-----------------|
| Indoor Range:   | \$ 70.50        |
| Outdoor Range:  | <u>\$205.00</u> |
| TOTAL RECEIPTS: | \$275.50        |

In addition, Steve has a check from Rocky Mountain Church for \$201.00 to deposit.

Steve mentioned there is also about the same amount of brass and lead to recycle at the indoor range as there was last Spring, which brought in about \$700.00.

Daniel White made a motion to pay the bills, which was seconded by Rick Tekulve. The motion was passed without further discussion.

5. Profit and Loss Statement—posted on secure section of EPGAC website.

### **Martha Clark—Secretary**

1. Annual meeting update—Martha mentioned that the annual meeting room has been secured at the Estes Valley Community Center for January 17, 2019. Doug Tabor has graciously offered to bake cookies for the event. Several more nice door prizes were furnished by Sharyn Gartner. Rick mentioned that we may need to prepare signs to direct people where to park at the EVCC for the event.

2. Meeting minutes, Safety Orientation Documentation—Doug reported he is in the process of posting all the missing meeting minutes from 2017-2018 on the website. Steve mentioned that Doug posted the Safety Orientation Documentation on the website for our members' reference.

### **COMMITTEE REPORTS:**

1. **Bob Mitchiner**— the final membership report for 2018 is as follows:

New members for 2018	70
Life Members who have renewed	14
Annual Members who have renewed	<u>223</u>
Active Members	307

Membership receipts to date: \$28,855.00

In addition, he mentioned that he has three memberships at home that are pending.

2. **Jim Cozzie**—not present at this meeting. In his absence, Martha picked up the mail.

3. **Randy Buchanan**—not present at this meeting. Prior to the meeting, he informed Steve that he still had three or four more orientations to do for 2018.

4. **Rick Tekulve**—expressed the need for a Public Day Coordinator to replace him for 2019. Steve suggested that we have two or three share the responsibility, and will check our documentation with the EVRPD on how often we actually have to provide public day access to the outdoor range.

5. **Daniel White**—mentioned that as of this date he still hasn't received a response from John Cooke as a potential speaker for our annual meeting. He also mentioned that the outdoor rifle range target stand holders have become loose and people have been makeshift stabilizing them with rocks and wedges. Steve said he would check that out.

6. **Webmaster** (Doug Tabor)—Doug mentioned that the most recent additions to the website include posting pictures of the archery range, meeting minutes from 2017-2018, notification of the upcoming annual meeting and the orientation documentation.

**UNFINISHED/OLD BUSINESS:** Port-O-Let grant—the grant application for the Port-o-Let was missed, but when Steve brought the situation before the city, the police department graciously offered to give the club an additional \$500 over and above the \$500 dues they already pay us, citing the importance of having the port-o-let at their training facility.

**NEW BUSINESS:** Steve received a note from Bill Howell about having the indoor range open one hour on Sunday afternoons. Steve is in favor of it; Doug offered to coordinate with Bill and copy Steve in on their decision. A sign needs to be put on the door amending the hours when a decision is reached.

The meeting was adjourned at 8:57 pm.

Submitted by Martha Clark  
Interim Secretary  
Estes Park Gun & Archery Club