

# Estes Park Gun & Archery Club

## February 8, 2021– Board Meeting Minutes

### 250 Community Drive, Estes Park

The February 8, 2021 EPGAC Board Meeting was called to order at 7:04 p.m., by Steve Clark, Former President , with the following Board members present: Steve Clark, Andrew Johnson, Kurt Pennington, Jay Jacobsmeyer, Mark Watson, Dana Maxwell and Doug Miller.

The first order of business was to review and adopt the agenda for the February meeting. Kurt Pennington made a motion to adopt the agenda as stated, and Doug Miller seconded it. The agenda was adopted unanimously without further discussion.

The next item of business was to approve the January, 2021 meeting minutes. Doug Miller made a motion to approve the minutes and Kurt Pennington seconded. The minutes were unanimously approved without further discussion.

#### **OFFICER REPORTS:**

##### **Steve Clark/Andrew Johnson—President**

- Steve distributed USB Flash Drives to board members containing useful/fundamental documents for the club. Encouraged everyone to read the concessionaire agreement. 10 Year Agreement with (2) 5 year extensions. It's a legal agreement outlining what responsibilities are by all parties. Outdoor range section has the majority of the needed information. Tom Carrasela is primary point of contact. New, questionable, or needs to be debated, requires board approval. Forms for Indoor and Outdoor Ranges. Dave Giles currently doing orientation, which is required by for all new members. Most information is also available on the website.
- Indoor range has keys. Keys, and Log, were passed onto Andrew. Roughly 27 keys out at the moment.
- Range Scheduler coordinates indoor/outdoor range. Law Enforcement can reserve the outdoor range. LE can reserve the entire range however it's rare. Calendar is on the website. First come, first serve. Two week notice requested to ensure smooth reservation process. Sign on the gate states schedule is posted on the website calendar. Club Bylaws have to be voted on by membership. SOP's are set by the board. Default to President for communication. Important to maintain relationships between agencies. Some agencies abuse short notice reservations. Sheriffs Dept does not currently have a contact with the club.
- Checkbook, receipts notebook were handed off to Dana. 2 Signers required for all checks. Doug, Kurt, David Bruce and John Lauce are currently signers. Discussion about possibly replacing 2 of the existing signers with Dana, and possibly someone else, due to the absence of David and John. Concessionaire agreement payment was made in January. \$5000 Annual Lead Mitigation Bond will be paid this month. Bills for Electric get paid back to the rec district. Steve to forward emails from Gene to Dana to hand off. Air-o-Pure at \$120/mth. Annual \$500 Grant from city or PD to contribute towards Air-o-Pure. In addition, after accumulation of \$500 in bills submit to

Rec District for reimbursement. Main user of Air-o-Pure is Rec District. Main user of indoor range is PD. David Bruce fixed Heater Timer and submitted for reimbursement. Bob submitted reimbursement for Stamps and office supplies. Steve bought a lock for the outdoor range gate. Bob's Membership deposits. Have been going to Steve, will now go to Dana. Funds will only ever be dispersed via Check with 2 signatures.

- Roberts Rules of Order. USB Drive contains abbreviated version off the web for review.
- Turn over chair of meeting to Andrew.
- Bob Mitchiner raised an item for discussion regarding RSO Scheduling for Indoor Range. Kurt took an action item to work on coordinating/scheduling RSO's. Roughly 20 active RSO's. Kurt keeping Indoor Range duties. Jay taking Outdoor Range duties.
- Overall discussion about volunteer days. Average of 10-12 per, but there have been as many as 20 and as low as 6-7. More people tend to show the later in the season it gets because they want to get their credit. Topic to discuss more. Work is good for the club. We should start a list of topics for things to do. Sometimes it's more work to put together the volunteer days than the club was benefiting from. Last year Steve ran 4-6, and David Bruce ran 2. What does the club need. Roughly 92 participants who volunteered last year.

**Kurt Pennington—1st Vice President—**

**Jay Jacobsmeyer--2nd Vice President—** Range orientation form for Long Range. Safety Plan needs to be revisited for Long Range. Item has been tabled to discuss further. Dave Giles may have some thoughts. Dave would like 2 more tactical bays by the pistol range. Benefit to the club should be top priority. Project would require heavy equipment. Thumb drive has some NRA Documentation that should provide recommendations on berm height. Cell Booster recommendation. Jay is in the business and could possibly donate some of the needed equipment. Cell phones don't work at the range. The primary goal is fixed phone for 911 near the pistol range. Steve mentioned a previous discussion regarding having 2 boosters. One by the Pistol Range and another by the Pod Area to cover the rifle range. Mobile Phone software was used to identify a signal. Seller provides a 30 day guarantee if the equipment doesn't work we can box it back up and return it. The thought is if we can get the antenna high enough we'll have better success. Jay has test equipment to find the best location. Wind could be a factor for a tower. Easiest option would be to mount to the latrine building. Solar required due to the lack of power on site. Needs to be a simple phone, for emergency use only. Tabled for additional discussion.

**Dana Maxwell— Treasurer -** Dana and Steve briefly discussed the files he handed off. We also discussed the berm project costing a very rough estimate of 7-8K. 2-3 bids recommended.

1. Bills due:

Air-O-Pure	\$	120.00
EVRPD (Electric-250 Community Drive)	\$	34.90

EVRPD (Lead mitigation  
 annual bond fee: \$5,000 plus  
 2020 Denver Aurora  
 Lakewood Consumer Price  
 Index increase 1.951%)      \$ 5,097.55

TOTAL BILLS                      \$ 5,252.45

2. Reimbursements:
- |   |                 |
|---|-----------------|
| Doug Tabor (IONOS)                                    | \$ 14.00        |
| Steve Clark (mop bucket &<br>lock)                    | \$ 37.78        |
| Bob Mitchiner (stamps, cards,<br>Envelopes)           | \$194.62        |
| David Bruce (timer switch for indoor<br>Range heater) | <u>\$ 19.56</u> |
| TOTAL REIMBURSEMENTS                                  | \$265.96        |

Kurt made a motion to pay bills and Doug seconded. The Board voted to pay the bills as stated without further discussion.

Bob Mitchiner to work with Dana to submit reimbursement for printer ink/toner for printing.

**Mark Watson — Secretary — Nothing to report. Need to generate Board Roster and send out.**

**COMMITTEE REPORTS:**

1. Bob Mitchiner— Reported membership as of 2/8/2021.
- |                                 |            |
|---------------------------------|------------|
| New members for 2021            | 38         |
| Life Members who have renewed   | 10         |
| Annual Members who have renewed | <u>279</u> |
| Active members                  | <u>327</u> |

Membership receipts to date:              \$33,875

2. John Lauce—not present for this meeting  
 3. Daniel White—not present for this meeting  
 4. David Bruce—not present for this meeting  
 5. Doug Miller— Inquired about previous background check. Bob spoke with the individual and made the decision.  
 6. Webmaster (Doug Tabor)— Nothing to report.

**UNFINISHED/OLD BUSINESS:**

Steve asked that we keep the following items on the agenda until they are completed:

- Follow up on getting the NPS to remove the dilapidated pod at the tactical range.
- Pursue 300-and/or 350-yard ranges.
- Lead mitigation plan (mt2.com).

#### **NEW BUSINESS:**

- Filters for Indoor Range need to be replaced. Recommendation is for them to go ahead and order the filters for replacement and submit for reimbursement.
- Bank card signers. Current Signers: John Louche, Kurt Pennington, Doug Miller & David Bruce. Discussion regarding replacing John Louche & David Bruce due to limited engagement. Due to requirement for 2 signatures Treasurer can be a signer. 4 Signers Max.
- When to meet. Historically 2nd Monday of the Month. Zoom also discussed. Decision made to run the meetings in person 2nd Monday of the month. Quorum is 5. Resignations are not finalized until approved by the board
- Where to meet: Remax previously. Indoor Range currently. Remax, Rec District, Library.

Doug Miller made a motion to adjourn the meeting at 8:43 p.m. and Kurt seconded it. The meeting adjourned at 8:43 p.m.

Respectfully submitted by:  
Mark Watson, Secretary  
Estes Park Gun & Archery Club