

# Estes Park Gun & Archery Club

## March 12, 2018 – Board Meeting Minutes

### ReMax Mountain Broker Conference Room

#### 1200 Graves Ave., Estes Park

The March, 2018 EPGAC Board Meeting was called to order promptly at 7 p.m. by Steve Clark, President, with the following members present: Steve Clark, Martha Clark, Rick Tekulve, Jim Carlton, Daniel White, Harry Banbury, Doug Tabor, Jim Cozzie, Sharyn Gartner and Randy Buchanan. Also present were Dan Endres and Jim Wendell, who presented the Financial Review Committee report to the Board.

The first order of business was to review and adopt the **agenda** for the meeting. A motion was made by Harry Banbury to adopt, seconded by Doug Tabor and approved unanimously without discussion.

The next item of business was to review and adopt the **meeting minutes** from the February Board meeting. A motion to adopt the minutes was made by Jim Carlton, seconded by Daniel White and approved unanimously without discussion.

#### **FINANCIAL REVIEW COMMITTEE REPORT:**

Conducted by Dan Endres and Jim Wendell, EPGAC members

Reported that every item questioned on the financials had been addressed and all procedures had been followed correctly for the year 2017. Verified with the Board that there was no way for someone to withdraw money from the account without writing a check. A signed copy of the report was submitted to the Board.

#### **OFFICE REPORTS:**

##### **Steve Clark—President**

- **Archery range**—expressed need to determine actual usage and interest in using the archery range. David Bruce and Bob Shipman suggested easiest improvement for the range would be to create a 20-, 40- and 60-yard range close to the archery shed, which they would provide the targets for as long as at least 10 people expressed interest. Steve said this could be done at no cost to the club by installing bale targets at the appointed locations on the range, and he will send out an email to all the members soliciting interest.
- **Range shelters**—this report was deferred until Rick Tekulve could give his report.
- **Rotten picnic tables**—EVRPD has offered to replace rotten picnic tables by some they plan to replace (as long as they're in good condition)

##### **Jim Carlton—1<sup>st</sup> Vice President**

- **Gun rentals at range**—discussed need for the following changes to be made regarding gun rentals:
  1. Gun rental fees should be \$5 whether instructor or member. Motion to make rental fees consistent was made by Jim Carlton, seconded by Steve Clark. None were opposed and the motion was unanimously approved.
  2. Firearms should be signed in and out with serial number. Need list of people who are authorized to approve firearm rentals. Also need procedure for how firearms are allowed to leave the indoor range.
  3. Guns should not be taken off site except for cleaning and repair, including RSO's.
  4. RSO's will personally transport any shotguns taken to the outdoor range.
  5. Steve suggested tabling issue of firearm rentals until later. Martha made motion to table and Jim Carlton seconded. No further discussion and unanimously approved.

- **Range keys**—Steve handed over range key list to Jim. Combination of locks at indoor range safe are incorrect.

#### Harry Banbury—2<sup>nd</sup> Vice President

- **Combination locks**--expressed need for combinations to outdoor range facilities.
- **Outdoor range target holders**—materials to repair target holders already at the range. He will take responsibility for getting them repaired and suggested making that a part of a clean-up day.
- **Outdoor range tasks**—had question on who puts up signs for reserved range usage. Steve puts sign up 2 weeks ahead and Doug posts on website.

#### Doug Tabor—Treasurer

- **Bank Balance** \$73,042.98
- **Bills to be paid:**
  1. \$65.94 for contract 17524010 website domain
  2. Bob Mitchiner: \$93.19
  3. EVRPD:
 

Clean-up Bond	\$5,169.30 (\$5000. plus CPI \$169.30)
Concession/Rental Fee	<u>3,400.00</u>
Total	\$8,569.30

Paid by one check; accompanying letter signed by Martha Clark and Steve Clark

4. Electric Bill--\$77.65
5. Air-O-Pure -- \$110.00
6. Steve Clark--\$61.43
7. Waste Management--\$46.17
8. Shot Stop LLC payment-- \$363.79 added to remaining due \$3,746.25. Total paid \$4,110.04

Randy made a motion to approve paying the bills; Rick Tekulve seconded. No further discussion and unanimously approved.

- **Sales tax reporting**—clarification of responsibilities, forms, timely filing. Sharyn filed the sales tax report, but added item 12 to Treasurer’s responsibilities to cover future filings.
- **Check signing**—Randy Buchanan still needed to sign the bank signatory card as of the time of the meeting.

#### Secretary—Martha Clark

- **Mail box keys**—discussed more efficient way to get bills to Doug Tabor as they came in. Resolved to scan bills and send to Doug, and bring hard copy to board meeting.
- **Bank statements**—whoever picks up the paper bank statement will bring to the meeting for all to see. Martha will scan for club records and Doug will reconcile online.
- **Secretary of State**-Martha will change address to Steve Clark’s address for any future mailings from the SOS.

### Committee Reports:

1. **Membership**—in Bob Mitchiner’s absence, Martha Clark reported the current membership tallies.
2. **Jim Cozzie**—agreed to drop off checks to Doug Tabor when they are received.
3. **Randy Buchanan**—as of meeting date, had 21 orientations to do, 16 of which have been completed.
4. **Rick Tekulve**—expressed lack of time to devote to range shelter project at this time. Steve Clark will take over this project. Steve will solicit at least 3 bids before proceeding with project. Plans that David Bruce drew up are with Van Horn Engineering, and as soon as they can sign off on them he will move forward on securing a builder.
5. **Daniel White**—mentioned need for better firearm cleaning records at indoor range.

## **Unfinished/Old Business:**

**Shot Stop Curtain Installment**—Sharyn ordered 60 more pulleys. Sharyn requested John Shirley to install after the first of April, but he has not committed as of this meeting.

## **New Business:**

**Quick Books for Doug**—Doug instructed to purchase Quick Books for club.

**Christ for the Rockies**—requested use of the range June 27<sup>th</sup> and July 25<sup>th</sup> to use outdoor range for potato gun event. Discussed pros and cons, but decided to table the event for now as several of the members felt they didn't have enough information to make an informed decision. Motion made to table by Jim Carlton, seconded by Harry Banbury, no further discussion and unanimously approved.

The meeting was adjourned at 9:23 p.m.

Submitted by:

Martha Clark  
Interim Secretary  
Estes Park Gun & Archery Club

Monthly Meeting on March 12, 2018 at 7:00 p.m.