

**Roaring Fork Valley Sportsmans' Association
Board of Managers Meeting Agenda & Minutes**

March 2, 2020

Basalt Public Library

Board Members in Attendance: Bart Chandler, Rich Connor, Tim Racke,

Jim Perry, Peter Hoffmann

RFVSA Members in Attendance: August Natal

1) Call meeting to order at 6:00 PM

2) Brief review of minutes of the February 3, 2020 BoM meeting: *Approved and to be posted to RFVSA website*

3) Treasurer's Report (Peter)

Checking: \$7,879

Savings: \$28,202

2019 Full Year Financials: *Attached and Approved.*

4) Committee Reports

Safety:

Next steps: Review and rewrite of current RFVSA range SOP's; Train all RSO's, outfitters, and 4H leaders to same; Train our membership to same; Starting to do Background checks

Look into first aid class for RSO's and volunteers

Maintenance (Bart):

Replace front gate with lighter ranch-style gate: *Bart First proposal received came in at about \$1,500. Also, try a support wheel before opting to replace gate.*

New Range Signage (Bart & Peter) Bart has drafted new signage and Peter will get a quote

Equipment Purchases: *Bill Approved in the following amounts; Bill is proceeding with purchases*

- Wheel barrow: \$160
- 4-Button Wireless Controller: \$160
- 5 additional shooting cages: approx. \$500

Bart has an issue with others doing maintenance research and other activities without first talking to him. He cited the recent receipt of a quote from MEC for skeet/trap field wireless controllers. He also

offered his resignation as maintenance manager if this could not be resolved. We agreed to meet/discuss before the next Board meeting to get resolution. Tim discussed this with Bart on March 19 and opted to accept his resignation. Maintenance management will be discussed at our April Board meeting.

****** *Spring Clean-up: will CPW provide some equipment and an operator to clean up clays/wads?*

5) Old Business

- Facility Maintenance Program for 2020

- Member Work Hours Program

See list of Maintenance Tasks with notes and suggestions added. Also note revised membership levels and annual fees.

Jim, Rich, Bill, and Tim met on Jan 22 to finalize documents and program details.

Revised and additional documents pertaining to the Work Program were reviewed by Board and approved. Information on Work Program and Membership Fees was communicated to membership by e-mail on Feb 9

- ****** Sell billboards to local businesses and mount at range on fences, etc.

Matt Y will get back to us on this

- ****** Sign for RFVSA next to BSR/BSWA sign at Homestead Drive

Matt Y is OK with this; would like the sign located close to entrance at Homestead Drive

6) New Business

- Modifications to 5-stand field for 2020 season (Bill)

Put wheels back on 5-stand throwers for ease of flight path adjustment

****** *Use straw bales in place of plywood to protect machines from errant shots*

****** *Have e-mail into CPW to discuss these items for approval*

- 4H Use Agreement: signed by Carla Farrand (Garfield County 4H Director) on 2/29/2020

- Upcoming Elections: Board Members and Officers

Open Board positions at next election: Peter, Jim, Rick, and Tim.

Peter and Jim will run for re-election, Rick and Tim will not.

Tim has elected to step out of the President's position effective 3/31/2020. Jim was elected Vice President and will run the Board meetings until the next election of Board members and officers.

Tim will remain on the Board until the next election. It was moved, seconded, and passed to push our elections out to August. This will give more time to verify eligible member voters. Ballots will be mailed/emailed by July 15; all ballots due by August 15; and election results announced by August 30. Only mailed-in ballots (to separate PO BOX) will be allowed for voting purposes

The membership cycle will remain May 1 to April 30. Membership forms will be mailed/emailed by April 15 and must be returned by USPS by May 30 to vote in August elections.

- Relocate Propane Tank? (Peter)

Fill tank in September while ground is solid.

- Commercial Outfitter Agreement for 2020 (see attached) *Approved*

- Special Event Programs (Bill) *The attached program description was provided to Board to study before next meeting. It will be an agenda item in April. Some quick comments from Board included:*

-Clay cost should be \$0.34 per target

-Refundable clean-up deposit of \$100

-Drop shooting instruction

-Limit to one event per month

-Guns and ammo by shooters

- Members' Lighting Round: comments, questions, ideas

➤ *Michael Bair shared that Ann Walker would like to sponsor a shoot at RFVSA for an organization that she belongs to. She wants to know if we would entertain this, and, if so, what would RFVSA charge and provide. Bill has had some experience with this at his previous club, and offered to put together some information.*

➤ *Motion was made, seconded, and passed to replace the roof on the clubhouse for approx. \$3,375. Peter to contact the contractor to get a tentative date on the calendar for this work.*

➤ *Rich Connor and Billy Carr have started work on an online calendar for scheduling outfitter bookings. Rich was given approval to proceed to completion. Will continue to use manual calendar until online system is tuned.*

Rich to create an instruction manual as training tool for outfitters. Outfitters can book through the end of this calendar year. April 1 is estimated "go live" date

7) Motion to Adjourn at 7:00 PM

Roaring Fork Valley Sportsman's Assn.
Balance Sheet Prev Year Comparison
As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Alpine Bank - Checking	6,423.57	13,905.91	-7,482.34	-53.81%
Alpine Bank - Savings	28,301.50	20,790.72	7,510.78	36.13%
Total Checking/Savings	<u>34,725.07</u>	<u>34,696.63</u>	28.44	0.08%
Other Current Assets				
Inventory Asset	7,650.00	4,244.52	3,405.48	80.23%
Total Other Current Assets	<u>7,650.00</u>	<u>4,244.52</u>	3,405.48	80.23%
Total Current Assets	<u>42,375.07</u>	<u>38,941.15</u>	3,433.92	8.82%
Fixed Assets				
Land & Building	22,796.00	22,796.00	0.00	0.0%
Other Assets	31,861.19	31,861.19	0.00	0.0%
Total Fixed Assets	<u>54,657.19</u>	<u>54,657.19</u>	0.00	0.0%
TOTAL ASSETS	<u><u>97,032.26</u></u>	<u><u>93,598.34</u></u>	<u><u>3,433.92</u></u>	<u><u>3.67%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Payroll Liabilities				
FUTA	66.42	77.82	-11.40	-14.65%
State W/H	13.00	74.00	-61.00	-82.43%
SUTA	88.12	80.41	7.71	9.59%
Total Payroll Liabilities	<u>167.54</u>	<u>232.23</u>	-64.69	-27.86%
Total Other Current Liabilities	<u>167.54</u>	<u>232.23</u>	-64.69	-27.86%
Total Current Liabilities	<u>167.54</u>	<u>232.23</u>	-64.69	-27.86%
Total Liabilities	<u>167.54</u>	<u>232.23</u>	-64.69	-27.86%
Equity				
Retained Earnings	93,366.11	102,871.96	-9,505.85	-9.24%
Net Income	3,498.61	-9,505.85	13,004.46	136.81%
Total Equity	<u>96,864.72</u>	<u>93,366.11</u>	3,498.61	3.75%
TOTAL LIABILITIES & EQUITY	<u><u>97,032.26</u></u>	<u><u>93,598.34</u></u>	<u><u>3,433.92</u></u>	<u><u>3.67%</u></u>

Roaring Fork Valley Sportsman's Assn.
Profit & Loss Prev Year Comparison
 January through December 2019

		Jan - Dec 19	Jan - Dec 18	\$ Change	% Change
Ordinary Income/Expense					
Income					
	Donations	0.00	3,356.87	-3,356.87	-100.0%
	Services - Special Events	120.00	438.00	-318.00	-72.6%
	Fees (Commercial)	13,996.28	17,565.70	-3,569.42	-20.32%
	Memberships (Commercial)	3,000.00	3,000.00	0.00	0.0%
	Memberships (Public)	19,471.00	18,811.00	660.00	3.51%
	Sales	77.00	10.00	67.00	670.0%
	Services (Member)	29,644.00	19,281.00	10,363.00	53.75%
	Services (Non Member)	2,713.00	2,317.00	396.00	17.09%
	Services (Member Discount)	0.00	186.00	-186.00	-100.0%
	Services (Youth)	809.00	687.00	122.00	17.76%
	Services (4-H)	459.00	522.00	-63.00	-12.07%
	Services (5 Stand)				
	RFSC	0.00	1,110.00	-1,110.00	-100.0%
	Total Services (5 Stand)	0.00	1,110.00	-1,110.00	-100.0%
	Total Income	70,289.28	67,284.57	3,004.71	4.47%
Cost of Goods Sold					
	Cost of Goods Sold	13,979.36	11,290.80	2,688.56	23.81%
	Total COGS	13,979.36	11,290.80	2,688.56	23.81%
	Gross Profit	56,309.92	55,993.77	316.15	0.57%
Expense					
	Education	0.00	208.00	-208.00	-100.0%
	Advertising	592.62	0.00	592.62	100.0%
	Bank Service Charges	9.12	0.00	9.12	100.0%
	Charitable Contributions	850.00	100.00	750.00	750.0%
	Contract Services	0.00	9,267.75	-9,267.75	-100.0%
	Dues and Subscriptions	317.50	137.50	180.00	130.91%
	Equipment Rental	652.98	783.50	-130.52	-16.66%
	Gasoline	0.00	53.15	-53.15	-100.0%
	Insurance				
	Liability	1,875.43	1,949.28	-73.85	-3.79%
	Total Insurance	1,875.43	1,949.28	-73.85	-3.79%
	Licenses and Permits	0.00	10.00	-10.00	-100.0%
	Materials and Supplies	3,629.16	3,235.24	393.92	12.18%
	Miscellaneous	149.65	1,275.29	-1,125.64	-88.27%
	Office Supplies	407.35	622.92	-215.57	-34.61%
	Payroll Expenses				
	Direct Deposit Fees	71.75	0.00	71.75	100.0%
	FICA	1,514.79	1,580.95	-66.16	-4.19%
	FUTA	491.94	522.72	-30.78	-5.89%
	SUTA	201.96	158.10	43.86	27.74%
	Wage	24,431.83	25,499.09	-1,067.26	-4.19%
	Workers Comp	1,972.00	2,576.00	-604.00	-23.45%

Roaring Fork Valley Sportsman's Assn.
Profit & Loss Prev Year Comparison
 January through December 2019

		Jan - Dec 19	Jan - Dec 18	\$ Change	% Change
	Payroll Expenses - Other	0.00	73.50	-73.50	-100.0%
	Total Payroll Expenses	28,684.27	30,410.36	-1,726.09	-5.68%
	Postage and Delivery	331.20	257.40	73.80	28.67%
	Printing and Reproduction	142.62	0.00	142.62	100.0%
	Professional Fees				
	Accounting	5,988.42	7,879.51	-1,891.09	-24.0%
	Tax Preparation	637.50	750.00	-112.50	-15.0%
	Total Professional Fees	6,625.92	8,629.51	-2,003.59	-23.22%
	Reimbursable Expenses	0.00	0.00	0.00	0.0%
	Repairs				
	Building Repairs	1,044.01	585.20	458.81	78.4%
	Equipment Repairs	535.26	830.74	-295.48	-35.57%
	Total Repairs	1,579.27	1,415.94	163.33	11.54%
	Snowplowing	1,450.00	500.00	950.00	190.0%
	Suspense	0.00	-50.00	50.00	100.0%
	Trash Service	4,082.20	5,279.21	-1,197.01	-22.67%
	Utilities	1,387.80	626.11	761.69	121.65%
	Website	55.00	790.84	-735.84	-93.05%
	Total Expense	52,822.09	65,502.00	-12,679.91	-19.36%
	Net Ordinary Income	3,487.83	-9,508.23	12,996.06	136.68%
	Other Income/Expense				
	Other Income				
	Interest Income	10.78	2.38	8.40	352.94%
	Total Other Income	10.78	2.38	8.40	352.94%
	Net Other Income	10.78	2.38	8.40	352.94%
	Net Income	3,498.61	-9,505.85	13,004.46	136.81%

Roaring Fork Valley Sportsman's Association

Commercial Membership Application

Business Name: _____

Address: _____

Phone: _____ Email _____

Commercial Membership Fee for May 1, 2020 – April 30, 2021 \$750.00 Year
\$40.00 per reservation plus \$.34 per target.

Proof of Shooters Liability Insurance, Certification by a Nationally recognized organization specifically to include shotgun instruction, and Colorado Parks and Wildlife Permit for Special Use is required for each Commercial Member and their instructors.

All instructors must have Shooters Liability Insurance and certification.

Roaring Fork Valley Sportsman's Assn. must be listed as "Additionally Insured" on all insurance certificates

<u>Names of Instructors</u>	<u>Certification</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A charge of \$40.00 will be levied for each reservation block. (\$40 for morning, \$40 for afternoon).
A non-cancellation fee of \$80.00 per block is assessed if a reservation is not used and a 24 hour notice is not given.

Commercial instruction allows for target presentations other than normal rounds of trap and skeet and repetitive shots if desired. However, all shots must be made in the down range direction. Commercial operators will pick up spent shells, empty all trash and spent shell receptacles and refill the trap and skeet houses after each use.

Commercial businesses are required to leave range Reports in the Club house after each day's usage.
NO EXCEPTIONS. Failure to provide reports may result in termination of privileges. Commercial accounts that are delinquent beyond 30 days will lose all range privileges and will be reinstated at the discretion of the Board of Managers.

Commercial hours of operation are to be determined by the Board of Managers. There are no commercial reservations/shooting on Saturday or Sunday afternoons during public and member only hours.

The RFVSA Club rules for conduct on the trap/skeet ranges and Club area are posted in the clubhouse. Your signature below signifies that you accept responsibility for familiarity and compliance with the rules. Your signature is required for membership.

Signature _____ Date _____

Please Mail to: RFVSA PO Box 1279, Basalt, CO 81621

First draft for BOM to discuss and what we want to add/cut if we do this program. If we do these events, we have to advertise this so the local business will know what is offered if they want to get their employees out for a day of fun/shooting.

RFVSA Special Event Program Cost: Trap, Skeet and Universal Skeet

Midweek and Saturday's only, NO Sunday's and we can limit these 2 per month max

Range fee: 40.00 upper range only
80.00 upper and lower ranges

RSO: Two RSO will be required if both ranges are reserved

RSO cost: 80.00 for one range being used from 9:00-12:00 or 12:00 – 3:00
160.00 RSO cost if both ranges are reserved, 2 RSO at 20.00 per hour, max 4 hours

Clay cost: .32 cents per clay and clays shot during the 3 hours event

Cancellation: If cancelled within 48 hours, no cancellations fee will be charged
If cancelled within 12 hours of event, 80.00 cancel fee will apply

Shooting Instructions:

The party can be hired a certified NRA instructor and we can help with references and names and those fees are paid directly to Instructor, not RFVSA.

Lunch: RFVSA can provide lunch or the party can have it catered by local restaurants

RFVSA Lunch Cost/Menu: 9.50 per head

Menu: Hamburgers, hot dogs, Brats, Beans, Cole slaw, rolls, cookies, water/sodas

One Range Min/Cost: 120.00 plus .32 cents per clay and 3 hours on one range, 1 RSO

Two Range Min/Cost: 240.00 plus .32 cents per clay for 3 hours on two ranges, 2 RSO required

Deposit for range event: 50.00 for one range and 80.00 for two ranges. If cancelled within 48 hours, deposit will be refunded.

Deposit on lunch/food cost: If RFVSA is providing lunch, a 60.00 deposit is required and cancellation must be made within 48 hours or the food deposit is forfeited, since food would have already been purchased within the 48 hour cancel time.

** One thing to talk about, cost if the RSO/RFVSA had to provide the guns/ammo. If that is the case, we need to talk about the cost for that to happen. If the party had both ranges, one RSO would have people who shot before on one range and beginners on lower range which would help control the shooting situation.