



Meeting Agenda, August 4th, 2022

Call meeting to order, followed by Pledge of Allegiance:

Pledge of Allegiance

Roll Call:

- Officers: President Jeff Stidham (), Vice President Randy Kerby (), Secretary Jan Anderson (), Treasurer Stacy Alexander (), and Public Relations & Media Bob Fulgham ()
- Directors: P.1 Buddy Birdwell (), P.2 Gentry Thorpe (), P.3 Jerrod Propeck (), P.4 Tim Justice (), P.5 Diane Sisler (), P.6 James Ziska (), P.7 & P.8 Open
- Members: Sign in sheet provided. Board members are asked to sign in as well.

Review and approval of minutes for the July 2022 meeting: These were approved by the board by email, and posted to the web site on July 26th, 2022 for all members to read. Questions from the members will be entertained at this time.

Reports:

- President:
 - Elections: Treasurer and Director, positions 2/4/6. Nominations are in December 2022, election in January 2023 at the annual meeting. The Treasurer will have different duties, now that we are moving towards a Hired Treasurer.
 - Hired Treasurer status:
 - A transition plan is being developed with Cathy Sanders and Stacy Alexander. Stacy has been asked to provide a copy of the club books (in QuickBooks format) and bank for Cathy to start developing her processes.
 - A contract is being developed for board approval (see attachment #1).

- Public Shoot Days are scheduled in August. Gate attendants and RSOs will be needed.
- The Volunteer THANK YOU Day was postponed due to the high temperatures, probably until October.
- Some members have expressed a desire for flexibility in the Range Rules to allow target placement (outside of events) away from the base of impact berms for rimfire rifle zero validation. I asked them to submit a proposal on how the rules might be revised.
- We had a phishing attempt through the club phone. It was a considered attack, mentioning me by name. No harm was done, but members should be careful about respond to unexpected messages asking for money, or to click on a link.
- Vice President:
 - Insurance Policy:
 - Other:
- Treasurer:
- Secretary's Report:
 - Sanctioned events:
 - Black Powder (Tiny Worden):
 - Cowboy Action (Jean Meyer):
 - 5 Stand (Larry Zalaznik):
 - First Shots, Clinic (Jim Tackett, September): Tentatively scheduled 17 September. First Shots Handgun on 10 September will be cancelled.
 - First Shots, Pistol (Randy Kerby):
 - Family Range Day (Bob Fulgham):
 - Youth Trap (Buddy Birdwell):
 - 3 Gun (Doug Triebelhorn):

- 22 Silhouette (no event director): No report.
 - ODFW (Randy Kerby):
- Media & Public Relations Manager:
 - Campaigns:
 - Membership:
 - Orientations for July 2022:
 - On line sales:
- Range Marshal (Jerrod Propeck):
 - RSO Class: Sign in sheet attached.
 - Incidents:
 - Other:
- Maintenance Manager (Dan Carney):
 - Pistol Bay Walls:
 - Dueling Tree:
 - Other:
- Committee Reports:
 - Grant (no chair): Cathy Sanders, the Hired Treasurer is an experienced grant writer. We will have to work with her to identify suitable sources.
 - By-Law/SOP (no chair): Updating the By Laws is needed, particularly considering the changes in financial management. This will be the next document to update. Following that, the SOP may be revised.
 - Safety (Jerrod Propeck):

- Planning (Jeff Stidham): No report concerning the NRA technical analysis. There will be a working group formed to establish a concept plan for completing the Action Range.
- Budget (Jeff Stidham): Discussed earlier.
- Junior (Buddy Birdwell): Ammunition costs estimated at \$10,000 for 25 youths to have 24 shoots. A grant is needed to support the Claybusters.
- Environmental Stewardship (Jeff Stidham): No report.
- Upcoming Events:
 - Cowboy Action, 6 August.
 - Muzzleloaders, 7 August.
 - Range Orientation, 6, 10, and 27 August.
 - First Shots for Handguns, 13 August.
 - Black hammer 22LR shoot, 13 August.
 - 5 Stand, 9, 20, and 23 August.
 - 3 Gun, 27 August.
 - Public Shoot Days, 20-21 and 27-28 August. Gate attendants to pass out liability waivers, and RSOs to assist non-members will be needed.

Old Business:

- Muzzleloader ammunition purchase for WOT proceeding slowly. Bullets ordered, still looking for Pyrodex fffg and #11 percussion caps.
- A .410 shot gun belonging to the range was removed from the gun safe without permission. Its return will be appreciated. No questions will be asked.
- Property Lease: The Board must submit a letter by 1 September 2023 to the property owners that the Club intends to extend the lease (not less than 60 days prior to the lease expiration on 1 November 2023). This is for the second 20 year lease.

New Business:

- Call for new business from the board and floor

Good Of The Order:

Meeting Adjournment: Requires motion to adjourn

Attachmenst:

1. "Hired Treasurer" draft contract terms
2. RSO Training Sign in

Attachment 1: "Hired Treasurer" draft contract terms

Basic Responsibilities, to be incorporated into By Laws, as discussed at the last club meeting:

- President: Responsible for developing and maintaining an annual operating budget. Works with the Elected Treasurer and Hired Treasurer to get monthly updates for club meetings.
- Elected Treasurer: Monitors all financial activities of the club. Formal liaison between Board and Hired Treasurer. Submits reports from the Hired Treasurer for all club meetings. Confirms bill payments, and coordinates check signing as needed.
- Hired Treasurer: Functions as the club bookkeeper, maintaining a formal balanced record of all pecuniary transactions in Quickbooks, and reporting financial status to the board through the Elected Treasurer. Accepts all payments and grants, and recommends bill payments in a timely manner.

Hired Treasurer tasks and duties, for the contract (and outlined in the By Laws), as discussed with Cathy:

- Receive and process membership renewals/applications, post the fees to the club's bank account, and pass the names of those who have paid to the S2 database administrator. This includes cash, check, and credit card transactions.
- Work with the elected Treasure to submit reports (primarily an update to the current operating budget), pay bills, and identify potential future issues.
- Work with the President and elected Treasurer to develop and maintain the annual operating budget.
- Recommends bill payment to the Elected Treasurer, and prepares checks as needed for signature by two (2) board members.
- Prepare and submit grants on behalf of the board, in cooperation with the President, or a board member designated by the President.

Compensations for Hired Treasurer:

- \$30 per hour of labor, billable monthly

- Estimate 100 hours for transition from volunteer Treasurer to Hired Treasurer (probably high)
- Estimate no more than 15 hours per month for processing applications and compiling reports (may be high)
- Two (2) annual club memberships, at no charge, as long as this agreement in place.

Other considerations:

- Duration of contract (renewal options)
- Terminating the agreement (mutual versus single party)

Ref. Tim - 30 Aug 22

Jeff Stanton

Don Curry

Randy Kirby

Steve Anderson

Louis Boyd

TOM BAKER

Jim Tackett

Buddy Birdwell

Jim HARTFORD

STEVEN K. KENNEDY

~~John~~

Jim Haag

Bill Deweber

Gina Deweber