

**RedCliffs Rifle & Pistol Association  
Special Board Meeting Minutes, February 19<sup>th</sup>, 2019  
Meeting held at the Range Training Classroom**

**Board Members:**

*Present:* Dan Briggs, Jack Culley, Bruce Furr, George Ghio and Greg McCallon

*Absent:* Ed Cook & Lamar Nichols

**Others Present:**

Brent Chettle

**Proceedings:**

**Call to Order**

Meeting was called to order @ 1000 hours by Board President McCallon.

**Quorum Call**

Secretary Culley stated that there was a Quorum.

**President's Agenda**

**Paul Gierasch**

McCallon advised the Board that Paul Gierasch (RSO) would be unavailable for RSO duty due to a hip injury. Apparently, he is in sever pain and not mobile. Paul will let the Board know when he is cleared for duty by his doctor.

**Open Mondays**

As it now stands, the Range is closed to-the-public Mondays & Tuesdays. The County has been pushing for the Range to be open to-the-public every day of the week. Tuesdays have been reserved for the popular Benchrest Shooters events. Therefore, Monday is the next logical day to open. After some discussion regarding RSO availability, the Board agreed to open to-the-public on Mondays, starting March 1<sup>st</sup>, 2019. A motion to approve this scheduling change was made by Ghio and seconded by Culley. Motion passed unanimously, without further discussion.

**Apricot Finance Printout**

McCallon passed out a financial report, generated by the Apricot Financial Software, graphically reflecting the Range's income activities year-to-date. One revenue stream was missing (daily shooter fees & target sales) and wanted to know if this could be included in the report. Furr stated that should not be a problem and he will look into it. Furr will report back to the Board with his findings.

## **5 Year Plan**

McCallon recently ran across a previously developed 5 Year Plan, dating back to March of 2011. The Plan included 8 Range Improvement Projects, of which 5 have been completed. McCallon would like to generate a new 5 Year Plan taking the Range forward to 2024. One of the more pressing improvements would be to establish a 600 Yard capability. Using a Google earth map, he demonstrated the existing 200 Yard Range could be pushed out to distance. With Board input, he will be working on this during the year.

## **Extended Main Range Policy**

Another goal that McCallon has is for an Extended Main Range Policy. This document would look back and identify past Range Policies by reviewing past Board Meeting Minutes and other Association and County documents. This will ensure that we have all of our current Policies in one place, so they can be easily located. This document will be updated as our Policies change. McCallon, Ghio and Chettle will begin the process by reviewing all Board Meeting Minutes for the past 2 years.

## **Membership Issues**

Recently, Administrative Access for the Range's website has gotten out-of-control. As a result, unauthorized additions to and changes have been made to the website. The Board discussed the best methods to control this problem, and it was decided that the only person authorized to make substantive changes to the website will be Bob Vavas, our designated Webmaster. In the future, all additions and modifications to the website need to be submitted (via email) to Vavas. Recognizing the importance of supporting certain organizations; like the Friends of the NRA, the Board agreed to have FNRA information available on our website and to provide a direct link to their website.

## **Range Administration Officer**

Culley informed the Board that Chuck Cook, who has been acting as the unofficial lead Range Administration Officer. Chuck has made impressive advancements in managing the flow of shooters as they arrive at the Range. He has also taken over the Inventory Control of targets, eye & hearing protection, etc. The Board decided that the following changes would be made:

- Chuck Cook would be designated as the Chief Range Administrative Officer, with oversight authority of all RAO duties and activities.
- RAO Training sessions will be placed on the Range calendar. Anyone serving as an RAO, will be required to attend a 30 minute RAO training session with Chuck, one-on-one, showing them the correct procedures.
- Robert Pumperly will place an asterisk (\*) before the name of the daily RSO/RAO on the schedule, designating them as the RAO for the day.
- Chettle will develop a RAO SOP, based on the outlined provided by Cook.
- Chettle will develop an Inventory Management System, based on the outline provided by Cook.
- The Office computer, going forward, will be used to expedite Membership enrollment onsite, and process credit cards until a POS Terminal is purchased.

One final component to the changes in the management of the Office will be the addition of a Point-of-Sale Terminal to handle credit card transactions. Furr will discuss this with Bob Vavas and determine which system will interface easily with the Apricot Software we currently are using. Once a system has been identified, it will be purchased and installed so we can start processing credit cards with receipts to the customers.

Motion to approve the POS Terminal purchase made by Ghio and seconded by Briggs. Motion passed unanimously, without further discussion

Culley will discuss all of the above changes with Chuck Cook and secure his commitment to move forward with these changes.

### **Change Combination of Gates**

McCallon will be changing the gate lock combinations as soon as the County finishes the work they are doing at the Range. He will also see that all qualifying RSO/RAO's get the new combination.

### **Open Board Discussion**

No further subjects of discussion were offered, so the meeting moved to adjourn.

### **Adjournment**

The Meeting adjourned at 1055. Motion to adjourn made by Culley and seconded by Furr. Motion passed unanimously, without further discussion.

Minutes prepared by: Jack Culley, Secretary