

**Birchwood Recreation & Shooting Park (BRSP)  
Friends of BRSP  
(Combined) Minutes  
Board of Directors (BOD) Meeting  
Monday, April 02, 2018**

**Meeting start: 18:30 hrs**

**BOD members present:** Dave Kaiser (Pres), Ed Jackson (VP), Dave Arieno (Sec), Ben Olsen, John Barnes, Richard Bolender, Scott Henderson

**Excused:** None

**Members/Guests:** Bill Batson, John Clark, Jeremiah Phillips

**BRSP Managers/ Employees Attending:** Dennis Geary (R/P), Dale Andrews (GM), Dale Barney (SG)

**BRSP Accountant/ Ex Officio Treasurer:** Mike Hanrahan

**Approval of Minutes from March 02, 2018 BOD meeting:** Motion to approve minutes with minor changes by Olsen, seconded by Henderson, accepted on vote

**Guest and or Member issues:**

- NONE, although several members attended to familiarize themselves

**BRSP Financials (Mike Hanrahan):**

- Review of BRSP & FoBRSP financials until next meeting, due to issues with new software integration
- Motion by Henderson to transfer \$250K of BRSP Building Fund to open Schwab interest bearing account to gain higher, yet stable, interest return than our current Northrim account. Seconded by Barnes and approved on vote.

**Operations Report**

**Shotgun:**

- Clay Machines are experiencing significantly less broken targets. General Manager suggested we drop the “Five Extra” loaded on Pro-Matic Cards to three. So a “25” card will now have 28 actual, instead of 30 targets loaded. Director Jackson made a motion to reduce the 30 targets loaded to a “25” Pro-Matic card to 28, Seconded by Olsen. Motion passed on vote, with Barnes and Arieno opposed.
- Bunker Trap is experiencing ice and flooding issues due to poor drainage. Working on a plan to alleviate same for future.

- BRSP owns the bunker trap and equipment therein; not the user groups. BOD should act accordingly, and set policy for same.

**Rifle/Pistol:**

- Lead recycling proposal discussed and withdrawn as unfeasible.
- Brass recycling proposal by out-of-state processor was withdrawn due to logistic and limited income/return issues.
- BOD directed R/P & General managers to negotiate with Bob Garrabrand, (the most active of the “Brass Pickers”), first, and then with others, to come up with a local brass plan. They will report to the BOD at next meeting

**Archery:**

- Need to ensure use is scheduled to allow max utilization of the shared range area. (Sporting Clays, Bunker, Five stand, etc), May need to scale back the Archery Walk-Through range.

**Landfill:**

- Nothing new to report

**Overall Range related:**

- Facility wide computer upgrades are progressing well, glitches being worked out. QuickBooks 2018 installed, working QuickBooks data integration and network, with all registers and access terminals. Had some minor glitches, but upgrades are progressing.
- GM Recommended alarm system upgrades facility wide, with panic buttons for cashiers. He will solicit bids for review.
- GM asked if there was a policy that limited the number of memberships given away as prizes or incentives. BOD discussed and set number to a max of 30 memberships annually. (Resolution).
- Member eligibility requirements- GM Suggested a review to be more inclusive as several potential new members have been turned away. The membership form will need to be modified.
- GM suggested we become NRA recruiters and sell or facilitate NRA memberships at BRSP. BOD asked for details.
- GM suggested in-depth background checks for new hires. BOD agreed.
- GM has instituted facility-wide recycling of cardboard. Not sure of return yet, will no more by December.

- GM is working on improvements to our snow removal plan and contract for the upcoming Winter to ensure better driving and parking area conditions next Spring.
- BRSP needs to seriously consider LED Lighting for our range/outdoor areas. This could be a huge cost savings. GM is soliciting estimates.
- Still discussing possible incentives to increase membership
- BRSP membership (Dues paid, as of Feb 28, 2018) is at 3294+

### **\*Unfinished Business:**

- BRSP Computer and software upgrades - Hardware is up and running, working minor glitches with cash registers and input to QuickBooks program. New BRSP League Program and “C” Target are up and running. “C” Target will be slowly phased out as full functionality of the new system becomes a reality.

### **\*Committees**

- Record Retention and Savings Investment Policy- Henderson suggested implementation of a “BOD Resolutions” book or file for continuity purposes, Secretary Arieno will compile.
- Bunker Trap update – the bunker is in use, minor details to complete are in work (Pro-Matic, etc.). Ice & flooding issues being worked.
- Election Committee- Notice of BOD election and request for candidates sent out. So far, six candidates have responded.
- Budget & Planning Committee- Still in plan, tabled until next meeting.
- “Gate & Access” committee- Gate control software still needs upgrade, ASAP. User Groups need to provide and control access for their events during normal gate closure hours. Manned “Gate Shack” idea to control access, proposed and withdrawn.
- Personnel committee- Employee job descriptions review and re-write in work, New GM search tasked to this committee, interim manager, Dennis Geary, will assist

**\*New Business:**

- BRSP Grant Application Policy. Due to recent issues with grants, BOD will clarify with written policy. Motion to accept the following BRSP Grant Application Policy by Henderson:

*“All grants related to BRSP and/or FoBRSP or using either organizations name shall be submitted to the budget and planning committee 15 days prior to the required board submittal for a review and subsequent board summarization and recommendation.*

*All grants related to BRSP and/or FoBRSP or using either organizations name shall be submitted to the appropriate board for review and approval a minimum of 30 days prior to submittal to the granting organization.*

*Submittal to both the Budget and Planning committee and the appropriate board are required under this policy.*

*Board approval shall be required for all grants submitted related to these two organizations by any group, committee or employee.*

*Any funds received through this process shall be reported to the board within 15 days of notification from the granting organization and immediately deposited in BRSP or FoBRSP accounts for disbursement under the terms of the granting organization. Disbursement of grants funds shall be by board approval.”*

The above was seconded by Jackson, and approved on vote.

- Property Survey- Due to numerous issues with ongoing current and anticipated projects, GM recommends we engage a survey firm to complete a current survey of BRSP complex. Motion to expend funds from landfill account for survey was made by Henderson, seconded by Bolender, and approved on vote.

**Meeting adjourned for executive session at 20:30**

**Meeting re-engaged at 21:30**

- Motion to accept proposed new/amended BRSP Employee Job descriptions, (as proposed by the Personnel Committee), by Bolender, seconded by Olsen, and accepted on vote.

**Meeting Adjourned at 21: 50**

Next scheduled BOD Meeting: Monday, April 30, 2018 @ 6:30PM, Location TBD

For the good of the order,

David Arieno, Board Secretary, BRSP, & FoBRSP