

**Birchwood Recreation & Shooting Park (BRSP)
Friends of BRSP
(Combined) Minutes
Board of Directors Meeting
Monday, November 27, 2017**

Final

Meeting start: 18:40 hrs (R/P Range house))

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

Excused: None

Members/Guests: Joanne Nobel (From Friends of NRA Alaska committee (FNRA), and EPM)

BRSP Managers/ Employees Attending: Jim McCormick, Dale Andrews

BRSP Accountant/ Ex Officio Treasurer: Mike Hanrahan

Approval of Minutes from November, 2017 BOD meeting: Motion to approve with minor corrections, by Arieno, seconded by Jackson, approved on vote

Guest and or Member issues:

None

BRSP Financials (Mike Hanrahan):

- Net income YTD (Jan-Oct 2017) \$75K.
- Motion to approve financials by Olsen, seconded by Arieno, and accepted on vote.

FO/BRSP Financials (Mike Hanrahan):

- BRSP owed \$32, 321 by “Bunker trap committee” These funds were loaned to complete bunker trap. Fundraising efforts to repay BRSP are underway by Lori Davey.
- Motion to approve FO/BRSP financials by Henderson, seconded by Olsen, accepted on vote.

Operations Report

Shotgun:

- SCTP Youth shooting program is progressing well, the discipline and focus required has had a positive impact on the participants.
- Bunker trap- Minor electrical glitch repairs and landscaping in progress

Rifle/Pistol:

- Adult leagues- 66 Shooters participating
- Beginners League- 22 new shooters!
- One additional RSO hired to meet demand for additional coverage.
- Winter slow-down is normal and anticipated, but League participation is up.

Archery:

- Participation in open and league shooting continues to increase, with six teams to date.
- First “Fun Shoot” completed with 27 participants

Landfill:

- Alaska Railroad contacted BRSP to dispose of more railroad ties. ARR will pay BRSP \$1K per load. However, none have been dropped off as of 6 Nov.

Overall Range related:

- Facility wide computer upgrades are on track and under budget. (\$10K budget)
- Upon much deliberation by the board, a motion was made by Jackson to eliminate “General” membership category effective 01 Jan, 2018. (Seconded by Henderson). Current “General” members may retain their status until renewal, at which time they must upgrade to “Member”. (Previous EPM). Notifications will be sent to membership ASAP, and posted on BRSP website. Motion passed on vote

***Unfinished Business:**

- (Restated from 06 NOV 17 meeting) Temporary “48 hour” membership details confirmed as two days consecutive “open days” use, cost \$20 for family, \$5.00 range fee for each shooter, per day. Website was updated to reflect same.

***Committees**

- Record Retention Policy and Savings Investment Policy- (Nothing new to report)
- Bunker Trap Committee update – the bunker is in use, minor details to complete are in work.
- Budget & Planning Committee- Final recommendations and report discussed. Motion was made by Bolender to accept the budget proposals as presented, and seconded by Olsen. Budget accepted on vote
- “Gate & Access” committee- Nothing new to report.
- Personnel committee created by President Kaiser. BOD Members Jackson, Bolender, and Olsen, with President Kaiser as “Ex-Officio” member) They will review Job descriptions, salary or wage ranges, and employee progression issues

***New Business:**

- None

Meeting was adjourned at approximately 19:15 for executive session, and reconvened at 19:40 PM to normal session.

Meeting Adjourned at 21:15

Next BOD Meeting: Monday, January 08, 2018 @ 6:30PM, Location TBD

For the good of the order,

David Arieno, Board Secretary, BRSP, & FoBRSP

BSRP 2018 Budget - Income

	Admin	Archery	R&P	SG	Total
League Revenue			\$20,700.00	\$194,040.00	\$214,740.00
Youth Events				\$21,450.00	\$21,450.00
Registered Events			\$18,000.00	\$66,000.00	\$84,000.00
Sporting Clays				\$39,600.00	\$39,600.00
Skeet				\$4,950.00	\$4,950.00
Unaccounted Clay Targets				\$465,960.00	\$465,960.00
Target			\$6,500.00		\$6,500.00
Ammo			\$7,000.00	\$9,750.00	\$16,750.00
General Merchandise			\$6,500.00	\$15,150.00	\$21,650.00
LE User Groups			\$4,000.00		\$4,000.00
Non-LE User Groups		\$1,000.00		\$2,000.00	\$3,000.00
Range Rental			\$36,000.00		\$36,000.00
Guest Pass				\$1,800.00	\$1,800.00
Day Shooter			\$200,000.00	\$10,000.00	\$210,000.00
EPM/General Membership	\$598,000.00				\$598,000.00
Interest					\$0.00
Landfill					\$0.00
Total Income	\$598,000.00	\$1,000.00	\$298,700.00	\$830,700.00	\$1,728,400.00

BSRP 2018 Budget - Expense

	Admin	Archery	R&P	SG	Total
6500 Travel/Entertainment					
6504 Working Meals	\$2,600.00				\$2,600.00
6503 Meals and Entertainment	\$1,600.00				\$1,600.00
6502 Hotel	\$1,000.00				\$1,000.00
6501 Travel	\$1,500.00				\$1,500.00
5100 Personnel					
5110 Salaries & Wages	\$163,744.80		\$180,000.00	\$320,000.00	\$663,744.80
5120 Payroll Tax Expense	\$15,555.76		\$17,100.00	\$30,400.00	\$63,055.76
5130 Works Compensation	\$3,111.15		\$3,420.00	\$6,080.00	\$12,611.15
5140 Health Insurance	\$11,040.00		\$0.00	\$33,120.00	\$44,160.00
5150 Personnel - Other			\$4,000.00		\$4,000.00
5200 Facilities					
5222 Target Material - Steel/Clays			\$5,000.00	\$288,000.00	\$293,000.00
5221 Target Stand (Wood & Card)			\$15,000.00		\$15,000.00
5211 Grounds Repair & Maintenance	\$7,000.00	\$1,000.00	\$5,000.00	\$6,000.00	\$19,000.00
5250 Clubhouse Repairs & Maintenance			\$1,000.00	\$3,500.00	\$4,500.00
5220 Small Equipment & Tools			\$4,000.00	\$6,000.00	\$10,000.00
5230 Utilities			\$32,200.00	\$43,200.00	\$75,400.00
5240 Kitchen Expense			\$750.00	\$7,200.00	\$7,950.00
5300 Professional Services					
5310 Legal Fees	\$5,000.00		\$0.00		\$5,000.00
5320 Accounting	\$28,000.00		\$0.00		\$28,000.00
5400 Office Expense					
5425 Website Service & Maintenance	\$1,800.00		\$0.00	\$0.00	\$1,800.00
5422 Video Camera System & Service	\$6,200.00				\$6,200.00
5410 Postage & Freight	\$5,260.00				\$5,260.00
5420 Office Supplies	\$3,000.00				\$3,000.00
5421 Computer/Network	\$8,000.00				\$8,000.00
5440 Advertising					\$0.00
5450 Licenses & Fees			\$50.00	\$2,100.00	\$2,150.00
5460 Dues & Subscriptions			\$250.00	\$1,860.00	\$2,110.00
5500 Vehicle Maintenance					
5520 Vehicle Maintenance			\$450.00	\$8,400.00	\$8,850.00
5510 Oil & Fuel			\$1,155.60	\$27,360.00	\$28,515.60
5600 League Dinners					
5610 Trophy/Awards			\$1,000.00	\$6,000.00	\$7,000.00
5620 Dinners			\$3,000.00	\$3,000.00	\$6,000.00
5700 Insurance					
5740 Liability Insurance	\$74,900.00				\$74,900.00
5800 Bank Fees					
5810 Credit Card Expense	\$26,000.00				\$26,000.00
5820 Service Charge Expense	\$456.00				\$456.00
7100 Landfill Expense					
7120 Landfill Expense	\$9,000.00				\$9,000.00
	\$374,767.71	\$1,000.00	\$273,375.60	\$792,220.00	\$1,441,363.31