

BIRCHWOOD RECREATION & SHOOTING PARK
20269 Birchwood Spur Rd, Chugiak, AK
BOARD OF DIRECTORS MEETING
Saturday, January 21, 2023

Call to Order:

A regular meeting of Birchwood Recreation & Shooting Park was held on January 21, 2023 at the clubhouse. It began at 4:00 PM and was presided over by Scott Henderson, President, with Justin Larkin as Secretary.

Attendees:

Directors Present:	Scott Henderson, President	Justin Larkin, Secretary	Sarah Stallone
	John Barnes, Vice President	Shawn Fitzpatrick	Richard Birdsall
	Clover McNeil, Treasurer	Dave Arieno	Corey Ercolani

Directors Absent: None

Staff present: Jim Stoneking

Approval of Agenda:

Motion to approve agenda: Moved by Birdsall. The motion carried with all in favor.

Approval of Minutes:

Motion to approve minutes from 10-22-22 Regular Meeting, 10-17-22 Special Meeting, 10-30-22 Special Meeting: Moved by Fitzpatrick. The motion carried with all in favor.

New Business:

BRSP Election Policy adoption: motion to accept as presented by Larkin made by Arieno. Passed with all in favor. Policy-01212023B is attached.

Motion by Scott to appoint Justin Larkin as committee chair. Justin nominates Renee Morhain and Loren Zeigler to serve on the committee with him. Passed with all in favor.

Old Business:

Legacy Wall: Scott motion to accept proposal that has been presented from the committee. After discussion, the proposal was edited to say that the legacy wall will be placed at the ED's discretion. Motion to approve as edited carried with all in favor. Policy-01212023A is attached

Reports:

Executive Committee: Nothing to report.
Finance and Planning: Deferred to ED report.
Membership and Grievance: Nothing to report.

ED Report:

Executive Director gave 2022 recap and Q4 figures.

Revenue for quarter 1.8% below budgeted. For the year we were 99.7% of budgeted revenue.

187 new members in Q4. 998 new members in 2022. Renewals were 147 of 369 in Q4 (51%). For the year, 1,316 renewed out of 1,888 expired for 70% renewal rate for the year. Increased cancelations (42) likely due to \$18 increase in annual membership fee.

Non-membership revenue: 98% of budget. Range and classroom rentals were 134% of budget. We have a few new instructors coming and an archery group who is consistently renting that space. Retail sales were 125% of budget.

Operating surplus was 62% of budget. Biggest drivers of not meeting the budgeted surplus were inflation and a flawed projection on shotgun revenue.

Adjournment:

Fitzpatrick moved that the meeting be adjourned, and this was agreed upon at 5:15 PM.

A handwritten signature in black ink, appearing to read "Justin Larkin". The signature is stylized and cursive.

Justin Larkin
Secretary

Birchwood Recreation and Shooting Park (BRSP)
< 01212023-A> Resolution for policy

Implement "Legacy Wall" to memorialize those members whose outstanding contributions to BRSP merit recognition for donations, volunteer work, establishment of shooting programs, etc in support of legacy and mission of BRSP.

Recognition shall be in the form of laser engraved metal memorial plaques, either 12"x12" or 12"x18" to be placed at the executive directors discretion. Plaques will include an image of the honoree and a brief narrative describing their contributions to the organization. Cost of plaques is estimated to be less than \$250 each (Depending on source)

Said plaques to be "all weather" type. This will allow for possible later relocation to a future outdoor legacy/memorial area off the "Patio", when, and if that happens.

Procurement and funding of said plaques shall be by user group or individual wishing to honor a member, or BRSP, if the recognition is generated by the Board of Directors. Requests to add a plaque to the "Legacy Wall" shall be submitted to the Board, before the next scheduled board meeting, for approval before a memorial plaque is procured and placed.

Initial cost for prep of legacy wall for placement of plaques should not exceed \$500. (For possible decorative area framing or signage)

*David A. Arieno
Chair, Legacy Wall Committee
Member, BRSP BOD*

BRSP ELECTION POLICY

The election of directors will be conducted electronically through a reputable third-party vendor ("Election Company"). This does not preclude the option for mailed ballots to be sent in addition to electronic ballots, so long as those mailed ballots are returned directly to the Election Company.

Members of the Election Committee will be included on all correspondence related to the election and will have access to minimal member information including full name, email address, and whether or not a member voted. As such, Election Committee members must sign a confidentiality statement when accepting the appointment to the Election Committee.

The Election Committee will perform the following as a committee or in conjunction with BRSP staff:

- Work with BRSP staff to ensure Notice of Annual Meeting and Nomination Notice is emailed to all members no less than 60 days before the date of the Annual Meeting. This email must additionally include the following:
 - An overview of how the election will work and relevant dates.
 - Reminder for members to ensure the email address of the primary member in their household is up to date in BRSP's database.
- Manage candidate submittals in accordance with the Bylaws.
- Post in a conspicuous location in the clubhouse the following:
 - Eligible candidate biographies
 - Instructions on how to vote
 - Reminder for members to ensure the email address of the primary member in their household is up to date in BRSP's database.
 - Contact information for the committee (elections@brspclub.com).
 - Once the election opens, a tablet or computer must be available in the clubhouse for members to use to vote. BRSP will not provide voting credentials.
- The information posted by the Election Committee in the clubhouse is the only election related material allowed to be placed or posted on BRSP property. BRSP staff will ensure prompt removal of and discipline for placement of other election related materials on BRSP property, including but not limited to: campaign signs and flyers.
- Work with BRSP staff to produce an Excel list of primary members who are eligible to vote as defined by the Bylaws. The list must include only the following: Unique ID number, full name, and primary email address. This list will be sent to the Election Company by the established deadline.
- On the day of the election opening, approximately 5 hours following the Election Company's email to members with their voting credentials, BRSP will send an email to primary member email addresses notifying them that the election has opened and to make sure they received the email from the Election Company.
- Present the certified results at the Annual Meeting.

The Election Company will design and host the online ballot, provide access to a webpage with all candidate biographies, email voting instructions and voting reminders to all members on the list that was provided by the Election Committee, troubleshoot voting issues with members, and deliver certified election results to the Election Committee. The Election Committee will, at a minimum, perform the following to support the Election Company:

- Establish deadlines with the Election Company for each of the following:
 - Delivery of list of eligible voters.
 - Delivery of eligible candidate biographies.
 - Date/Time of election open and close.
 - Dates of two (2) reminder emails to members who have not yet voted.
 - Date of delivery of certified results.

- Work with Election Company to complete the following:
 - Test the accessibility, accuracy, and function of the voting system.
 - Review and approval of ballot language, voting instruction email language, and reminder email language.
 - Requirements for ballot and emails:
 - Voting instruction emails from the Election Company must include a link to view all candidate biographies, a link to the voting webpage, a unique election code, election deadline, Election Company help contact information, Election Committee contact information.
 - The ballot itself must include only the legal names of the candidates – candidate biographies must NOT be accessible from the ballot itself.

- The Election Committee will not have access to the voting credentials of members. For a member to obtain lost voting credentials, they must email the Election Company directly. If requested by the member, the Election Committee may request credentials from the Election Company on behalf of the member.