

Salem Trap and Skeet Club
Board of Directors
Board Meeting Minutes:
April 16, 2012

Call to Order

President Ted Sapoznik called the meeting to order in the conference room of the Super 8 Motel in Woodburn, Oregon at 6:27 PM.

Roll Call

The following persons were present:

Ted Sapoznik, President
Duane Hesketh, Vice President
Don Nussmeier, Treasurer
Craig Rhea, Secretary
Ellen Delegates, Board Director by teleconference phone
Max Kloster, Board Director
Brent McTaggart, Board Director
L.T. Spring, Board Director
Justin Moore, Board Director
David Farley, Board Director

Quorum Present

Ted Sapoznik confirmed that a Quorum was present at the meeting. All Directors were present at the meeting.

March 29, 2012 Meeting Minutes

Minutes from the previous meeting were reviewed. Two corrections were suggested, those were that a correction of the name of the bank which provided the line of credit was made. The bank which provided the existing line of credit is West Coast Bank. Brent McTaggart's first name was misspelled, and was corrected. The Secretary promised to make these corrections and send revised minutes to members of the board.

Duane Hesketh made a motion to approve the minutes as corrected, seconded by LT Spring. The directors present voted in favor of the motion.

Treasurer's Report – Don Nussmier

Don presented the Treasurer's Report indicating there was \$4,608.00 in the general checking account, on April 16, 2012 and \$174,540.00 in the investment account on April 16, 2012. A copy of the investment account summary is attached with these minutes.

Don recently had hand surgery and did not provide a written report this month, so he delivered his Treasurer's Report verbally with the following items:

- Don drew another \$10,000.00 on the West Coast Bank Line of Credit making the balance \$75,900. The balance of the Line of Credit will be paid down when proceeds are available from the Investment Account.
- There is a routine monthly deposit for \$900 for rent paid on the Club's House Property.
- The Club paid \$220.00 to Stephen and Suzann for Security Service on the rental house during the time the Club owned it and it was not occupied. Don, assumes the rest of the bill will be paid by Mitchell, or Parks.
- A bill for services from Saalfield Griggs, the Boards Attorney, for \$949.00 was paid for service provided on drafting the residential lease agreement.
- There is also a bill of \$952.00 to be paid Saalfield Griggs, for the work associated with the 501-c-7 tax exemption.
- Don reported that he had paid a bill of \$6,352.05 to Columbia Winch for the tower hoist.
- Landscaping bill of \$260 was paid for maintenance.

There being no further report, Don Nussmeier made a motion that the Treasurer's Report be accepted, seconded by LT Spring. The motion passed with a positive vote of each of the Directors present.

Three items of general information were also presented:

- Ted and Don have been working, for now 90 days, to switch the registration on the Investment Account to Don Nussmeier. To date this hasn't happened.
- There has been a major effort to transfer \$90,000 of the Investment Account proceeds to the checking account to retire the line of credit and pay anticipated expenses. After ten days this hasn't happened either.
- There will most likely be taxes due on funds from the distribution of funds from the Investment Account.

Secretary's Report – Craig Rhea

Craig presented the Secretary's Report with the following items:

- There were 191 members in the Club in April, the same number as March. This compares with 182 members in January of 2012. The roster is available to Board Members electronically if a copy is needed. For brevity sake, a copy will not be attached to these minutes.
- The Board is preparing to distribute the annual membership dues renewal form. Discussion focused on a prorated dues policy for future members who join for less than the whole year.
- A motion was made by Craig that membership dues for the first half of the year, being that period from June 1, to November 30, 2012 be \$75.00. After that the membership dues for the remaining

period of the year, December 1, 2012 to May 30 2013, be \$50.00. The motion passed unanimously.

Membership Committee

Ellen reported on progress arranging for a service provider to establish a Club based Website. The arrangement being proposed is a company named Primebiz.net. Acceptance of this proposal would result in a fee of \$250 to establish the website, thereafter there is a monthly fee for maintenance of \$15.00. There would be several levels of access with passwords besides general information on the web. The public would be able to view the website information, through password access Members could access secure information, Board Members could also access secure board information, through the use of a password.

A motion was made by Craig to accept the Primebiz.net proposal, seconded by LT Spring. The motion passed unanimously.

It has been proposed that a Membership Survey be prepared for the members. Attached with these minutes are two proposed surveys, one for the members and one to be used in the club house for visiting shooters. After discussion it was decided to add the Club logo to the survey form, and also add an additional name Salem Clay Target Sports.

In addition, to the above items, Board Members suggested that a letter of introduction be drafted introducing the survey, and promising to share the summarized results. Ted indicated from previous activities that he had a supply of nesting envelopes and paper, all of which make possible the survey return. Ted will provide this supply to Craig to facilitate the survey.

Max made a motion to proceed with the two survey forms, complete and mail the membership survey with the previous identified changes. Dave Farley seconded the motion, and the members voted unanimously to approve this motion.

A request was made to develop a newsletter with current news to be forwarded with the annual membership renewal information. Craig agreed to send a beginning draft documents to board members for review. This document should also have the Club masthead graphic attached to it. Ellen will send that to Craig for inclusion in the above identified uses.

Finance and Legal Committee – Ted Sapoznik

Ted reported that he and Don had met with Mike Bragg and Don Schmidt and informed them of their selection as the Board's Attorney and Accountant. Ted indicated that both Mike and Don will coordinate their efforts so that there is no professional overlap.

Don Schmidt has agreed to file an Extension request with the IRS for this year's tax return. The automatically granted extension will change the tax return due date to August 15, 2012.

Ted confirms that Mike Bragg's initial work assignment will be to focus on a specific 501-c-7 review of our existing operation. Don Schmidt will then focus specifically on the tax ramifications of our existing operation.

Property and Facilities Committee

LT Spring reported that arrangements have been made to pump the rental house septic system, in the next day or two. The bill will be sent directly to the Club by the subcontractor.

David Hall has agreed to build an aluminum door for the rental house crawl space to correct an existing deficiency. This will restrict access to the crawl space under the rental house. A bill will be forwarded to the club for this activity.

Corey of Roth Heating and Plumbing will address the windblown leak problem on the roof of the club house, coming through the existing mechanical unit in the near future.

Ted reported that progress is being made on fixing the tower. The hoist has been ordered, and the base plate has been manufactured. Justin Moore is prepared to hook up power to the tower. Ted and Brent are working on trenching necessary to provide access for electrical power.

Attached with these minutes is an updated budget for the Tower Repair.

Genentech Death Benefit Life Insurance Policy

The Board had previously considered what action to take on the above mention policy. At this point a motion was made to move to Executive Session by Duane, seconded by LT and passed unanimously by the members.

After discussion, the board closed the Executive Session and returned to the regular Board Meeting.

Horse Pasture Area Discussion

Stephen and Suzanne have requested to expand the pasture areas associated with the horses to the south and west, to include most of the area in the southwest corner of the property.

After discussion it was concluded that Ted, Brett and LT Spring would follow up with a map and get specific about the exact area proposed for the horse pasture.

The Board will reconsider the request after more specific information is available showing the area proposed for the pasture.

New Business

Ted has collected some valuable feedback for the Board Members from Stephen and shares the following with the Board:

- It is proposed that Ted be the single point of contact for Board, Operator feedback to keep confusion at a minimum.
- Stephen would appreciate it if Board Members would be willing to shoot with new shooters. The Board suggested scheduling shooting dates, and Board Members would volunteer to meet and

shoot with new shooters. Most Board Members felt an orientation for new shooters would be a real help in insuring safe practice on the range and that this was an excellent idea.

- It has been noted that experienced club members have a way of working quickly to the front of service lines at the club. A request has been made that when new shooters are present that experienced shooters be patient and wait in line with grace and dignity.

A suggestion has been made that a contact list for Board Members be located on the Club's cork board in the club house, so that if members want to contact a Board member, the information is available.

Three vision statements have been presented to the board and discussed. The question was asked about how we proceed from here. The notion is that Craig will take the three statements, draft one, with the intention of keeping the key elements from all and email the product to board members for comments and review.

Several members of the board have expressed a desire to see a monthly operating report that would give the board a feel for how the operation is going. Ted will share with Stephen some ideas about how to facilitate an information exchange.

Next Meeting

The next Board Meeting is scheduled for Thursday, June 6, 2012, at the Woodburn Super 8 Conference Room.

Duane Hesketh made a motion that the meeting be adjourned at 9:30 PM. The motion was seconded by Brent McTaggart. The motion passed unanimously.