

**Salem Trap and Skeet Club**  
**Board of Directors**  
Board Meeting Minutes:  
June 26, 2012

*Revised July 28, 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 6:30 PM.

**Roll Call**

The following persons were present:

Ted Sapoznik, President  
Duane Hesketh, Vice President  
Craig Rhea, Secretary  
Ellen Deleganes, Board Director  
Max Kloster, Board Director  
Brent McTaggart, Board Director  
David Farley, Board Director  
Justin Moore, Board Director

Not present:

Don Nussmeier, Treasurer  
LT Spring, Board Director

**Quorum Present**

Ted Sapoznik confirmed that a Quorum was present at the meeting. Two directors were not present, Don Nussmeier, and LT Spring

**April 16, 2012 Meeting Minutes**

Minutes from the previous meeting were reviewed. Justin Moore noted the Secretary has successfully misspelled his name again. The Secretary agreed to correct the spelling before finalizing the minutes.

Max Kloster made a motion to approve the minutes, seconded by Brent McTaggart. The directors present voted in favor of the motion.

**Treasurer's Report – Don Nussmier**

Don was unable to attend the meeting as he is recovering from surgery. The Treasurer's Report was emailed to the Board the day of the Board Meeting, and is attached as an exhibit to these minutes. The report is for the period June 1, 2012 through June 24, 2012. Monthly rent from the rental house and annual dues paid by members added \$4,125.00 to the checking account balance. Expenses during June totaled \$1,377.00. The checking account balance as of June 24, 2012 is \$9,757.00.

The report also detailed that the Investment Account balance as of June 22, 2012 is \$82,411. A copy of the report is attached to these minutes.

## **Membership Committee Report**

Craig reported that there are currently 146 members as of June 25, 2012. This number compares with 129 members at the June 5, 2012 date of the Board's last meeting. The Board has a significant interest in growing the number of members. Some ideas were discussed to do that:

1. A suggestion was made to compare the existing membership list with a list prior to renewal and note the members which had not renewed. The thought was that a phone call of encouragement might help them focus and renew.
2. The Board thought that it would be a good idea to create a new shooter information package, so that shooters new to the club could become aware of the advantages of becoming members.
3. Another worthy suggestion, Board Members and other club volunteers provide an orientation to club shooting facilities, for new shooters. The discussion suggested that on a regular day of the month, like the third Saturday of the month, new shooters would be invited to shoot with a board member and learn about the clubs facilities. This would present an opportunity to discuss the benefits of membership.

The group decided to designate a day in July and August for this orientation.

Ellen reported that she has been slow to get going on the Club Website due to other commitments. Ellen promised she would get going with a contact to Primebiz and move forward on the club website. The club website is seen as a real communication tool for the Board and members.

Ted suggested that Board Members review the Club Membership Survey results and suggest actions that the Board can take based on the club members suggestions for improvement input. Ted's suggestion included the idea that each Board Member would email three projects proposed for Board action. The Board could then discuss the ideas and come up with an action plan that could be communicated back to members.

Ted asked Board Members if they thought it a good idea to schedule a member meeting to enhance communication with the members. After discussion, the conclusion was that probably the use of a club website would be the best and most effective way to communicate with members.

## **Property and Facilities**

Brent reported there is a remaining item on the rental property list still to be completed. Specifically the gutters apparently need to be cleaned and once this is done, it will be the tenants responsibility to do the routine maintenance. A suggestion was that Brent contact Stephen with a plan to have Andreaas do the work after hours paid for by the Club through Stephen.

Stephen and Suzanne have suggested that the Club assign a representative to walk through the Rental Property for the purpose of creating an existing condition list so that at the end of the rental term

there is no disagreement about the condition of the property, when Suzanne and Stephen moved in. This project was assigned to the Property and Facilities Committee to complete.

There is no progress report on the Club House roof leak as LT Spring has been handling this matter and did not attend the meeting.

Ted provided a progress report on the Tower Repair, which included a use of funds:

Hoist	\$6,352.00
Dave Hall parts and material	400.00
DC Electric, lift rental	805.45
Total	\$7,557.45

The previous Board authorized the tower repair project, an amount of \$7,000 was approved, along with an additional authorization for \$1,000 which could be used if the project required additional funds, provided the Board was notified of the need for additional funds. The notification requirements was completed prior to the tower repair completion.

There were significant contributions made in completing the tower repair and restoration project that are brought to the Board's attention:

- DC Electric through Justin Moore, donated \$2,500.00 in labor and materials
- Ted Sapoznik contributed \$400.00 in materials and hours of coordination and labor.
- Ellen and Sam Deleganes contributed \$200.00 in supplies and materials, and provided design engineering.
- Dave Hall, a significant amount of labor and materials.

Board Members should go out of their way to thank these individuals for their help and contribution.

Ted reported there are two remaining items to complete this project, construction of a platform to load the traps, and a repair to the tower pull pin. These two items will be completed in the future.

## **Finance and Legal**

Ted reported that he had not received a response to the questions advanced by the Board to Mike Bragg and Leah Digregoria. Ted commented that he expected to have a response in the very near future. The Board generally agreed that it would be worthwhile to call a meeting after receiving a response.

At this point Duane Hesketh moved that the Board transfer to Executive Session. The motion was seconded by Ellen and passed unanimously. After a discussion Max made a motion, seconded by Dave to return from Executive Session and come back to the Board Meeting. The motion passed unanimously.

## **Manager Relationship**

Ted reported that he had a good conversation with Stephen and Suzanne following the last board meeting. There was a general conversation about the importance of inviting Stephen and Suzanne to attend Board Meetings. In general the Board wants Stephen and Suzanne to attend meeting.

Craig made a motion seconded by Ellen to invite Stephen and Suzanne to all future board meetings, and for Ted to provide education on current issues being discussed prior to the next meeting. The motion passed unanimously.

## **Old Business**

Ted handed out to the Board a slightly revised Vision Statement. After discussion a conclusion was reached that Ted will share the vision statement with Stephen and Suzanne, and ask them for suggestions.

The Board then began a general discussion about IRS Rules and Regulations for 501-C-7 compliance. In general it was agreed that the Board should await a report from the Board's attorney and accountant before creating a plan of action.

## **New Business**

A suggestion was made that the Board establish a Governance Committee. The following individuals were identified as members of the Governance Committee, Ted, Duane, Craig, and appointed Committee Chairman Max.

A referral was made to the Property and Facilities Committee of a project to upgrade the Women's Restroom shower. The notion is to complete the same kind of upgrade that occurred in the Men's restroom.

## **Next Meeting**

The next meeting is scheduled for July 26, 2012. Although the group agreed that if additional important information about 501-C-7 compliance becomes available, we would meet sooner.

## **Adjourn**

Duane made a motion to adjourn the meeting at 8:35PM, the motion was seconded by Justin Moore, and passed unanimously.