



## Board Meeting Agenda

June 15<sup>th</sup> 2021 @ 6:30pm

KCCL Clubhouse

1. Members Meeting 6:30pm – 7:00pm
  - a. 6:30 call to order.
    - i. Review of the identified concerns.
    - ii. Open conversation
      1. Newsletter
        - a. Can we end the printed copy of the newsletter?
        - b. Would like to move to a monthly email blast with events
          - i. Weekly updates via email would be appreciated.
          - ii. Better communication would be an increased service to the club
        - c. Quarterly Newsletter.
        - d. Marty Boltres will handle this through the end of the year.
      2. Sporting Clays
        - a. Station 11 should be changed back to part of the course and the training course should be moved to field 5.
        - b. We need to remove a few trees to enhance the course
        - c. The course is still a bit of grouse course.
        - d. Need to move to system where the shooters buy their card
        - e. This is the future of our club
        - f. We need to explore growing the clays course.
        - g. Different price point for members and guests.
      3. Membership
        - a. Need to grow membership
        - b. Guest waiver should be in place to address safety of the members and guests.
          - i. The board will be reviewing a release to implement ASAP.
        - c. There should also be a competency test/training initiative to ensure better safety.
          - i. This will be looked into.
      4. Finances
        - a. Bob Jordan: Let's discuss the current challenge with the finances.
        - b. Jim Widdis
          - i. The business structure was terrible
          - ii. 2 years ago there was an issue with the IRS
            1. Jim identified there was an IRS obligation for 16k~
            2. The IRS was not willing to negotiate
            3. Jim Widdis paid ~16,400



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4. Jim reports he has invested approximately \$35,00 into the club in the past 6 months.
5. Following the departure of our previous management a letter from the State of Michigan identified problems with unpaid taxes that needs to be addressed.
6. A payroll department has been brought on to assist with better managing payroll and the associated tax liabilities.
7. New accounting firm has been brought on board to continue to improve our accounting and accounting practices.
8. It is reported that there could be a lien on the property, this is to be investigated by Jim Widdis and the Finance committee.
- iii. It is reported that Hertz has a lien on the property. This is disputed by Larry M. This will need to be reviewed.
- iv. Need to find new profit centers and work to make them viable and functional.
- c. Bob Jordan
  - i. How did it get to this point, asked directly of Adam?
  - ii. Adam needs to step down as treasurer.
  - iii. The bleeding has to stop.
  - iv. Adam:
    1. We hired a 3<sup>rd</sup> party accountant
    2. We implemented a finance committee
    3. The manager and 3<sup>rd</sup> party accountant did not come through.
    4. The lien reported Hertz lien was addressed and needs to be released.
- d. Pete:
  - i. Where is the money going?
  - ii. Jim Widdis
    1. Running off members
    2. Kitchen costs
    3. Equipment damage
    4. Purchasing
    5. The entire business model needs to be readdressed.
  - iii. Pete:



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1. The atmosphere has improved
2. There needs to be increased accounting for the cost of birds.
3. Have we increased the cost of targets?
4. Have we increased the target costs?
  - a. David: The cost of targets is being reviewed by management and will be adjusted accordingly.

b. Members Meeting Adjourned 7:30pm.

## BOARD OF DIRECTORS MEETING

2. BOD Meeting
  - a. Call to order 7:35
  - b. Roll Call
3. Additions & Deletions to the Agenda
  - a. Chrystal Newman
    - i. US law shield
      1. Would like to provide us with an introduction to increase female presence.
    - ii. Need to increase our conservancy programs and grow participation.
    - iii. We are a facility partner
      1. We have had attorney presentation in the past.
      2. This would be a good fundraiser for the club
      3. Closing rate is 95%
    - iv. Mark Jacobson
      1. Instructors have chosen USCCA
    - v. Chrystal feels they provide better coverage.
    - vi. David to contact Chrystal and schedule a time for attendance.
4. Motion to advance into executive session
  - a. Motion by: Thad Bembinista
  - b. Seconded: Carol Seacord
  - c. Management was excused from this session.
    - i. Motion to accept the Resignation of Adam Nelson as Treasurer and to provide his assistance with the transition to the new Treasurer.
    - ii. Seconded by: Mark Jacobson
      1. So moved unanimously
    - iii. Motion to appoint Marty Boltres as Treasurer



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1. Motion by: Jim Widdis
    2. Seconded by: Carol Seacord
    3. So moved unanimously
  - d. Motion to appoint Carol Seacord as Vice President
    - i. Moved by: Jim Widdis
    - ii. Seconded: Mark Jacobson.
    - iii. So moved unanimously
  - e. Motion to leave executive session
    - i. Moved by: Carol Seacord
    - ii. Seconded: Scott Treichel
    - iii. So moved unanimously
5. Meeting format and reports going forward.
  - a. All Committee reports are due in writing no later than end of business day the Friday before the board meeting.
  - b. All reports will be attached to the agenda and sent to the board by Saturday morning for review prior to the next meeting.
6. Finance Report
  - a. Deputy Treasurer
  - b. Cash Balance
  - c. Checking
  - d. Update credit card balance is 2k
  - e. Targets are reported as paid
  - f. Money Market account
    - i. See report
  - g. Line of Credit – Adam has not been able to verify if this is an actual line of credit. Adam and Marty to discuss.
  - h. Capital Campaign
  - i. Loan
  - j. Strategic planning for cash inflow and
    - i. #7 in pursuit by
    - ii. #5 advance this immediately Jim to contact
    - iii. #4
    - iv. # referral program
    - v. #16 breakfast potluck and trap shoot
    - vi. Marion Shields
7. Manager's Report
  - a. Membership 919 members. 5 new members
  - b. Monthly update



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- i. 5 new members and 3 renewals
    - ii. List of renewals needs to go out
  - c. Summer League
    - i. Signups are rolling in
    - ii. Hoping to get greater than 25
  - d. COVID-19
    - i. No changes restrictions to be lifted July 1
  - e. Events and Outings
    - i. Working to increase events and outings
    - ii. New outings are contacting us daily
    - iii. Updated list to go out to board.
  - f. Needed volunteers for the club this weekend.
- 8. Committee Reports
  - a. Shotgun
    - i. Flex field has been added and the committee will review its location and see if we can move this to a new location to allow station 11 to be added back to the rotation of stations on the course.
  - b. Pistol/Rifle
    - i. RSO program
      - 1. Mark D. to identify list of staff to be trained.
      - 2. Current cost is approximately 1100 a week
      - 3. Need to establish a call-in pay program.
  - c. Building and Grounds
    - i. Repairs on skeet field 2 roofs are underway by Rob Myrick as the original rolled roofing was coming loose due to wind. He has applied a membrane over the roofs and added drip edge. He will add shingles when the weather cools.
    - ii. Mark Dekam had a contractor assess the club house roof, coating the metal roof and adding heat wire to melt the ice dams. Quote \$2,000. Craig had Above Roofing quote for sealing cracks and removing existing heat tape, quote \$1,400. Matt's contractor is a better solution.
    - iii. Other projects on the agenda:
    - iv. Safety rail down steps, commercial grade metal.
    - v. 5-stand boarding up roof trap houses, safety.
    - vi. Cleanup inside 5-stand.
    - vii. Repairing gutters on pole barn.
    - viii. Front porch-paint? and re-do carpet on tables.
    - ix. Repair erosion on skeet houses block, lift slabs.
    - x. Windows and chutes on skeet houses, new roofs and paint on fields 3,4,5.
    - xi. Parking lot light is always on.
    - xii. Vic Scudder looking into Red Sheppard plaque for field 3.
    - xiii. Committee will go over plan to assess in order of importance and cost.
    - xiv. General clubhouse reorganization plans for new front counter.
    - xv. Leather recliners for fireplace-future donation by Bob Jordan. Will find matching couch.
    - xvi. First aid kits for pistol/rifle range?



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- xvii. Sporting clays course/check stands for settling. Re-level and stain as needed.
- xviii. Old sporting clay stands almost cleaned up and disposed in dumpster.
- d. Orange Crushers Foundation
  - i. States this week and next
  - ii. Nationals July
- e. Motion to accept committee Reports
  - i. So moved by: Carol Seacord
  - ii. Seconded: Jim Widdis
  - iii. So moved unanimously.
- 9. New Business
  - a. Accounting firm
    - i. Is in place as identified in the members meeting notes.
  - b. Financial Liabilities
    - i. Reviewed in the attached treasures report.
  - c. Computer systems
    - i. Waiting on availability of new computers
    - ii. Once the new computer is in the WIFI will be in place
    - iii. To be completed near the 4<sup>th</sup> of July
  - d. Card systems
    - i. 10k to do the full system
    - ii. Tabled until July
  - e. Secretary
    - i. The board is in need of a secretary.
    - ii. Will look to use dictation for the time being.
- 10. Old Business
  - a. Roof Repair
    - i. Two quotes are in process of being received.
    - ii. It is reported that this needs to be completed prior to Thanksgiving. The leak is a nuisance that can be addressed with no major changes to the roof.
    - iii. Quotes will be provided to the finance committee for review.
  - b. Internet
    - i. Addressed with new computers. New business
  - c. Member learning opportunities
    - i. Tabled until July meeting
  - d. HR policies
    - i. Tabled
  - e. Air rifle program
    - i. Tabled
  - f. Equipment management program
    - i. Tabled
  - g. Website and social media



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- i. Tabled
  - h. Non-member use of facilities
    - i. Need to allow some utilization where you could shoot before becoming a member
    - ii. Need to allow the experience and not allow guest overstay policy and bylaw direction.
    - iii. Need to make sure we are capturing the daily fee.
    - iv. Need to explore the value of the member and non-member pricing.
      - 1. Manager to work with finance and review these costs and present a business plan to the finance committee and board at the next meeting.
      - 2. To be presented July only
    - v. Explore non-member use of pistol range
      - 1. Manager to work with finance and review costs and present a business plan to the finance committee and board at the next meeting.
  - i. Safety release
    - i. See attachment
    - ii. Motion to adopt the liability waiver for all members and non-members include emergency contact in POS
    - iii. So Moved by: Carol Seacord
    - iv. Seconded by: James Widdis
    - v. So moved unanimously
  - j. Volunteer vouchers
    - i. Will be implementing vouchers to credit volunteers for their service to apply towards their use of facilities.
    - ii. Resolved at the last meeting
- 11. Open Discussion
  - a. Additions for next agenda
  - b. 3d archery course
    - i. Some targets are in need of repair and it is preventing us from using the course.
    - ii. Need to close the course or spend \$800.00
    - iii. Event was identified that will cover the cost of these targets.
    - iv. The course will be repaired and opened.
- 12. Challenges & Celebrations
  - a. Pistol range was painted and looks good.
- 13. Adjourn
  - a. Motion to adjourn: Carol Seacord.
  - b. Seconded: Scott Treichel
  - c. So moved unanimously.



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14. Next Board Meeting 7/20/2021 executive session 6:30pm BOD 7:00pm

Members of the BOD: David Held, James Widdis, Adam Nelson, Mark Jacobson, Carol Seacord, Craig Priebe, Thad Bembinista, Larry Mennetti, Scott Treichel, Marty Boltres (added during meeting)

Counsel: Jon Durrell

Secretary: David Held

Guest: Mark DeKam

Attachments: Waiver, RSO Program, Response to members,