

**MINUTES**  
**BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER**  
**ADVISORY BOARD MEETING**  
**Thursday, January 4, 2018**

The Brookings County Outdoor Adventure Center Advisory Board met on Thursday, January 4, 2018 with the following members present: Ryan Krogman, Stephne Miller, Emmett Keyser, Tim Reed, Arden Sigl and Martin Stanwick,

**CALL TO ORDER**

Chairperson Krogman called the meeting to order.

**DETERMINATION OF A QUORUM**

A quorum was determined as being present for the current meeting.

**APPROVAL OF AGENDA**

The board added a discussion item to the agenda regarding an allowance for use of the firearms range by area law enforcement agencies. Approved the agenda as amended. Motion carried.

**APPOINTMENT OF SECRETARY**

Chairperson Krogman asked the board members if someone would be interested in volunteering to serve as Secretary for the board and record meeting minutes. Emmett Keyser volunteered to serve in that capacity.

**APPROVAL OF MINUTES**

Motion by Miller, seconded by Reed to approve the minutes from the December 7, 2017 BCOAC Advisory Board meeting. Motion carried.

**DISCUSSION AND ACTION ITEMS**

The board discussed turnout for the December 18th BCOAC Membership Night event that was held to encourage new and renewal membership purchases. BCOAC Director Contreras advised there were 45 persons who attended the event with 10 members renewing their memberships and 5 new members joining the BCOAC. Contreras advised he had set emails to those members/former members advising of the Membership Night event and he will also be contacting all former members to verify their membership status once he receives the 'old' membership list that was maintained by the previous operators of the OAC. A suggestion was made that the use of Facebook may be a viable means to help provide information and to facilitate other notifications to members. Contreras advised that Facebook will not allow the BCOAC to list events as the BCOAC rents firearms. Contreras confirmed to the board that the BCOAC does have an active Facebook page, however.

The board discussed the concept of providing discount memberships/daily entrance fees for youth and other group events. BCOAC Director Contreras has discussed the concept of offering discount for scout groups, Boys and Girls Club groups and hosting a college night shooting events. Chairperson Krogman asked what the board's thoughts might be relative to providing discounts for these groups. At present, for a one time youth event, cost to rent ½ of the archery range for 4 hours is set at \$200. Director Contreras suggested the

board might consider establishing a \$200 fee for 2 hours use of the full firearms range for youth groups. These events would be allowed only outside of public hours. Contreras suggested the board consider an option to rent ½ the archery range while still allowing public use of the other ½ of the archery range. At present, there is a \$20/hour fee to rent the BCOAC meeting room. There were several other youth group discount options considered by the board, including:

1. Discounted Range Rental - current day pass fees are \$10 each person for archery range and \$15 each person for firearms range. Suggested concept that no extra charge would be assessed for use of the range if during the public hours. If a youth/group reserved only a portion of the range, suggestion that board look at potential to offer discounted range rental rate.
2. 20% Discount Option 1 – suggested concept of 20% discounted day passes for youth groups, without need to charge for range rental. RSOs will need to be paid for all groups using firearms range, however, RSOs would only be necessary for larger group sizes (e.g. 5 person groups vs. 25 person groups).
3. Full Day Rate/No Range Fee – suggested concept to charge full day pass rates for youth/groups with no charge assessed for renting range facilities.
4. 20% Discount Option 2 – suggested concept to charge 20% discount for day passes to youth/groups with no range rental fee. However, groups would be charged fee of \$35 to cover RSOs where needed.

Motion by Reed, seconded by Sigl that day passes for youth groups be discounted 20%. If youth group events are held outside public hours, groups would pay for RSOs as required. If youth group events are held during public hours, there would be no RSO fees charged. Motion carried.

Paul Wiese and Don Bradley representing the Big Sioux Bowmen appeared before the board to discuss the potential for the BCOAC to provide a discount for their members who participated in a Mid-January through March League Shooting event over the course of 8 to 10 weeks. Wiese and Bradley advised they previously paid \$400 to hold this event at the former OAC. They then charged their members a fee to help cover the \$400 cost. They used 8 to 12 lanes of the archery range for this event. They provided their own targets and provided their own insurance coverage. The gentlemen asked if they may be able to arrange something similar for a similar cost, suggesting they would hold the event on Thursday evenings during public hours. The previously had 20 participants in the league shoot and suggested about ½ of the participants were not BCOAC members. Board members expressed some concern regarding the need to be consistent in what fees are charged to all groups. One suggestion offered was for the Big Sioux Bowmen group to have everyone become members or to have non-members pay the day pass rate, perhaps through the use of punch cards for day passes. No motion was offered and the board advised that all non-members should pay day pass rate with no range fee assessed for the league shooting event for the group.

Members of the Beacon Hill Gun Club appeared to discuss a proposal for a special one-time event for members of their organization at the BCOAC. The requested that Beacon Hill would pay a range fee of \$200/hour to use the firearms range, however, their use would not be 'exclusive' as they would plan the event during public hours. The group anticipates about 20 of their members will participate in the event planned to be held on January 11<sup>th</sup>. Reed suggested the board may want to consider forming what he termed 'Group Affiliates' wherein clubs such as Beacon Hill might gain a benefit via a membership 'referral fee'. No action taken was taken on this concept. Reed made motion, seconded by Sigl, to allow Beacon Hill to proceed to hold a 1-time shooting event, as described and discussed, for a fee of \$200 on January 11<sup>th</sup>. Motion carried.

The board continued their discussion from the previous month regarding the use of a 'token system' as a means to reward volunteer hours at the BCOAC. Motion was made by Sigl, seconded by Reed to provide that for every 15 hours of volunteer time provided to the BCOAC facility, the volunteer member would receive a 1 month extension to their current membership at BCOAC. Motion carried.

Chairperson Krogman provided an update on his investigation of estimated costs to improve signage at the BCOAC facility. Cost estimate he received to add 4-H and GFP Logos to lighted sign was \$2,481.03 for each entity for a 4' lighted sign and \$1,960.15 for 3' unlighted sign. Total cost for unlit sign improvements was \$7268 and \$8400 for lighted sign improvements. Keyser advised GFP would pay costs for their agency logo signage. Motion by Sigl, seconded by Reed for board to proceed to purchase signs, as estimated. Motion carried.

The board discussed appointment of Tom Krier as Chairman of the Archery Range Committee.

The board discussed the need for establishing marketing goals for the BCOAC. Director Contreras advised he had investigated providing marketing advertising via the Shopper, for Basic Gun, BB gun, Pistol and Archery Classes. He recommends running weekly ads for these classes. For special events, he recommends running special ads in the Shopper. Director Contreras advised that Runnings may be able to assist the BCOAC with marketing as well. Chairperson Krogman suggested that marketing efforts should focus on growing membership to the BCOAC via a membership marketing drive via radio advertisement or through a Brookings Chamber of Commerce Events.

The board reviewed and discussed the draft Firearms Range Standard Operating Procedures (SOPs) brought forward by Firearms Range Committee Chairman Sigl. The SOPs were developed and drafted by the Firearms Range Committee. Sigl detailed changes and edits that have been suggested in these draft SOPs. One issue yet to be discussed by the board is use of the range by 'position shooters' during both public and non-public range hours. Groups representing position shooters will meet with the Firearms Range Committee in the near future to discuss options that will help ensure range safety. The SOP document will receive final review following those discussions by the Firearms Range Committee and they will bring the document back to the board for final approval. No action taken on Firearms Range SOPs at this time.

The board reviewed and discussed the draft Archery Range Standard Operating Procedures brought forward by the Archery Range Committee. This SOP document will also receive final review by the Archery Range Committee and will be brought back to the board for final approval at a future date. No action taken on the Archery Range SOPs at this time.

Director Contreras advised the Grand Reopening Event for the BCOAC is slated for January 26<sup>th</sup> from 6 pm to 8 pm.

Director Contreras initiated discussion with the board on several other discussion/action topics, including asking whether or not the board felt it was permissible for an employee to carry a concealed weapon at the BCOAC. He was advised that yes, employees may carry a concealed weapon at the BCOAC, given the BCOAC is a public building. Contreras further advised he has obtained quotes on purchasing an AED for the BCOAC facility. He also is recommending replacement of an LED projector for use in the facility, cost is estimated to be \$700. Contreras also suggested the need to provide a TV for use in the meeting room. Reed moved to approve the purchases projector. Motion carried.

The board continued discussions regarding an allowance for area law enforcement agencies to conduct their required annual firearms qualification training at the BCOAC 1 time per year at no charge. Discussion was to allow the Brookings County Sheriff's Office, City of Brookings Police Department, SDSU Police Department, SD Highway Patrol, and SD Game, Fish and Parks to use the facility once per year for their annual firearms qualification training. This allowance would require the presence of an RSO. Motion by Reed, seconded by Stanwick to allow area law enforcement agencies, approved by the board, to conduct their firearms qualification shoots free of charge 1 time per year, provided these qualification shoots were prearranged and approved thru Sheriff Stanwick. All other shooting by individual law enforcement officers at the BCOAC will require purchase of a membership or day pass by the individual law enforcement officer. Motion carried.

## **COMMITTEE REPORTS**

Both the Firearms Range and Archery Range Committee Reports were deferred in lieu of providing draft Standard Operating Procedures to the board as discussed in the Discussion and Action Items portion of the agenda . Draft documents were provided to the board.

### **4-H YOUTH PROGRAM ADVISOR'S REPORT**

The board was provided a Report and update by 4-H Youth Advisor, Sonia Mack. Mack advised their 4-H Shooting Sports programs will begin on Saturday, January 6<sup>th</sup>. In addition, she advised the board that 4-H Shooting Sports coaches completed construction and painting of targets the previous week.

### **BCOAC DIRECTOR'S REPORT**

Director Contreras advised the board of several upcoming events/programs, including the Guns and Girls League, Volga Soybean Processing event, several planned firearms classes, and the SDSU Mom's Day event. Contreras advised the BCOAC building would be closed on January 17 ad 18, 2018 as floors were being cleaned and waxed.

## **ADJOURNMENT**

The next regular scheduled meeting is Thursday, January 29, 2018 at 7:00 p.m.

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Emmett Keyser  
BCOAC Secretary  
Brookings County

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