

MINUTES
BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER
ADVISORY BOARD MEETING
Monday, July 23, 2018

The Brookings County Outdoor Adventure Center Advisory Board met on Monday, July 23, 2018 with the following members present: Ryan Krogman, Chairperson, Larry Jensen, Emmett Keyser (and New GFP Representative Rocco Murano), Tim Reed, Arden Sigl, Andy Dupraz and Martin Stanwick. Board members Tom Krier and Jerry Nold were absent.

1. CALL TO ORDER

Chairperson Ryan Krogman called the meeting to order at 7:00 pm.

2. DETERMINATION OF QUORUM

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

3. APPROVAL OF AGENDA

Motion to approve Agenda as amended by Jensen, seconded by Sigl. Motion carried.

4. APPROVAL OF MINUTES

Motion by Stanwick, seconded by Sigl to approve minutes from the June 25, 2018 BCOAC Advisory Board meeting. Motion carried.

5. FINANCIAL REPORT

Chairman Krogman introduced BCOAC Director Heismeyer who provided the Board with the latest Financial Report (see handout). She advised the Board that the 2019 Budget was completed but not yet approved. Heismeyer reported over \$1200/week in revenue and advised the Board there were 10 new memberships this past month. This is nearly a 50% increase in revenue. Motion by Reed, seconded by Keyser to approve the Financial Report. Motion carried.

6. DISCUSSION AND ACTION ITEMS

6. a. Emergency Action Plan - Director Heismeyer advised the Board that she was in the process of drafting an Emergency Action Plan that will be brought to the Board for review and approval. The Plan would pertain to response measures taken by BCOAC staff in the event of a tornado or other weather events, accidents, etc.

6. a. i. Firearms Range SOPs - Director Heismeyer advised the Board there were several changes to the current firearms range Standard Operating Procedures suggested by the insurance provider. She inquired if the Board had previously reviewed and approved the SOP document dated April 2018. The Board had completed an SOP for the firearms range but not the archery range. Sigl advised the PRC has been working to review the SOP documents with Doug Kirkus. Chairman Krogman suggested the Board utilize the SOP document that was previously approved on January 29, 2018 until a new, revised SOP is adopted. Reed inquired if the most current SOP had been through the insurance review process and there was discussion regarding which SOP documents were currently in use. He recommended the one in use should be the SOP

document approved by the Board. Sigl recommended the Board adopt all language suggested by the insurance carrier. Heismeyer will gather all SOP drafts/approved documents and proceed to review and discuss the various versions of the documents with Doug Kirkus and then proceed to discuss with the insurance carrier for finalization.

6. b. HVAC Update - Heismeyer discussed the HVAC issues with the Board and advised the cost of replacing the dynamic filters is \$5,600. The filters are on back order until August 2018. Chairman Krogman asked what the filter life should be on these filters as it was his understanding they were replaced in November 2017. He was under the impression the filters would last for 12 months but it appears they are being replaced at 6 months. Heismeyer advised she is working with Trane Company, our HVAC maintenance provider, to review previous billing statements.

6. c. Trees Blocking Building – Heismeyer advised there were several trees blocking the signage on the BCOAC building that are now overgrown and should be removed. She will secure cost quotes for the removal of the trees.

6. d. Archery Tag Activity – Heismeyer advised the Board of a potentially new BCOAC activity offering called Archery Tag. The activity could be likened to dodgeball with bows/foam arrows. She advised Archery tag was currently in use in several other Midwest cities, including Omaha, Fargo and Minneapolis. She suggested this activity may be an effective fund raising tool for the BCOAC and could help introduce nontraditional users to archery and the other offerings made available at the BCOAC. She felt it may be especially effective in encouraging use of the facility by SDSU students. She projects that if the BCOAC held 4 'Archery Tag' events per month, it could realize up to \$7200 in additional revenue. There would be a franchise licensing fee associated with the purchase of the activity and equipment, which includes protective gear and foam tipped arrows. She would like to explore potential grant opportunities and will look into marketing expenses. At present, the BCOAC has extra money budgeted for marketing in the current operating budget. Cost would be approximately \$10 - \$13/hour for participants. Stanwick made a motion to approve the purchase of the equipment for up to \$3500, seconded by Reed. Motion carried.

6. e. Event Contract – Heismeyer provided the Board with a draft Facility and Event Space Rental Agreement (see handout). The draft has not yet been reviewed by county legal staff, however, Heismeyer would like Board direction on how to proceed. Stanwick asked if a second document may be needed for events like Archery Tag. It is likely additional language will be added to the contract to include events held on the firearms range, archery tag, etc.

6. f. Other Items – Mission Statement and Logo – Heismeyer and the Board held a lengthy discussion on the merits/emphasis of the BCOAC Logo. There is some concern with the appropriate level of emphasis of the word 'Outdoor' in the logo. Other Items – RSO Memberships/Training – Heismeyer advised there may be an ability to conduct our own training for Range Safety Officers (RSOs) without the need for the RSOs to complete the full NRA training course. She proposed that RSOS be provided a one month membership 'extension' for each 8 volunteer hours they completed at the BCOAC. At present, there are 15 hours of volunteer work required for an additional one month membership benefit. Other Items – Stanwick suggested the Board consider providing staff with active shooter training (ALICE). He will look into scheduling the training and report back.

7. COMMITTEE REPORTS

7. a. Pistol Range Committee Report. Sigl advised he would be working with Director Heismeyer to review and develop final recommendations for firearms range SOPs. He advised the National Guard utilized the BCOAC firearms range for training for their firearms qualifications shoots once again on July 14th. He anticipates additional future use by the National Guard members for these qualification shoots. Reed suggested it may be a marketing/media

7. b. Archery Range Committee – Director Heismeyer reported she is working with the Big Sioux Bowmen on various archery range use events/opportunities.

8. 4-H YOUTH ADVISOR’S REPORT

Youth Advisor Mack was absent, however, Heismeyer reported the dog obedience training sessions were a great hit.

9. BCOAC DIRECTOR’S REPORT

Director Heismeyer provided the Director’s Report to the Board (see handout). She received positive feedback on the detail and content offered in the Report.

10. NEXT MEETING DATE

The BCOAC Advisory Board will hold their next meeting at 7 pm on Tuesday, August 28, 2018. Future meeting dates identified by the Board include:

September 24, 2018
October 22, 2018
November 26, 2018
December 17, 2018

11. ADJOURNMENT

Motion by Reed, second by Jensen to Adjourn. Motion carried and meeting adjourned at 8:50 pm.

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Rocco Murano/Emmett Keyser
BCOAC Advisory Board Secretary

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