

# Poulsbo Sportsman Club

16990 Clear Creek Road - Poulsbo, WA

A note from the Chairman of the Nominating Committee

November 21, 2016

The Vision of the Club is **“Provide our Members and the Community with a safe and responsible location to practice shooting sports and training”**. I’ve watched the same group of 20-30 behind-the-scenes volunteers plus another 25 or so range officers keep the Club open, operational, and safe.

Although we are a Club, the reality is that the PSC is a tax-exempt small business with numerous responsibilities and obligations. These can be divided into four major areas:

- 1) **Managing day-to-day and long term Finances:** The Club takes in revenue from memberships and non-member shooting fees, as well as special events and training classes. We pay out operating expenses on a monthly basis like any business. Maintenance expenses are an ongoing issue – a new roof for the range, re-surfacing the parking lot, and a new gate reader system are all recent large expenses. The Executive Board has responsibility for approving all PSC expenses.
- 2) **Establishing policies and complying with regulations:** The Club operates under a set of By-Laws and Standard Operating Procedures. County, State, and Federal Regulations can change and the Board must be aware of them and comply. The Executive Board is responsible for assuring that By-Laws and SOPs reflect the current operating situation, and that we are in compliance with all appropriate regulations.
- 3) **Record Keeping and Documentation:** The Club is required to maintain records of meetings and other business and financial transactions. These can all be audited by State agencies and must be accurate and accessible. A membership Chair, a Secretary/Archivist, and a Treasurer fulfill these responsibilities. These positions are named by the Board President.
- 4) **Club Operations:** Range Directors and Range Officers manage the daily operations for members and non-members, but that is just part of the operational requirements of the club. Facility maintenance is an on-going effort, from mowing the lawns to replacing light bulbs. Larger maintenance projects like those mentioned previously require bids, analysis, and project oversight.

You may be asking why I’m writing this note. I began participating in Club management as the Secretary, and now as a Range Officer and an At-Large Board Member. The Club is dependent on a core of volunteers to manage all the responsibilities and obligations listed above. With 750 memberships the Club has about 900 members, so less than 5% of the members keep the Club running for everyone else.

If having a **“safe and responsible location to practice shooting sports and training”** in the future is important to you, consider becoming one of the volunteers. Board elections are coming up, but we need a Membership Chair, a Secretary/Archivist, and a Treasurer as well. If you have business or management skills that is a plus, but it is not a requirement. If you are interested, contact me at [sbuessow@embarqmail.com](mailto:sbuessow@embarqmail.com) or talk to any of the Board members or volunteers you see around the Club.

Thank you,  
Scot Buessow