



The Quantico Shooting Club

Quantico, VA

Minutes of Meeting

Quarterly Membership Meeting

19 October 2019

Location: WTBn Classroom

Chair: President – Spencer Doll

Notetaker: Secretary – Clint Anderson

Attendance: 21 Members, 3 Guests

Meeting called to order at 0802.

Opening Remarks:

President (Spencer Doll)

- Welcomed members to the meeting and reviewed the agenda. (Encl 1).
- Provided a recap of the recent election and introduced the two new Club Officers:
 - Clint Anderson – Secretary
 - John Monaccio – Member at Large
- Reminded membership of the upcoming club officer elections at the January Annual Club Meeting scheduled for 18 January 2020 (the 3rd Saturday of January).
- Opened discussion regarding club sponsorship of the Eastern Armed Forces Memorial Day Match (also known as Remembering the Brave) and turned the floor over to John Monaccio (MaL) to lead the discussion.
 - Discussion centered around the questions “Can QSC host a professional level match?” “If so, what will it take for us to make it happen?”
 - Discussion continued around the importance of recognizing our fallen warriors and the necessity of communication, early planning, and commitment of volunteers.
 - Steve Mullins reminded the membership that the 2019 event was the 11th time that QSC has hosted this event. His belief is that this event is important to the Marine Corps, MCBQ, and the WTBn and must be continued to bolster the relationship that the QSC has with the USMC.
 - Laura Merciez echoed the importance of early coordination, communication, and sponsorship to ensure success for this high profile event.
 - MSgt McClester, WTBn Representative indicated that the USMC Rifle Team is not available to run portions of the event in 2020 as they have done in the past. Stressed that Memorial Day Weekend is time off for the USMC Rifle Team and he did not intend to interrupt their scheduled time off.
 - John Monaccio (MaL) to research further and report back to the Board of Directors with his recommendations and if necessary a plan of action forward regarding this event.
- Reminded membership of the necessity of volunteers to chair / staff the various member-led

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committees to assist with short and long term club needs. Asked interested members to contact the MaL for additional information. Current requirements include:

- Eastern Arms Forces Memorial Day Match
 - Social Media and Outreach (Facebook, Gun Shows, etc).
 - Grounds Maintenance
 - Action Committees for specific ranges and shooting sport disciplines
 - Others?
- Informed membership of the upcoming US Law Shield seminar entitled “Simplified Deadly Force Decision Making” which is free to QSC Members. Seminar will be conducted on 20 November 2019 from 1830-2030 at the American Legion Post located at 17934 Liming Lane, Triangle, Virginia. For more information and to register please visit:
https://texaslawshield.secure.force.com/pmtx/evt_QuickEvent?id=a2z5A00000Cxhtm
 - Updated membership on the status of hiring a replacement for the QSC Operations Officer / Office Manager. Position is still open, and interviews are continuing. We have expanded our reach to Family Services and will also consider Job Aggregators if we cannot find a MCBQ interested spouse or candidate.

Vice President (Adith Subramanian) (excused absence)

Member at Large (John Monaccio)

- Introduced self to the membership
- Initial focus includes:
 - Visiting ranges to discuss member needs, concerns, and suggestions
 - Ensuring the Administrative health of the club through a focus on baseline issues that could affect the health and continuance of the Club
 - Improvement of Member and Club communications

Treasurer (Evan Palm)

- Provided a financial update to the membership (encl 2 and encl 3)
- Discussed expected revenues and upcoming obligations
- Reviewed membership numbers

Secretary (Clint Anderson)

- Introduced self to the membership
- Initial focus includes:
 - Ensuring the administrative health of the Club through a detail review of USMC, MCBQ, WTBn and Range Control Regulations and Standing Operating Procedures
 - Ensuring all QSC “End of 2019” and Start of 2020” documents are submitted to the relevant MCBQ offices complete, on time, and per regulation



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- Conduct a detailed review of all Club documents, including the By-Laws and internal SOPs.
- Strive to improve communication with the Club
- Reminded membership of how important QSC is to Shooting Sports as it affords its members with a vast array of range facilities to support a variety of Shooting Sport disciplines. The Club needs member support and volunteers to stay relevant.

Club Coordinator (Steve Mullins)

- Provided an update on the following topics
 - Attended two MCBQ “Welcome Aboard” briefs to advertise Club availability.
 - Reiterated the importance of the EAFMM / RTB match. Briefed members on the WTBn Museum, current home of the RTB Trophies.
 - Discussed potential support to the Young Marines, youth group, shooting activities. BoD to continue discussion regarding how to support non-member groups under the banner of QSC.
 - Discussed engagement with MCBQ on expanded use of range facilities beyond those currently approved for QSC use. Club is currently limited to the Major Calvin A. Lloyd Range Complex (WTBn). BoD to continue discussion.
 - Discussed ongoing efforts to upgrade Shotgun Range to meet “Americans With Disabilities Act” (ADA) requirements.
 - Discussion followed on why the Club should allocate funds to accomplish this on a MCBQ facility.
 - Mark Drinkwater advised that the base has no funding nor requirement to meet these requirements. However, MCBQ has authorized QSC to improve as we see fit to provide greater access to those members and guests with disabilities.
 - John Monaccio (MaL) will follow-up with Mark Drinkwater regarding this effort.
 - Advised membership that the club will support MCBQ Recreational Fire on Friday, 23 October and Friday, 15 November. Open to club membership to shoot. See Club calendar for additional information regarding ranges and times.

Operations Officer / Office Manager (Rayna Sprouse) (excused absence)

WTBn Representative (MSgt McClester) – No additional discussion points.

QSC Audit Committee Chair (Alexander Olbrecht)

- Provided an update on the current status of the audit
- Indicated that the committee has reconciled the expenditures with the bank statements
- Indicated that the committee must have access to the expenditure authorization documents / emails to complete the audit and requested that the BoD provide those documents NLT 5



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November 2019 to enable committee to complete its work and submit to MCBQ.

- Spencer Doll (President) will direct Operations Officer to provide ASAP.
- Audit Committee will require new Chairperson at the Annual Meeting in January.

Old Business:

Defense Biometric Identification System (DBIDS) impact on Base Access (John Monaccio)

- John discussed impending implementation of DBIDS on MCBQ.
- Club Members without proper base access credentials (ie DoD Identification) must enroll in the program to gain access to the base as soon as MCBQ implements, estimated for late Spring 2020.
- Additional information and to begin enrollment process can be found on <https://dbids-global.dmdc.mil.enroll#!/>
- John will continue to monitor and advise.

QSC Range Safety Officer (RSO) Training (Mark Drinkwater)(CRSO)

- Provided update to membership.
- Training will continue. Objective is to improve the competency of our RSO volunteers.
- Training will focus on process and procedures to ensure safe and efficient range operation in accordance with USMC and MCBQ Range and Safety regulations and SOPs.

New Business:

QSC By-Laws Review (Clint Anderson)

- By-Laws have been edited and amended multiple times of the years and will require a clean write-up and review for compliance with USMC and MCBQ regulations, as well as, to ensure that the current club structure is accurately documented.

Insurance and Liability (John Monaccio)

- Board is reviewing the Clubs current insurance coverage and liability to ensure we are indemnified at the appropriate levels for a shooting club.

Budget (John Monaccio and Evan Palm)

- Board is reviewing this year's budget and the proposed budget for next year to ensure proper reporting of Revenues, Expenditures, and Obligations so we maintain transparency to the membership.

Standing Operating Procedures (John Monaccio and Clint Anderson)

- Board is reviewing Club SOPs and adding SOPs for items like Club House Operations, Cash Handling Procedures, etc. to ensure we have a firm control on Club Administration processes.



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Weapons Misfire Incident on Range 1 (Mark Drinkwater and Clint Anderson)

- Short discussion regarding the incident in which a Model 1903 Springfield Rifle suffered a misfire which may have or could have resulted in bodily injury. Board and Members were brought fully up to date on the incident.
- Adjustments to RSO training and reporting procedures will be considered.

Open Floor for Discussion:

Milk Jug Challenge (Skip Booth)

- Skip discussed the 1000 yard Milk Jug Challenge currently being conducted on Range 4 nearly every weekend. Discussed entry fees and the highly coveted Milk Jug Challenge window decal award.
- Skip provided the Club Treasurer with \$160 from the proceeds of the ongoing competition to repay the seed-money costs of starting the competition. Competition is nearly self-sustaining at this point.

Bullseye Pistol Match (Steve Mullins)

- Steve recognized Laura Merciez for her contribution to the club for organizing and running the clubs recent Bullseye Pistol Match.

Club Officers to remain after the close of the meeting to meet with the members in attendance for informal discussion.

Motion to Close the Meeting was made and seconded at 0912.



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Quarterly Meeting Agenda

October 19, 2019 – 0800 – WTBn Classroom

The Board of Directors has established the following agenda for the quarterly 60-minute meeting of the Quantico Shooting Club.

Agenda:

- Opening Remarks from:
 - President (Spencer Doll)
 - 🔗 Recap of the recent election and introduction of the two new Board members:
 - 🔗 Clint Anderson – Secretary
 - 🔗 John Monaccio – Member-at-Large
 - 🔗 Notification of elections in January
 - 🔗 Eastern Armed Forces Memorial Day Match (Remembering the Brave) (John Monaccio) – Updates and open to the floor to determine if this is the appropriate charity for the QSC
 - 🔗 Establishment of Committees – We intend to charter member-led committees to assist with short-and long-term club needs
 - 🔗 Social Media
 - 🔗 Grounds and Maintenance
 - 🔗 Others as Required
 - 🔗 Operations Officer Hiring Status – Position is still open but we have expanded our reach to Family Services and will consider utilizing Job Aggregators (Monster, Indeed, etc.) if we cannot find a MCB Quantico interested spouse / candidate, etc.
 - Vice President (Excused Absence) – No items for discussion
 - Member at Large (John Monaccio) – Introduction and discussion of initial priorities:
 - 🔗 Visiting the ranges to discuss member needs, concerns or suggestions
 - 🔗 Administrative health of the club through a focus on baseline issues that could affect the health and continuance of the Club
 - 🔗 Member and Club communications
 - Treasurer (Evan Palm) – Financial update to the members:
 - 🔗 Account Balance and Change from the Previous Report
 - 🔗 Expected Obligations in the current Quarter
 - 🔗 Expected Revenues for the Current Quarter
 - 🔗 Number of Members



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- Secretary (Clinton Anderson) – Introduction and discussion of initial priorities:
 - 🔗 Administrative health of the club through a detailed review of relevant USMC and MCBQ regulations and as necessary specific Range Control and WTBn SOPs
 - 🔗 Ensure all QSC “End of 2019” and “Start of 2020” documents for MCBQ are prepared per regulation and submitted on time
 - 🔗 Conduct a detailed review of all Club documents, including the By-Laws and internal SOPs
 - 🔗 Strive to improve communications within the QSC
- Club Coordinator (Steve Mullins) – Time provided to discuss relevant updates
- Operations Officer (Excused Absence) – No items for discussion
- WTBn Representative – Time provided to discuss relevant updates
- Audit Committee - Update the members on the status of the audit

Old Business:

- ✓ DBIDS (John Monaccio) – Discuss his visit to the PMO Services Office and the status of DBIDS

New Business:

- ✓ By Laws Review – The Board is actively updating the By Laws for presentation at the Annual Meeting
- ✓ Insurance and Liability – The Board is reviewing our insurance coverages and liability to ensure we are indemnified to the appropriate levels as a shooting club
- ✓ Budget – We are finalizing budget reporting requirements to include an annual snapshot of Revenues, Expenditures and Obligations so we maintain transparency to the membership
- ✓ Standard Operating Procedures – We are updating our SOPs and adding SOPs for items like Club House Operations, Cash Handling Procedures, etc., so that we have a firm administrative basis for how we operate and our expectations
- ✓ Weapons Misfire on Range 1 – A short discussion of the Range 1 Incident, Immediate Actions, Lessons Learned and the way ahead

Open Floor: Open the floor to the members for suggestions or questions.

NOTE: Where new business can be presented on the floor, we ask any member with new business to please notify the Board of Directors at QSC.OperationsOfficer@gmail.com so it may be added to the agenda. In the interest of time, if it's a topic that can be discussed between the member and the BoD directly it may be beneficial to discuss the item offline.

Quantico Shooting Club, Inc.

STATEMENT OF FINANCIAL POSITION

As of October 18, 2019

	TOTAL	
	AS OF OCT 18, 2019	AS OF OCT 18, 2018 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1000 Petty Cash	300.00	300.00
1001 Bank Of America Checking	24,416.42	25,363.03
1002 Bank Of America Savings	25,009.83	20,002.55
1003 PayPal	0.00	0.00
1005 Payroll Holding Account	0.00	0.00
Total Bank Accounts	\$49,726.25	\$45,665.58
Accounts Receivable		
1100 Accounts receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1205 Undeposited Funds	0.00	
1210 Inventory - TShirts/Hats/	1,343.31	326.78
Uncategorized Asset	0.00	-141.06
Total Other Current Assets	\$1,343.31	\$185.72
Total Current Assets	\$51,069.56	\$45,851.30
Fixed Assets		
1400 Fixed Assets		
1410 Range Equipment	37,134.77	37,134.77
1415 Office Equipment	5,602.58	5,602.58
1425 Furniture & Fixtures	4,952.97	4,952.97
1430 Software	920.98	920.98
1499 Accumulated Depreciation	-39,572.58	-36,764.58
Total 1400 Fixed Assets	9,038.72	11,846.72
Total Fixed Assets	\$9,038.72	\$11,846.72
TOTAL ASSETS	\$60,108.28	\$57,698.02
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2050 Volunteer Deposit	37,511.05	28,291.05
2055 Unearned Member Dues	0.00	0.00
2100 Payroll Liabilities	504.63	37.26
2200 Payroll Clearing	1,881.82	0.00
Total Other Current Liabilities	\$39,897.50	\$28,328.31
Total Current Liabilities	\$39,897.50	\$28,328.31
Total Liabilities	\$39,897.50	\$28,328.31
Equity		
3010 Unrestrict (retained earnings)	25,805.35	30,661.63

	TOTAL	
	AS OF OCT 18, 2019	AS OF OCT 18, 2018 (PY)
Net Revenue	-5,594.57	-1,291.92
Total Equity	\$20,210.78	\$29,369.71
TOTAL LIABILITIES AND EQUITY	\$60,108.28	\$57,698.02

Quantico Shooting Club, Inc.

STATEMENT OF ACTIVITY

January 1 - October 18, 2019

	TOTAL	
	JAN 1 - OCT 18, 2019	JAN 1 - OCT 18, 2018 (PY)
Revenue		
4003 Dues		
4005 Membership Dues	34,393.15	50,935.19
4008 Dues Discounts / Refunds	-120.00	
Total 4003 Dues	34,273.15	50,935.19
4010 Volunteer Forfeit Deposit Income	3,010.06	850.00
4050 General Income		844.65
4060 Interest Income	4.96	2.55
4080 Volunteer Donation	550.82	626.00
4100 Grant Received		1,040.00
4900 Unrelated Sales Revenue	36.00	
4999 Uncategorized Income	274.25	
PayPal Sales	9,054.70	1,653.00
Sales of Product Revenue	72.00	
Total Revenue	\$47,275.94	\$55,951.39
Cost of Goods Sold		
5100 Match Activity		
5110 Match Pistol - Income	-3,670.00	-6,760.25
5111 Match Pistol - Expense, Fees	523.00	783.00
5112 Match Pistol - Expense, Awards	273.78	
5114 Match Pistol - Expense, Material & Equip	2,321.71	2,154.58
5120 Match Rifle - Income	-728.00	-6,990.00
5123 Match Rifle - Expense, Labor	200.00	400.00
5124 Match Rifle - Expense, Material & Equip	1,014.32	702.45
5125 Match Rifle - Expense, Food & Supplies	432.60	
5130 Match Shotgun - Income	-273.75	-635.00
5131 Match Shotgun - Expense, Fees	82.00	48.00
5134 Match Shotgun - Expense, Material & Equip	3,027.55	752.60
Total 5100 Match Activity	3,203.21	-9,544.62
5200 Range Activity		
5230 Range Shotgun - Income	-2,302.75	-2,411.50
5235 Range Shotgun - Expense, Materials & Equip	1,215.77	2,837.08
5280 Range General - Income	-1,762.00	-2,071.50
5281 Range General - Expense, R&M	3,547.11	642.79
5285 Range General - Expense, Materials & Equip		23.98
Total 5200 Range Activity	698.13	-979.15
5300 Training Activities		
5382 Training General - Expense, Instructor Fees		400.00
5384 Training General - Expense, Material & Equip	783.63	
5385 Training General - Expense, Food & Supplies	230.43	
Total 5300 Training Activities	1,014.06	400.00
5400 Remembering The Brave Event		

	TOTAL	
	JAN 1 - OCT 18, 2019	JAN 1 - OCT 18, 2018 (PY)
5410 RTB - Income	-12,845.81	
Total 5400 Remembering The Brave Event	-12,845.81	
5800 EMT & RSO	6,523.98	12,704.70
5810 Site Lease		5,000.00
5990 Charitable Contributions	11,034.43	9,040.00
Total Cost of Goods Sold	\$9,628.00	\$16,620.93
GROSS PROFIT	\$37,647.94	\$39,330.46
Expenditures		
6005 Accounting	2,030.00	3,420.00
6010 Advertising & Marketing	1,358.23	3,238.67
6015 Association Fees	228.50	266.95
6020 Auto		
6021 Gas	156.44	226.68
6023 Kubota - Repairs & Maintenance	834.16	394.24
Total 6020 Auto	990.60	620.92
6025 Banking Expense		
6026 Bank Fees	16.87	12.31
6027 Credit Card Fees		351.72
6028 PayPal Fees	590.96	619.07
Total 6025 Banking Expense	607.83	983.10
6040 Computer		
6042 Software	283.99	814.94
Total 6040 Computer	283.99	814.94
6055 Insurance	2,482.88	2,428.81
6060 Internet Service	140.96	
6065 License & Permits	5,025.00	80.98
6205 Office & General		
6210 Filing Services		165.00
6215 Office Expense	184.66	341.51
6220 Soda Mess	-62.35	91.10
6230 Office Supplies	342.29	1,386.02
6235 P.O. Box		175.00
6240 Meals	300.00	
6255 Penalties		10.00
6265 Postage	180.05	61.61
Total 6205 Office & General	944.65	2,230.24
6310 Outside Consultant	12,825.00	4,000.00
6410 Payroll Wages	9,925.00	15,050.00
6420 Payroll Taxes	951.74	1,254.86
6450 Payroll Processing Fees		887.51
6455 Professional & Legal Fees	165.00	
6460 Rental Expense - Porta John	2,198.70	2,600.00
6475 Repairs & Maintenance	585.00	
6550 Supplies	698.96	907.09
6575 Telephone	1,700.47	1,838.31
Total Expenditures	\$43,142.51	\$40,622.38
NET OPERATING REVENUE	\$ -5,494.57	\$ -1,291.92

	TOTAL	
	JAN 1 - OCT 18, 2019	JAN 1 - OCT 18, 2018 (PY)
Other Expenditures		
8999 Uncategorized Expenses	100.00	
Total Other Expenditures	\$100.00	\$0.00
NET OTHER REVENUE	\$-100.00	\$0.00
NET REVENUE	\$-5,594.57	\$-1,291.92