



# Quantico Shooting Club Quarterly Member Meeting





# *Quantico Shooting Club Quarterly Member Meeting*

## ➤ Meeting Agenda

- Welcome
- Special Presentation
- Old Business
  - Acceptance of old Minutes
  - EAFMM
- New Business
  - BoD Activities, Challenges and Improvements
  - Treasurer's Report
  - RSO Report
  - Match Report
  - Audit Committee
  - Base Access
  - Website Report
  - International and Skeet 3
  - Open Forum





# *Special Presentation – Rayna Sprouse*

## ➤ Mark Drinkwater presents:

- Rayna Sprouse has been our Operations Officer for almost 9 years
- She's completed her nursing degree and has been accepted for a position with a local hospital

### Accomplishments for QSC

- Glue that held the club together
- Incredible institutional knowledge
- Great loss for the club but a great addition for nursing as she is a kind and caring person
- Presentation of a Letter of Appreciation, Certificate and engraved Stethoscope



## *Old Business – Secretary*

- Reading of the previous Minutes
- Acceptance of previous meeting's minutes





# *Old Business – EAFMM*

- EAFMM originally scheduled for Memorial Day Weekend
- Moved to Labor Day due to COVID
- Colonel Beck - Due to COVID, and w/Gold Star family approval – No EAFMM in 2020
- Planning moves to Memorial Day 2021. However,
  - WTBN previously chided QSC for the amount of active duty involvement during 2019 EAFMM
    - Made clear they will not provide manpower to run ranges or oversee matches – strictly a QSC affair
  - Two previous Match Directors unavailable (one moved from area)
  - Scoring and results tabulator not available
  - RSOs hesitant to step up due to 2019 EAFMM experiences
    - Showed up to RSO and ended being Match Directors over 3-days with little Club support
    - Left a permanent scar and significantly reduced their desire to assist in future
- Bottom line – Force of personality cannot assure success – No EAFMM in 2021 if we cannot come together to handle the sheer level of activities that is EAFMM
  - Need Match Coordinator, Match Directors & sufficient RSOs and support people – Decision Date = October 2020



# New Business – BoD Activities

The following were undertaken since the last member meeting:

## BOARD APPROVED ACTIVITIES OR PURCHASES

➤ Recertified the Club to operate on MCBQ	➤ Reviewed finances and budget to determine obligations vs. cash flow	➤ Assessed club membership health, renewals and new applicant rates
➤ Allowed coord. contract to expire	➤ Hired a replacement for Rayna	➤ Ops Admin training - continues
➤ 100% CiviCRM membership review vs paper files – Issues w/ 1 in 3	➤ Began to capture processes through SOPs and Ops Checklists	➤ Improved member comms by moving to Sender, a free service
➤ Published Quarterly Report in April vs meeting due to COVID-19	➤ Total website revamp – New scripts and added picture/video content	➤ Worked through COVID and Base Health Conditions limiting activities
➤ Approved purchase of new iMac - \$1300 – to replace 2013 machine	➤ Established backup protocols to protect vital club files	➤ Updated application and waiver language to meet 2016 MOA
➤ Made applications “fillable” on web	➤ Moved to PayPal-based payments	➤ Published weekly Newsletters
➤ Updated Dues Structure for the year	➤ Eliminated the Volunteer Deposit	➤ Instituted Qtrly Match Dir. Mtgs.
➤ Chartered the Audit Committee	➤ Authorized MS Office 365 Accounts	➤ Authorized \$5k for New Steel
➤ Authorized \$500 for HP supplies	➤ Authorized \$1.5K for USPSA supplies	➤ Authorized \$500 for SC materials





# New Business – BoD Activities

The following were undertaken since the last member meeting:

## BOARD APPROVED ACTIVITIES OR PURCHASES

- Clubhouse: Total cleaning and rearrangement; Mouse and vermin eradication; Cleaning, vacuuming, wiping down of all furnishings to remove animal feces/urine; Attic, roof, wall and door repairs; Removed dozens of mouse infested file boxes from the attic (325lbs) and approved \$325 to shred all files to protect PII; Removed mouse infected materials from storage room and re-arranged; Bought a lockable key box (\$180) and instituted key accountability; Replaced mold infested A/C unit (\$200), Removed excess furnishings, Instituted administrative procedures and controls (Process); Cleaned the outside of the clubhouse, removed decaying notice board and old TV antenna, moved rock to fill potholes, replaced non-working exterior lights with LED motion activated fixtures, etc., etc.
- Opened a dialog and established a visit schedule with the G7 Office
- Opened a dialog with visit schedule w/PMO on base access
- Obtained approvals to bring non-affiliated guests on base
- Received permission to administer the USMC Proctored RSO Exam
- Conducted 14 proctored exams and minted 8 new RSOs
- Reviewed insurance coverages and updated to include workers comp.
- Authorized \$4K for insurance renewal
- Authorized \$5K for Clubhouse leasing cost (annual renewal)
- Performed preventive maint. on John Deere tractor
- Authorized \$2K for Clubhouse and Range Needs: Supplies, materials, tools, locks, lighting, repairs, vacuum, duplexing printer, COVID – 19 signage, UPS for computer, paper resupply, door lock replacements, etc., etc.`



# New Business – BoD Activities

The following were undertaken since the last member meeting:

## BOARD APPROVED ACTIVITIES OR PURCHASES

➤ Removed access to accounts from Richard Jones to Spencer Doll	➤ Handled a bullying situation that occurred on R305	➤ Instituted a Code of Conduct for members
➤ Discovered club paying for a Porta-John at R305 – Saved \$250 monthly	➤ Approved \$360 to update to cell routers to increase signal strength	➤ Updated Verizon – Removed old equip. - Saved \$100+ monthly
➤ Established an RSO and MCBQ library in the Clubhouse	➤ Established a digital library of relevant club documents	➤ Developed procedures to meet MCBQ admin mandates
➤ Established a new RSO policy for 6 ranges annually – R1/R305/Shotgun	➤ Sent 335 renewal emails in June to members inviting them to renew	➤ Scheduled Matches to include GSM and 4 <sup>th</sup> Qtr events
➤ Approved pest control costs of \$140 to rid clubhouse of mice	➤ Moved the Porta-John away from the barbeque food prep area	➤ Authorized payment of delinquent web hosting fees of \$4,500
➤ Authorized printing costs of \$175	➤ Cleaned/rearranged Green House	➤ Cleaned International Bunker
➤ Approved \$380 for new Bulletin Board	➤ Arranged with WTBN 2112s to fabricate shotgun parts	➤ Thanks to Dave and Bob for fixing the Twinlap machine!





# New Business – Ongoing Activities

Some of the projects we continue to work or assess:

## SAMPLE OF ONGOING BOARD PROJECTS

➤ Ongoing – Establish Match Chairs and provide \$1,500 budget	➤ Ongoing – Asset Inventory – Requires total update	➤ Ongoing – Implement / Approve longer QSC Officer Terms
➤ Ongoing – Analyze renewals to determine why members depart	➤ Ongoing – Coordinating w/NAVFAC for QSC License to operate	➤ Ongoing – Considering updating Bylaws
➤ Ongoing – Drafting updated RSO Training	➤ Ongoing – Coordinating the renewal of the MOA with USMC	➤ Ongoing – Kubota maint. – Fuel filter dtd 2016, hydraulics 2013
➤ Ongoing – Assessed shotgun fields and houses for maintenance needs	➤ Ongoing – Coordinating with WTBN 2112s to machine part for shotgun	➤ Ongoing – Range 1 reopening so we can offer more rec fire
➤ Ongoing – Need to reorder clays for shotgun – How many?	➤ Ongoing – Berm lead abatement may close ranges in Nov – Jan	➤ Ongoing – Member scrub each 15 <sup>th</sup> to transfer volunteer deposits
➤ Ongoing – Scheduled work order for Clubhouse water supply	➤ Ongoing – Need to schedule self-help for shotgun – Retention Fence	➤ Ongoing – Need to assess sheet house 3 for future use
➤ Ongoing – Need replacement cardboard backers for High Power	➤ Ongoing – Desire to add Precision 22.LR match – Need Match Director	➤ Ongoing – New bumper stickers, t-shirts and RSO Hats



# New Business – Challenges







# *New Business - Challenges*







# *New Business – Challenges*







# New Business – Improvements







# New Business - Improvements



**QUANTICO SHOOTING CLUB**

Recreational Shooting  
Civilian Marksmanship Program  
American Trapshooting Association  
National Skeet Shooting Association  
US Practical Shooting Association  
Rifle, Pistol, Shotgun, Skeet and Trap  
Competitive Matches

Annual Membership Dues

E1-E4	\$FREE
E5-E6	\$50.00
E7-E9	\$110.00
TBS Students	\$30.00
WO1-O3	\$120.00
O4-O10	\$140.00
DOD GS1+	\$20.00
DOD GS 5+	\$90.00
DOD GS 11+	\$120.00
DOD GS 15	\$140.00
CIVILIANS	\$140.00

Quarterly Membership Meetings

- 18 January 2020 – Election of Officers
- 18 April 2020 – Cancelled due to COVID-19
- 18 July 2020
- 17 October 2020
- WTBn Classroom (Bldg 7281) at 0800 (See website for additional details)

Upcoming Events and Range Availability

- Check out the QSC Website Calendar, ranges posted on Thursdays for the upcoming weekend

Volunteers Needed

- Volunteer hours earn credit towards dues.
- Examples include Grass cutting, Assisting at Matches, Committee Participation, Range Safety Officer, etc.





# *New Business – So What’s the Point?*

- Simply put – Our reputation as a club
  - On-line comments are brutal
    - “Clown show”
    - “Sh\$t show”
    - “A bunch of douchebags”
    - Etc.
  - Our focus is simple – Improve the Club’s image through positive action
    - A business-like approach that assigns priorities and doesn’t stop until we deliver results
  - A standards-based professional organization starts with positive first impressions
    - Routine tasks need to be done routinely and without fail
    - One day at a time until we kick the clowns out of our treehouse (metaphorically speaking)
    - We intend to move from clown show to owning the Circus!



# *New Business – Treasurer's Report*

- Report by the QSC Treasurer
- QSC Bank Account Balances
  - Checking account as of 1 January 2020 = \$18,722.76
    - Checking account as of 1 July 2020 = \$22,091.40
  - Savings account as of 1 January 2020 = \$25,016.13
    - Savings account as of 1 July 2020 = \$25,022.30
    - Savings account is primarily member volunteer deposits
  - Members as of 1 January 2020 = 694 (572)
    - Members as of 1 July 2020 = 844
    - Members not renewing 1 Jan – 1 July = 383, which is about \$45,194 not realized (383 x \$118)
      - 335 membership renewal emails sent the first week of June 2020
      - Ongoing – File scrub monthly on the 15<sup>th</sup> to transfer volunteer deposits and send renewal emails
  - New members since 1 January 2020 = 180, which is about \$21,240 (180 x \$118)



# *New Business – Treasurer's Report*

- Established a New Dues Structure, and Published for the Year
- Annual dues as approved:
  - E1 to E4 – No Charge
  - E5 to E6 - \$50
  - E7 to E9 - \$110
  - TBS Students - \$30
  - WO1 to 03 - \$120
  - O4 to 010 - \$140
  - DoD GS1+ - \$20
  - DoD GS5+ - \$90
  - DoD GS11+ - \$120
  - DoD GS 15+ - \$140
  - Civilians - \$140



# New Business – Treasurer's Report

## ➤ QSC Must Pays:

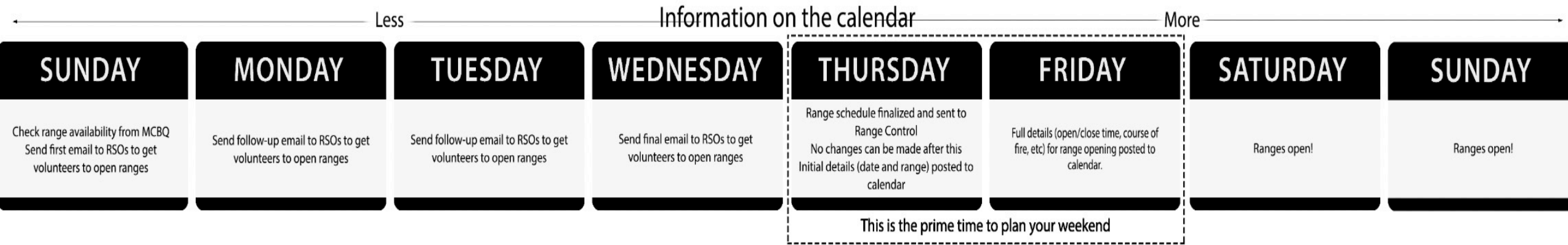
### QSC Must Pays – Membership Cost Calculated at the Average Rate of \$118

➤ QSC Admin – 21hrs week - \$19,656 annually = 167 Memberships	➤ QSC EMT - \$840 monthly = \$10,080 annually = 85 Memberships
➤ QSC Clubhouse Lease (NAVFAC) - \$5,000 = 42 Memberships	➤ QSC Accountant - \$5,000 annually (approximately) = 42 Memberships
➤ QSC Insurance - \$4,000 annually = 34 Memberships	➤ QSC Managed Web Services - \$250 monthly = \$3000 annually = 25 Mbrs.
➤ QSC Porta-John - \$240 monthly = \$2,800 annually = 24 Memberships	➤ QSC Phone & Internet - \$145 monthly = \$1,740 annually = 15 Memberships
➤ QSC MS Office 365 - \$50 monthly = \$600 annually = 5 memberships	➤ QSC Quickbooks - \$40 monthly = \$480 annually = 4 Memberships
➤ Must Pays Equal \$53,076, or 450 Paid Memberships Annually Just to Keep the Club Minimally Operating	



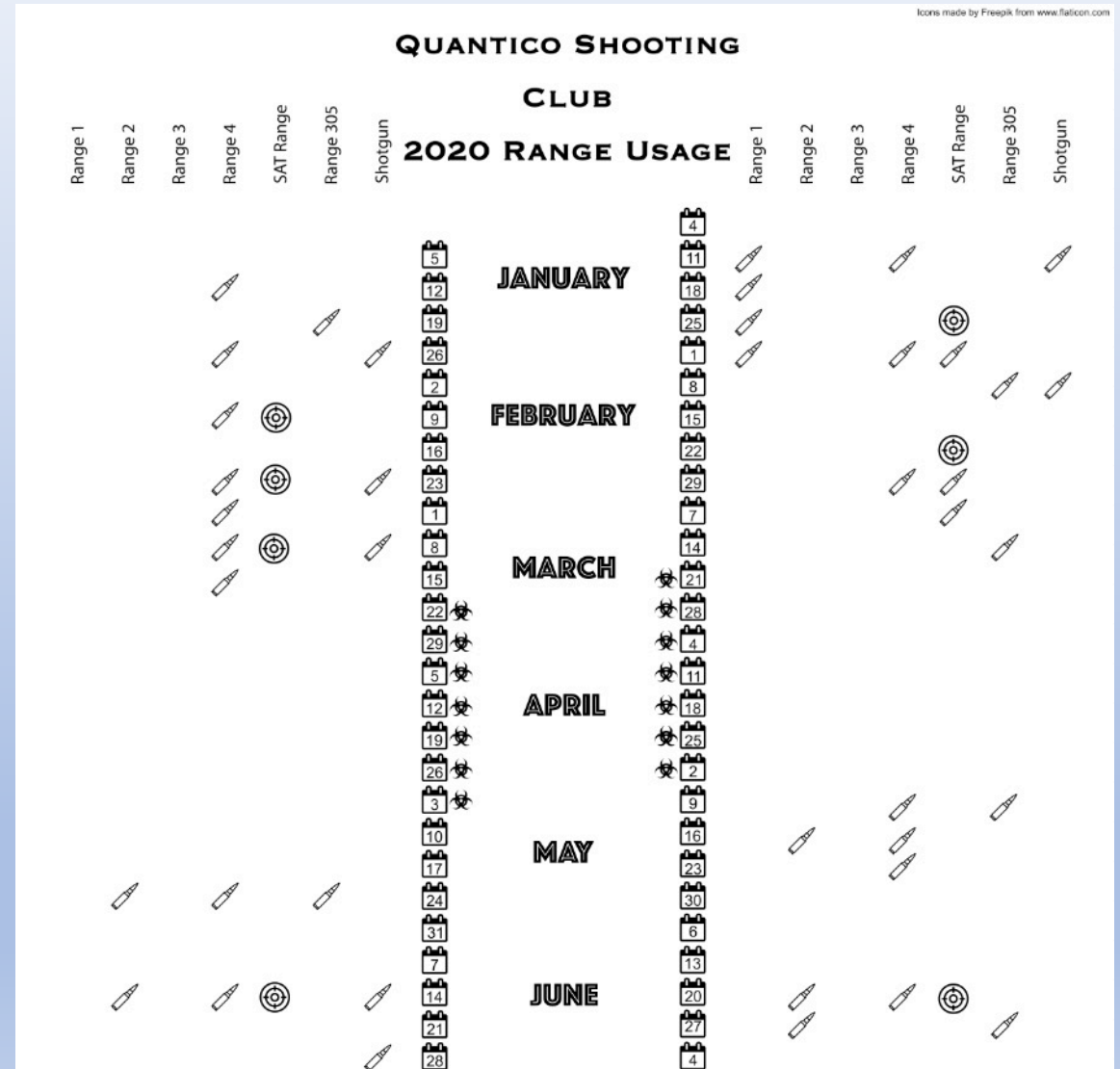
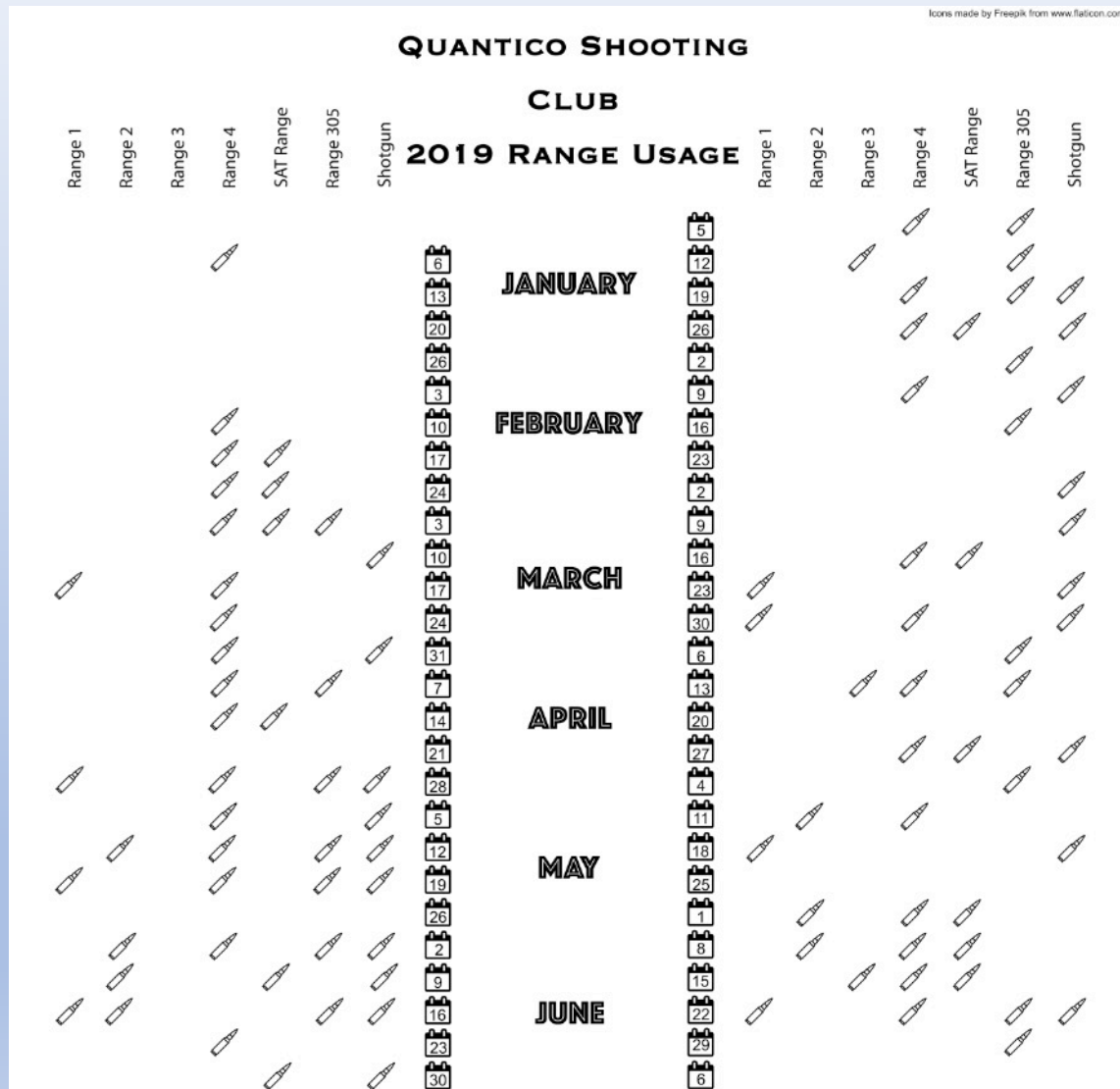


# New Business – RSO Report



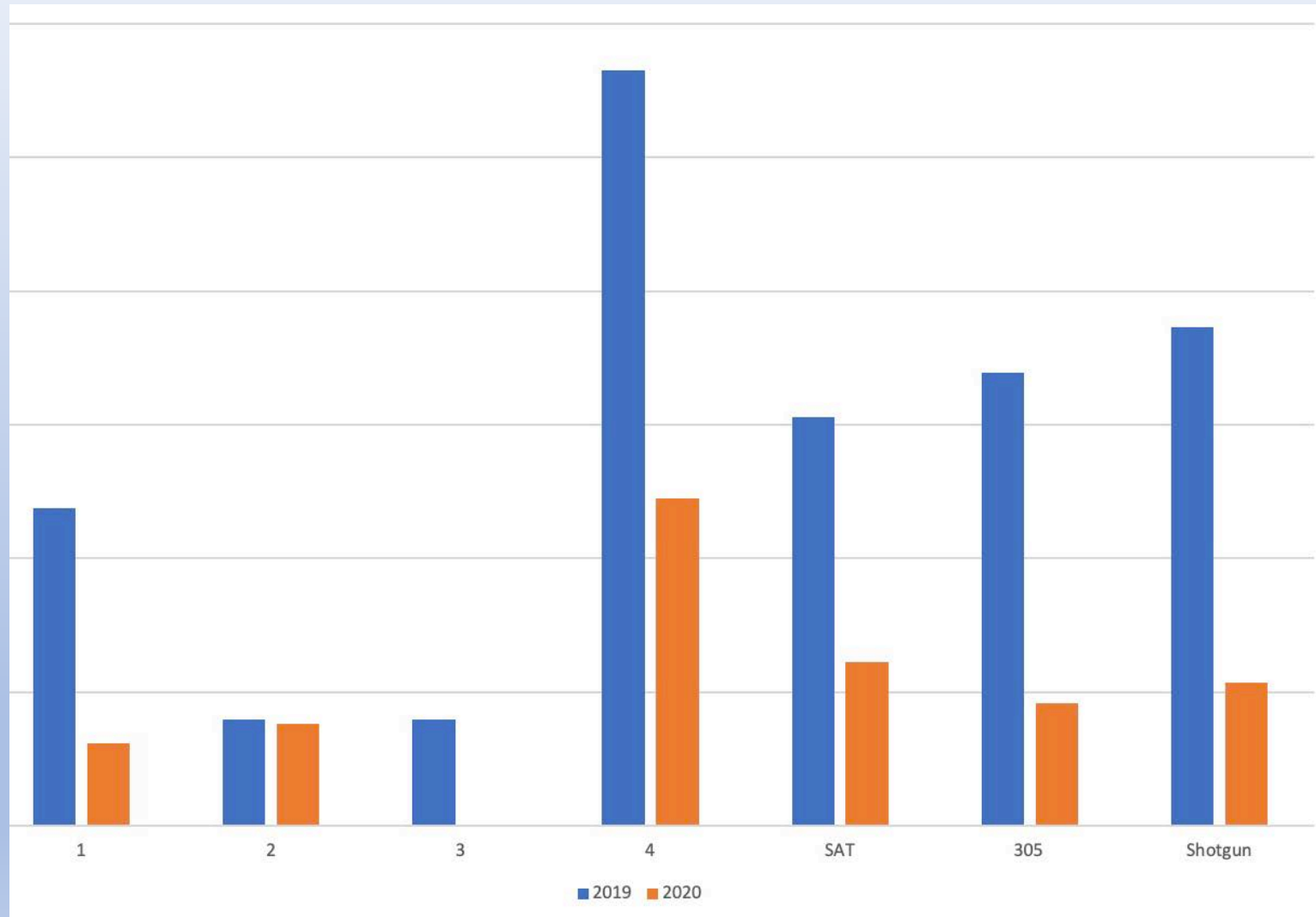


# New Business – RSO Report – Ranges Opened 2019 vs 2020





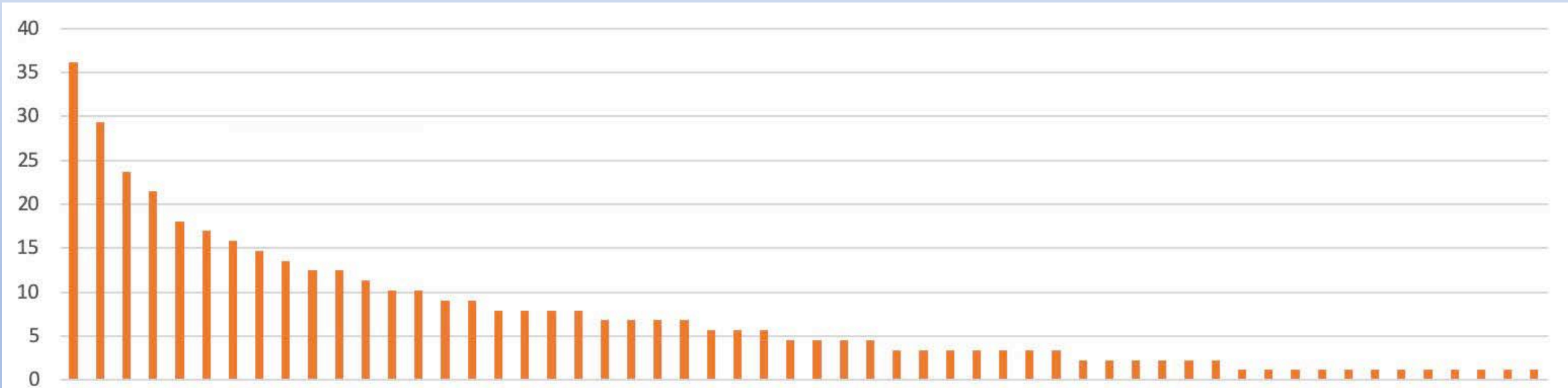
# *New Business – RSO Report – Ranges Opened Adjusted*





# New Business – RSO Report – 2019 RSO Activity

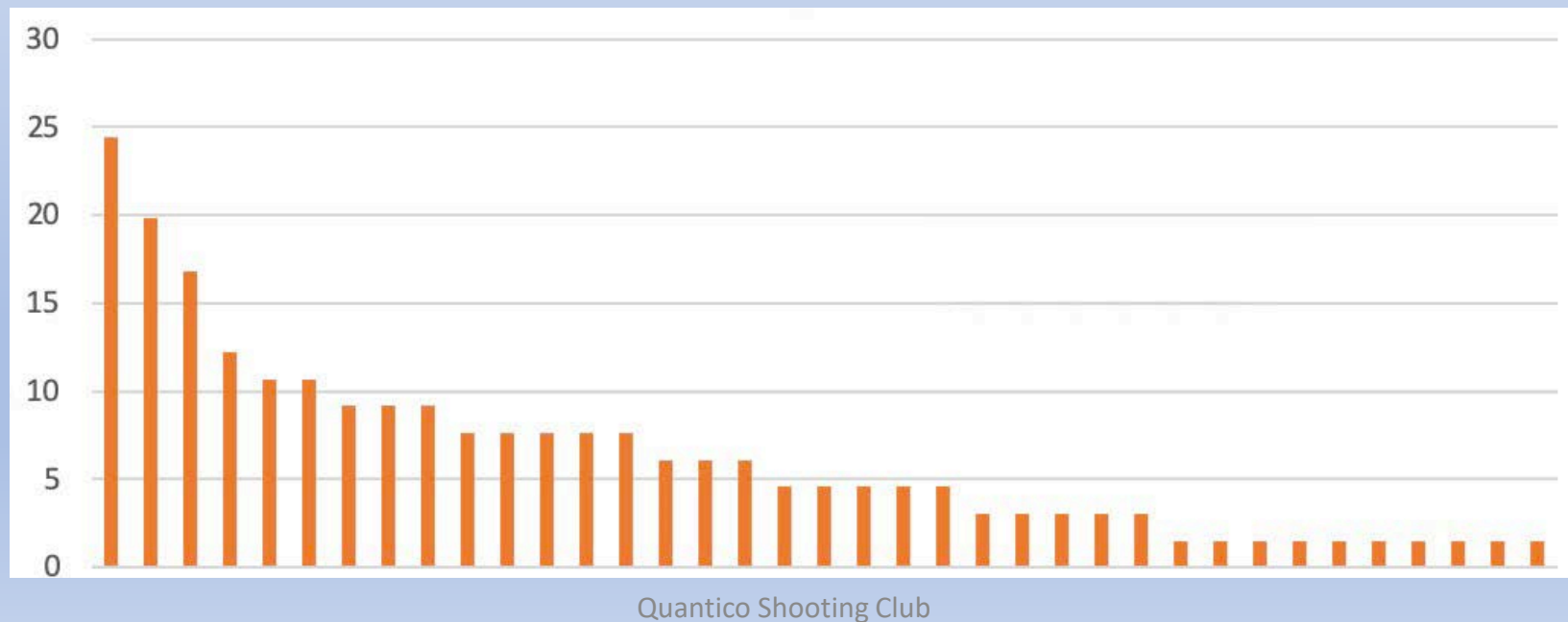
- 56 Active RSOs
  - Top 11 RSOs opened 50% of the ranges
  - 25 RSOs opened less than 3 ranges
  - 409 total RSO days (adjusted)
  - Average 7.3 RSO days / RSO (adjusted)





# New Business – RSO Report – 2020 RSO Activity

- 37 Active RSOs (some expired during COVID and could not renew)
  - Top 10 RSOs opened 50% of the ranges
  - 20 RSOs opened less than 3 ranges
  - 232 total RSO days (adjusted)
  - Average 6.1 RSO days / RSO (adjusted)
- Bottom line is a 34% loss in active RSOs – 43% loss in ranges and 16% loss in RSO days
  - 3 RSO rule and COVID are primary drivers







# *New Business – RSO Report*

- RSOs are the lifeblood of the Club – Ranges don't open without our RSOs
  - Received authority to proctor the MCBQ RSO on-line examination. Huge step forward vs having to report to a Learning Center
  - We have proctored 14 exams and had 8 people pass the RC In-Person Brief
- Website's Calendar is key to knowing range openings, and range notes for the day – check it often
  - RFMSS is updated Tuesday/Wednesday with Available ranges
  - CRSO puts out schedule to the RSOs and coordinate's volunteers
  - CRSO publishes the weekend schedule on the website by Thursday night for the weekend



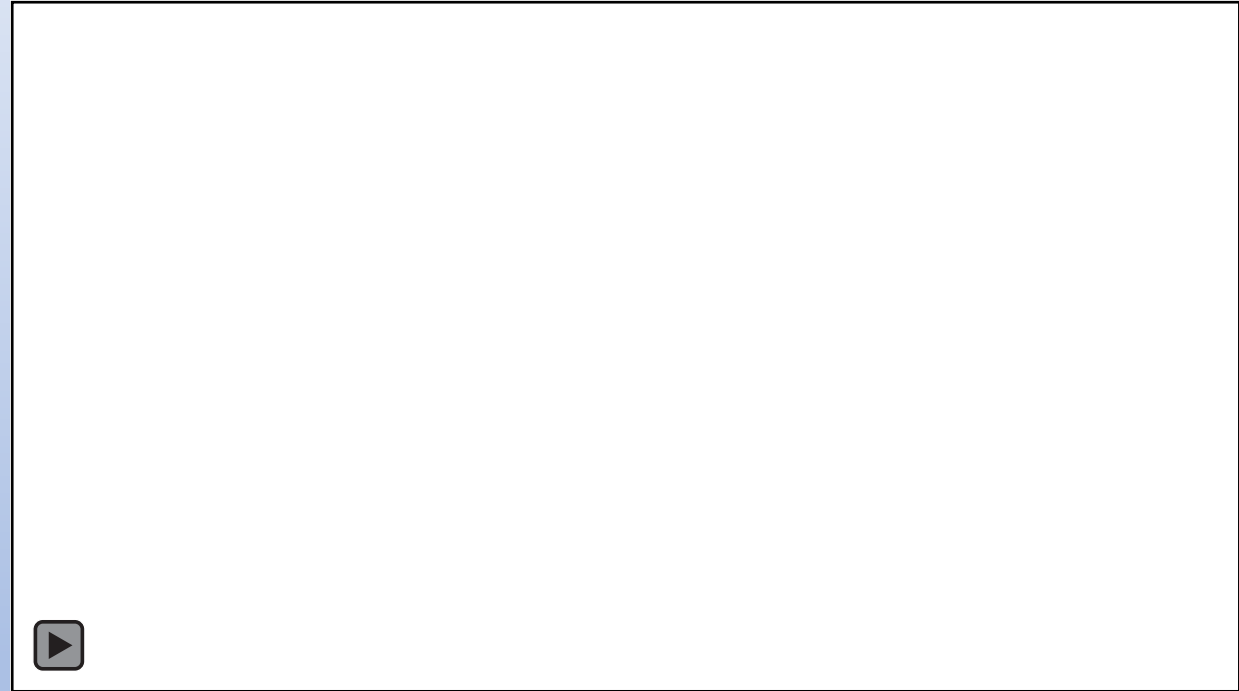
# *New Business – Match Report*

- The club has held 8 matches
  - WTBN opened the shotgun range in June and we grossed \$122 from their shoot
  - The club held USPSA on in June and there were 70 shooters grossing the club \$800
  - The club held SC in June with 40 shooters grossing the club \$300
  - The club held the largest USPSA match ever on Quantico and one of the largest on the east coast on 11-12 July – 120 registered shooter grossing the club just over \$1,900
- Labor Day reserved SAT & 305 for a Multi-Gun Match so ranges will be open
  - We could schedule a Garand, Springfield, Military match or Vintage Sniper or,
  - Any other match we could successfully prepare for between now and then and find a Match Director
- Ideas?



# *New Business – Match Report*

- USPSA & Steel Challenge – Huge marketing successes for the club – Very positive on-line comments





# *New Business – Audit Committee*

- Audit Committee Members
  - Casey Scoville
  - Jerry Prentice
- The Committee is conducting a continuous quarterly audit
- The Audit Committee needs one more member



## *New Business – Base Access*

- Multiple meetings conducted with Security Battalion to discuss Access Policy
  - Impact on new members
  - Impact on guests
  - Impact of match participants
- Base Interim Access Policy published in March 2020 provided waiver for weekend activities and base access. Last week we were informed that new procedures forthcoming that should make access easier
- Trusted Traveler Program reinstated. Had been suspended due to COVID-19. Permits DoD credentialed members to escort visitors
- Filing Match Vetting Form 7 working days before Match
- Photo ID required at check point for DBIDS credentialed members to admit guests and visitors to QSC events





# *New Business – Website Report*

- QSC pays \$250 monthly for managed web services which includes hosting and 36hrs of developer assistance
  - Site uses “Drupal,” an open source web content management system
  - CiviCRM is used as the customer relationship management portion that keeps member data
- Undertook a complete revamp of the site at no cost to QSC
  - Required MaL learn more than he wanted about the site, relationships, dependencies, etc.
- Results:
  - New layout – segregated like content
  - Added pages to better portray club activities
  - Added Match and RSO portals
  - Added new pictures and video content
  - Added club documents
- Ongoing – Move to e-commerce so applications and renewals can occur from the site
  - Manual renewals still possible, but each manual action results in at least 3 more touch points to process an application
- If we have any Drupal experts who want to assist, please step up so we can change templates and move the site forward



# *New Business – International Bunker*

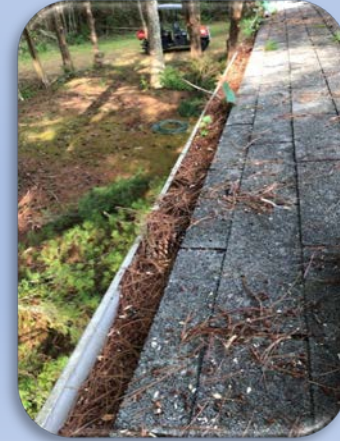
- Work party cleaned, refreshed and restocked the bunker on 5 July
  - Allowed us to open for Trap on 12 July
  - Area cleared of brush and trees on 14 July and poison ivy treated
- Covered facility's roof structure in desperate need of repair
  - Supporting structure solid but roof is original and water intrusion has rotted the sheathing
  - MCBQ Facilities surveyed the roof on 14 July – Not confident monies available to repair
  - Could move to self help – 64 sheets of exterior plywood = \$2,400
  - Additional costs to remove roof and materials, shingles, etc., etc., - Easily a \$8,000 - \$10,000 liability



7/18/2020



Quantico Shooting Club

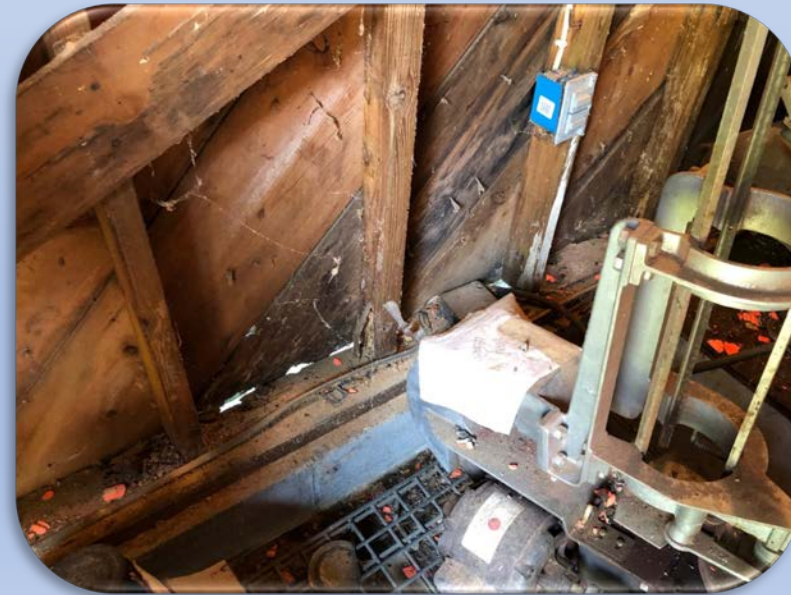






## *New Business – Low House – Skeet 3*

- House's corner support and one of the 2<sup>nd</sup> floor's joists eaten by termites
- MCBQ facilities surveyed the house on 14 July – Emphatic to NOT condemn the house
  - Facilities highly suggested self-help
- Costs unknown at this point, but would need code compliant repairs
  - Support column, joists, 2<sup>nd</sup> deck, sheathing and shingles





# *New Business – Member Discussions*

➤ Open Forum





## *FINAL DISCUSSIONS*

# ANY SAVED ROUNDS?