

Quantico Shooting Club

Annual Membership Meeting

January 12th 2019

Location: WTBn Classroom

Chair: Vice President - Spencer Doll

Scribe: Secretary - David Dix

Attendance: 58 members, roster available by request to operations officer.

Call to Order: 0802

- Vice president addresses the membership and reads agenda.
- President, Mark Drinkwater - Excused due to medical absence.
- Letter from operations officer read into record by club secretary. (see Attachment 1)
- Vice president, Spencer Doll - Delivered written remarks touching on successes and adversities faced by the club. (see Attachment 2)
- Member at large, Skip Booth - Member at large states his function this year has been to ask the hard questions; “can we afford it” and “does it make sense” – and that’s what he’s done.
- Treasurer, Evan Palm - “State of our finances is very good.”
 - Total of bank accounts “a little over \$47,000” vice the end of ’17 when the club only had \$35,000.
 - Gross membership dues increased by \$20,000 to ~ \$60,000 this year.
 - We have lowered our expenses but we still need to lower them more.
 - Currently we have a Net Revenue of ~ \$2,800.
 - Biggest expenses are payroll and EMT. EMT Expenses have been cut from \$15,000 in 2018 to \$11,000 in 2019. Kudos to Dave Sisson for his help on finding EMT coverage.
 - Treasurer’s Statement of Activity & Financial Position were provided to membership. (Attachment 3)
- Club coordinator, Steve Mullins - Detailed his position in coordinating with range control & Weapons Training Battalion (WTBn). “We have three major problems that you all don’t care about or don’t know about” (administrative note, Mr. Mullins did not elaborate as to what these three items were.) He asked the board what system was currently being used to schedule EMT’s, which was answered by the chairman. Mr. Mullins reminded the membership that “we must live in the guidelines” set forth by the Marine Corps.
- WTBn Commander, Colonel Howard Hall - Col. Hall addressed the membership on behalf of his position as the Commander of WTBn. He spoke on the importance of synergy between the club and the WTBn. The commander stressed the importance of safe, professional promotion of marksmanship and camaraderie.

Col. Hall introduced Major Mark O'Driscoll Officer in Charge of MCBQ Shooting Teams and welcomed him aboard the base as well as the QSC. Col Hall foot-stomped the white letter published by the Commandant of the Marine Corps driving off-duty pursuit of marksmanship by all Marines and hammered home that that is what the QSC exists to do.

- Audit Committee Head, Alexander Olbrich - Reported that all audits are complete except 4th quarter of '18 and that everything looks good. He and all members of the current committee intend to continue into '19 however they do desire at least one additional member. Any member desiring to assist should contact the Operations officer to volunteer. A question was asked from the membership about help with Profits and Loss Statements (P&L). The member was directed to email the secretary or any board member expressing an interest to volunteer to help.
- Secretary, David Dix - Apologized for late meeting minute posts for last meeting. Expressed to membership the volume of emails this board has communicated on. The secretary expressed gratitude for Dave Sisson help solve the EMT coverage issues. He was instrumental in finding coverage and helping to solve the scheduling dilemma. He also spoke on deficiencies in RSO program, Specifically, RSO appointment letters and the need to be able to show weapons familiarization for each RSO on the line for each weapon on the line, to range control. The secretary outlined binders that will be used to track documents for each RSO. In July, Doug Hurst sent an email to the board expressing a wish to retire. The secretary worked with Doug to try to find a way to staff the QShooting.com website. Due to the complexity of the site the board was unable to bring forward and staff Doug's site. The board will take one more look at continuing QShooting.com and then decide the best course of action. Moving forward, we must build a system that can be handled by our very diverse membership. Mark appointed the secretary to be the club's chief range safety officer in order for QSC to into compliance with MCBQO 5760.3B. Additionally, he briefed the contents of the newly designed RSO binders. He contacted MCB Performance and Innovation (P&I) office on the Bylaws and received a response that P&I does not need to sign off on Bylaws, however MCBQO 5760.3B states they must. The secretary will be seeking official responses clearing up what does and does not need to be addressed in Bylaws. Many more contradictions exist with current correspondence between P&I and QSC Secretary on how to handle Bylaws. Pointed to MCBQO 5760.3B in that we must submit Bylaws prior to membership approval. Secretary will call for a special meeting to address bylaws in February; date to be determined. Reported on QSC meeting with base P&I on club re-certification on Jan 15th. Secretary will keep membership up-to-date on this as they unfold. MaL asked a question on RSO scheduling program and when it can be up and running; answer is almost instantly, however, we would like it to run side-by-side. We would like to import qshooting to QSC website; discussion was had on how best to proceed.

A motion was made to extend meeting by one hour, the motion was seconded and a voice vote carried in favor.

- A motion made to accept the last meeting minutes, motion was seconded and a voice vote carried in favor.

Old Business: There was no old business on file, however; Steve Mullins questioned whether a nominating committee was stood up per discussions at last membership meeting. Discussion was had and it was made clear that an impartial election committee was stood up in agreement with the memberships wishes. This committee was present at meeting and would hold elections when turned over to them. A motion was made to close this subject and move one, seconded, and a unanimous yes vote carried.

New Business:

- Dave Sisson brought up his submission of a number of bylaw changes. The secretary and Mr. Sisson discussed tabling all Bylaw discussions until a special Bylaw meeting could be held. Much gratitude was expressed for Mr Sisson willingness to table this discussion and carry on with elections.
- Afshin Pashai spoke on the use of Gmail accounts being used when sending emails from club email causing emails to be alerted on as spam. The secretary informed the member that Gmail has not been used for that activity in months and that this is a closed issue. A solid email foundation is still being looked at.
- The secretary called a rule of order tabling discussions on technology use and requested that in the interest of time the member outline their topics for discussion and submit them to the board via email.

A motion was made to extend meeting by one hour, the motion was seconded and a voice vote carried in favor.

Elections:

The Board recognized the Election Committee had the floor. The Committee executed a call for nominees. No members opted to run for a board position. As such, all incumbents will remain in office. By uncontested default election the 2019 Quantico Shooting Club Board of Directors shall be:

President: Mark Drinkwater

Vice President: Spencer Doll

Treasurer: Evan Palm

Secretary: David Dix

Member at Large: Lance "Skip" Booth

Committee nominees:

The board will review all active committees for to ensure they meet the intent of the programs they support.

Meeting Adjourned: 0947

Attachments:

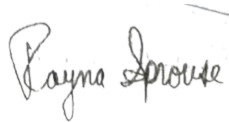
- 1) Operations Officer Letter
- 2) Vice President's Written Remarks
- 3) Treasurer's Statement
 - a) Statement of Activity
 - b) Percentage of Revenue
 - c) Financial Position

ATTACHMENT 1

QSC Members,

I am sorry that I am unable to attend the club meeting. However, I felt it important to have my opinion stated. I believe that the club is the closest it has ever been to being run correctly and in line with what the base, WTBN, and Range control wishes. Many of the "changes" that are being implemented by the current board are things that were supposed to be happening and were never done. This includes the RSO training. The current Board of Directors are giving an exceeding amount of time trying to get the club back to what it is supposed to be. The need to do this is sadly because previous boards were put into position not because they wanted to be there to make sure the club was run properly but to fill the position to continue being a club. Change is hard and even at times annoying but as a club to continue with the privilege of using the ranges on the base we need to do what is expected of us. No Board of directors is perfect and not everyone will always agree with what they are doing however, I recommend the current board of directors for another year.

Thank you!

A handwritten signature in black ink that reads "Rayna Sprouse". The signature is written in a cursive style with a horizontal line above the name.

Rayna Sprouse
Operations Officer
Quantico Shooting Club

Address to Members:

My name is Spencer Doll.

Six months ago, I attended the membership meeting and sat front row. I felt I had a lot to bring to the table and had many ideas to help this club grow; So much so that I brought 12 pages of notes on programs and fresh ideas. When it came time for new business, I raised my hand and to put it bluntly, I felt my voice was not heard.

The universe works in mysterious ways, and Today I am speaking to you as the acting Vice President. I was nominated to the position by the departing VP who stepped down in August, shortly after that same meeting where I felt ignored. Since then I have channeled the ideas from that notebook, and more importantly I've solicited input from members of this club. Here's what I've been up to.

Outreach.

A large part of outreach is social media. Like it or not, social media is pivotal in today's world, and this club needs to capitalize on that. We took a look at our current platforms and ID'd over 3,000 inappropriate posts on club branded social media including many that could have gotten our non-profit status revoked. I coordinated a team to remove anything political, sexual, or otherwise unprofessional and not in the best interest of the club. Once we had a professional face, we were able to engage with official outlets such as Quantico's official page and have seen traffic on social media grow by over 900%.

The component of the outreach plan I am most proud of has been to bring QSC to gun shows, a massive resource we had never touched before. The board invested less than \$2,000 in materials to have a professional image at shows and that was immediately met with our best weekend for memberships ever, garnering over \$8,000 in income in a single two day period. Shows are staffed by volunteers, as it's our members who make this club a success. We've been present at 4 so far and look forward to continue this into 2019.

At the start of my tenure this club had 799 members, and after our outreach drive we have 1,003, the most this club has ever grown in a year.. 766 Regular and 237 Associate members. An increase of 14% and 32% respectively and 25% overall. Additionally, this is the first time in the history of the club we've had over 1,000 active members. The Treasurer will elaborate on the impact of this jump but the summary is the successes of this board allows the club the operating capital to better serve our membership.

I look forward to additional recruiting in 2019 to grow those numbers however outreach is more than recruiting. Talking to new people means nothing if we do not take care of our current members.

After hours digging through our system, I found a flaw in our mailing system. Simply put, many members weren't receiving messages, and once rectified we saw twice the amount of people opening the emails as before. The email system still isn't perfect but we're leaps and bounds ahead of where we were, and I look forward to continuing the progress.

We also furthered caring for our current members by driving our internally held shooting sports to new heights. By equipping Match Directors with the tools and funds needed, 2018 saw a healthy match schedule and the return of Multi Gun events to the club. Disciplines such as 22 PRS, Vintage Sniper, Steel Challenge, and USPSA flourished with a board who has a respect for the effort it took our Match Directors to host these events. Matches resume in March and any member interested in being a part of it will have an opportunity to tie in where they desire - this team is always seeking new members.

2018 was also witness to some great rec fire events, such as the "Red White and Blue" shootout which I organized, we drew a record 60+ members out to SAT for a catered meal and all the steel you could shoot.

In keeping with the spirit of giving back, we executed Toys for Tots and Eastern Armed Forces charity matches which donating thousands of dollars to charity.

The magic of our club is the expertise each and every one of our members brings to the table. I know what it feels like to have a good idea burning to make an impact and no one to hear it out.

The result of one of these good ideas was the first ever "Intro to USPSA clinic", free to our members. The club exists to promote marksmanship in all forms and this was the first taste of a clinic series that I am helping some motivated members bring to the club.. The club aims to put on courses rivaling what are offered at other ranges for hundreds of dollars at little to no cost to membership.

I have personally worked with several of our more technically inclined members to bring the club a revamped RSO, Medic, and Range scheduling database which will go online this month due to our current scheduling guru stepping down. Several other "techie" members are hard at work compiling a refreshed, modernized website we are hoping to roll out as soon as it's completed. All with the goal of better serving the club.

This morning I touched on just a few of the projects the board has been hard at work on. Looking ahead to '19 there is a pot of positive growth in store. The board serves at the request of the members and every action we've taken has been to open shooting opportunities to membership. I have been humbled to have served as the Interim Vice President.

Your choice to be here this morning is a statement that you desire to make a difference in the future of the club. If I am elected to serve as the VP I look forward to hearing your ideas and

seeing how far we can go together.

Thank you.

Quantico Shooting Club, Inc.

STATEMENT OF ACTIVITY

January - December 2018

	TOTAL	
	JAN - DEC 2018	JAN - DEC 2017 (PY)
Revenue		
4005 Membership Dues	60,721.65	41,290.00
4010 Volunteer Forfeit Deposit Income	1,585.00	2,880.00
4050 General Income	844.65	1,104.79
4060 Interest Income	4.87	
4080 Volunteer Donation	918.62	
4100 Grant Received	1,040.00	
4999 Uncategorized Income		7,974.93
PayPal Sales	0.00	
Total Revenue	\$65,114.79	\$53,249.72
Cost of Goods Sold		
5100 Match Activity		
5110 Match Pistol - Income	-7,700.25	-15,047.00
5111 Match Pistol - Expense, Fees	1,086.00	4,177.39
5114 Match Pistol - Expense, Material & Equip	2,154.58	4,774.18
5120 Match Rifle - Income	-6,990.00	-7,799.00
5123 Match Rifle - Expense, Labor	400.00	830.00
5124 Match Rifle - Expense, Material & Equip	702.45	140.22
5125 Match Rifle - Expense, Food & Supplies		43.96
5130 Match Shotgun - Income	-635.00	-28.00
5131 Match Shotgun - Expense, Fees	69.00	58.00
5134 Match Shotgun - Expense, Material & Equip	752.60	180.59
5135 Match Shotgun - Expense, Food & Supplies		109.29
5140 Match Trap - Income		-599.00
Total 5100 Match Activity	-10,160.62	-13,159.37
5200 Range Activity		
5230 Range Shotgun - Income	-2,937.80	-5,686.00
5235 Range Shotgun - Expense, Materials & Equip	2,875.24	4.77
5280 Range General - Income	-2,532.50	-3,055.00
5281 Range General - Expense, R&M	642.79	
5285 Range General - Expense, Materials & Equip	23.98	2,892.49
Total 5200 Range Activity	-1,928.29	-5,843.74
5300 Training Activities		
5310 Training Pistol - Income		-950.00
5382 Training General - Expense, Instructor Fees	400.00	
Total 5300 Training Activities	400.00	-950.00
5550 EMT	14,724.45	13,018.75
5600 Site Lease	5,000.00	5,000.00
5815 Membership Events	326.78	368.50
5990 Charitable Contributions	9,040.00	9,924.00
Total Cost of Goods Sold	\$17,402.32	\$8,358.14
GROSS PROFIT	\$47,712.47	\$44,891.58

	TOTAL	
	JAN - DEC 2018	JAN - DEC 2017 (PY)
Expenditures		
6005 Accounting	4,735.00	5,772.00
6010 Advertising & Marketing	3,527.67	3,908.41
6015 Association Fees	316.95	425.00
6020 Auto		
6021 Gas	257.67	237.12
6023 Kubota - Repairs & Maintenance	394.24	
Total 6020 Auto	651.91	237.12
6025 Banking Expense		
6026 Bank Fees	12.31	82.16
6027 Credit Card Fees	351.72	698.04
6028 PayPal Fees	792.15	
Total 6025 Banking Expense	1,156.18	780.20
6040 Computer		
6042 Software	814.94	539.99
Total 6040 Computer	814.94	539.99
6055 Insurance	2,428.81	3,292.00
6065 License & Permits	80.98	90.00
6205 Office & General		
6210 Filing Services	165.00	165.00
6215 Office Expense	497.77	
6220 Soda Mess	61.10	
6230 Office Supplies	1,458.02	1,829.20
6235 P.O. Box	175.00	
6255 Penalties	10.00	
6265 Postage	61.61	175.43
6270 Printing		465.96
Total 6205 Office & General	2,428.50	2,635.59
6310 Outside Consultant	7,300.00	
6410 Payroll Wages	17,370.00	19,520.00
6420 Payroll Taxes	1,432.34	1,577.77
6450 Payroll Processing Fees	887.51	1,271.56
6460 Rental Expense - Porta John	3,197.48	3,155.00
6475 Repairs & Maintenance		147.02
6550 Supplies	1,118.03	914.68
6575 Telephone	2,251.15	2,629.57
Total Expenditures	\$49,697.45	\$46,895.91
NET OPERATING REVENUE	\$ -1,984.98	\$ -2,004.33
Other Expenditures		
9045 Depreciation Expense	2,808.00	3,197.00
Total Other Expenditures	\$2,808.00	\$3,197.00
NET OTHER REVENUE	\$ -2,808.00	\$ -3,197.00
NET REVENUE	\$ -4,792.98	\$ -5,201.33

Quantico Shooting Club, Inc.

STATEMENT OF ACTIVITY % OF TOTAL REVENUE

January - December 2018

	TOTAL	
	JAN - DEC 2018	% OF REVENUE
Revenue		
4005 Membership Dues	60,721.65	93.25 %
4010 Volunteer Forfeit Deposit Income	1,585.00	2.43 %
4050 General Income	844.65	1.30 %
4060 Interest Income	4.87	0.01 %
4080 Volunteer Donation	918.62	1.41 %
4100 Grant Received	1,040.00	1.60 %
PayPal Sales	0.00	0.00 %
Total Revenue	\$65,114.79	100.00 %
Cost of Goods Sold		
5100 Match Activity		
5110 Match Pistol - Income	-7,700.25	-11.83 %
5111 Match Pistol - Expense, Fees	1,086.00	1.67 %
5114 Match Pistol - Expense, Material & Equip	2,154.58	3.31 %
5120 Match Rifle - Income	-6,990.00	-10.73 %
5123 Match Rifle - Expense, Labor	400.00	0.61 %
5124 Match Rifle - Expense, Material & Equip	702.45	1.08 %
5130 Match Shotgun - Income	-635.00	-0.98 %
5131 Match Shotgun - Expense, Fees	69.00	0.11 %
5134 Match Shotgun - Expense, Material & Equip	752.60	1.16 %
Total 5100 Match Activity	-10,160.62	-15.60 %
5200 Range Activity		
5230 Range Shotgun - Income	-2,937.80	-4.51 %
5235 Range Shotgun - Expense, Materials & Equip	2,875.24	4.42 %
5280 Range General - Income	-2,532.50	-3.89 %
5281 Range General - Expense, R&M	642.79	0.99 %
5285 Range General - Expense, Materials & Equip	23.98	0.04 %
Total 5200 Range Activity	-1,928.29	-2.96 %
5300 Training Activities		
5382 Training General - Expense, Instructor Fees	400.00	0.61 %
Total 5300 Training Activities	400.00	0.61 %
5550 EMT	14,724.45	22.61 %
5600 Site Lease	5,000.00	7.68 %
5815 Membership Events	326.78	0.50 %
5990 Charitable Contributions	9,040.00	13.88 %
Total Cost of Goods Sold	\$17,402.32	26.73 %
GROSS PROFIT	\$47,712.47	73.27 %
Expenditures		
6005 Accounting	4,735.00	7.27 %
6010 Advertising & Marketing	3,527.67	5.42 %
6015 Association Fees	316.95	0.49 %
6020 Auto		

	TOTAL	
	JAN - DEC 2018	% OF REVENUE
6021 Gas	257.67	0.40 %
6023 Kubota - Repairs & Maintenance	394.24	0.61 %
Total 6020 Auto	651.91	1.00 %
6025 Banking Expense		
6026 Bank Fees	12.31	0.02 %
6027 Credit Card Fees	351.72	0.54 %
6028 PayPal Fees	792.15	1.22 %
Total 6025 Banking Expense	1,156.18	1.78 %
6040 Computer		
6042 Software	814.94	1.25 %
Total 6040 Computer	814.94	1.25 %
6055 Insurance	2,428.81	3.73 %
6065 License & Permits	80.98	0.12 %
6205 Office & General		
6210 Filing Services	165.00	0.25 %
6215 Office Expense	497.77	0.76 %
6220 Soda Mess	61.10	0.09 %
6230 Office Supplies	1,458.02	2.24 %
6235 P.O. Box	175.00	0.27 %
6255 Penalties	10.00	0.02 %
6265 Postage	61.61	0.09 %
Total 6205 Office & General	2,428.50	3.73 %
6310 Outside Consultant	7,300.00	11.21 %
6410 Payroll Wages	17,370.00	26.68 %
6420 Payroll Taxes	1,432.34	2.20 %
6450 Payroll Processing Fees	887.51	1.36 %
6460 Rental Expense - Porta John	3,197.48	4.91 %
6550 Supplies	1,118.03	1.72 %
6575 Telephone	2,251.15	3.46 %
Total Expenditures	\$49,697.45	76.32 %
NET OPERATING REVENUE	\$ -1,984.98	-3.05 %
Other Expenditures		
9045 Depreciation Expense	2,808.00	4.31 %
Total Other Expenditures	\$2,808.00	4.31 %
NET OTHER REVENUE	\$ -2,808.00	-4.31 %
NET REVENUE	\$ -4,792.98	-7.36 %

Quantico Shooting Club, Inc.

STATEMENT OF FINANCIAL POSITION

As of December 31, 2018

	TOTAL	
	AS OF DEC 31, 2018	AS OF DEC 31, 2017 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1000 Petty Cash	300.00	300.00
1001 Bank Of America Checking	22,286.11	32,570.42
1002 Bank Of America Savings	25,004.87	
1003 PayPal	0.00	
1005 Payroll Holding Account	0.00	2,742.02
Total Bank Accounts	\$47,590.98	\$35,612.44
Accounts Receivable		
1100 Accounts receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1210 Inventory - TShirts	0.00	326.78
Uncategorized Asset	0.00	
Total Other Current Assets	\$0.00	\$326.78
Total Current Assets	\$47,590.98	\$35,939.22
Fixed Assets		
1400 Fixed Assets		
1410 Range Equipment	37,134.77	32,534.77
1415 Office Equipment	5,602.58	5,298.27
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	6,942.41
Total Fixed Assets	\$9,038.72	\$6,942.41
TOTAL ASSETS	\$56,629.70	\$42,881.63
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2050 Volunteer Deposit	30,761.05	12,220.00
2055 Unearned Member Dues	0.00	0.00
2100 Payroll Liabilities	0.00	0.00
2200 Payroll Clearing	0.00	
Total Other Current Liabilities	\$30,761.05	\$12,220.00
Total Current Liabilities	\$30,761.05	\$12,220.00
Total Liabilities	\$30,761.05	\$12,220.00
Equity		
3010 Unrestrict (retained earnings)	30,661.63	35,862.96
Net Revenue	-4,792.98	-5,201.33

	TOTAL	
	AS OF DEC 31, 2018	AS OF DEC 31, 2017 (PY)
Total Equity	\$25,868.65	\$30,661.63
TOTAL LIABILITIES AND EQUITY	\$56,629.70	\$42,881.63