

***SHOOTING SPORTS – AMERICAN HISTORY – CIVIC  
ENGAGEMENT***



**REVERE'S  
—RIDERS—**

TM

MINUTES OF THE BOARD MEETING OF April 27, 2016

By Teleconference

Directors Present on the Call: Chris Seidler, Ed Yeager, Dave Goodrich, Heather Seidler

Others Present: Nick Anderson, Sharon Sabo, Bruce Williams

The meeting was called to order at 1300 PST by Chris Seidler. Initially, only Chris, Ed, Heather, and non-voting officers were present. A quorum not being met, the meeting consisted of a working session on several matters. Dave Goodrich joined the call at a later time, at which point a quorum was met in accordance with the bylaws and formal business was conducted.

Robert's Rules of Order were suspended by unanimous voice vote.

**Old Minutes** - The President reviewed the minutes from the last meeting, February 27. All being in order, the Board read and adopted them.

**Reports of Key Officers**

**President** – A brief review of operations in NV was provided.

**Vice President** – NSTR

**History** – NSTR

**Civic Engagement** – Two grants (IL & IN); new sponsors (IN Army Surplus, Interstate Batteries in Arkansas, Choates Stocks, Chambliss, Last Stand Targets in Idaho). Still waiting to hear from Cabela's regarding grants due to personnel changeover at Cabela's. Working a new grant to provide some cash assistance. Short term sponsors are receiving recognition on Facebook and Flickr, as well as feedback on products. The NRA Grants require recognition on the advertising. Need to bring Phil Brown (Industry) into. We can add canned recognition statements to our website and event listings pretty easily. Need Kevin's sponsor info.

**Marksmanship** – NSTR

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# ***SHOOTING SPORTS – AMERICAN HISTORY – CIVIC ENGAGEMENT***

**Secretary** – Sustaining membership program instituted.

**Other Guests** – Nick Anderson was present. He shot his first event in 2012 with Dave Goodrich, and has about two years of volunteer experience with RR and similar organizations to include approximately 16+ events. Works as a director of facilities & assets for a non-profit IVO Indianapolis supporting children and adults with disabilities.

**Treasurer** – Activity since our last meeting is listed below as is our statement of financial position. As discussed last board meeting, all of our insurance costs came due and were paid, as were our IT expenses. The below revenue of \$1680 includes all April events. We should have \$59.70 refunded from our web host due to being double charged on an invoice on April 22.

We also completed our 2015 tax return. We used IRS Form 990-N because our gross receipts were <\$50K.

Form 990-N	<b>Electronic Notice (e-Postcard)</b>	OMB No. 1545-2085
Department of the Treasury Internal Revenue Service	for Tax-Exempt Organization not Required to File Form 990 or 990-EZ	2015
		<b>Open to Public Inspection</b>
A For the 2015 Calendar year, or tax year beginning 2015-01-01 and ending 2015-12-31		
B Check if available <input type="checkbox"/> Terminated for Business <input checked="" type="checkbox"/> Gross receipts are normally \$50,000 or less	C Name of Organization: <b>REVERES RIDERS</b> PO Box 9571, Las Vegas, NV, US, 89191	D Employee Identification Number 47-2976422
E Website: <a href="http://www.ReveresRiders.org">www.ReveresRiders.org</a>	F Name of Principal Officer: <b>Christopher Seidler</b> PO Box 9571, Las Vegas, NV, US, 89191	
<b>Privacy Act and Paperwork Reduction Act Notice:</b> We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.		
The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.		
The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.		
<b>Note:</b> This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.		

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# **SHOOTING SPORTS – AMERICAN HISTORY – CIVIC ENGAGEMENT**

## Revere's Riders STATEMENT OF FINANCIAL POSITION As of April 29, 2016

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BUSINESS CHECKING (XXXXXX 9328)	2,014.12
Paypal	339.02
Paypal Apr 16	334.06
Total Bank Accounts	<u>\$2,687.20</u>
Total Current Assets	<u>\$2,687.20</u>
<b>TOTAL ASSETS</b>	<u><b>\$2,687.20</b></u>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Long-Term Liabilities	
Notes Payable	2,100.00
Total Long-Term Liabilities	<u>\$2,100.00</u>
Total Liabilities	<u>\$2,100.00</u>
Equity	
Opening Balance Equity	374.60
Retained Earnings	491.58
Net Revenue	-278.98
Total Equity	<u>\$587.20</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><b>\$2,687.20</b></u>

Friday, Apr 29, 2016 07:16:36 PM PDT GMT-7 - Cash Basis

## Revere's Riders STATEMENT OF ACTIVITY February 29 - April 29, 2016

	TOTAL
<b>Revenue</b>	
1-Contributions, gifts, grants, and similar amounts received	200.00
2-Program service revenue	0.00
Rifle Class	1,680.01
Total 2-Program service revenue	<u>1,680.01</u>
Uncategorized Revenue	200.06
Total Revenue	<u>\$2,080.07</u>
Gross Profit	<u>\$2,080.07</u>
<b>Expenditures</b>	
13-Professional fees and other payments to independent contractor	25.90
14-Occupancy, rent, utilities, and maintenance	0.00
Range Fees	40.00
Total 14-Occupancy, rent, utilities, and maintenance	<u>40.00</u>
15-Printing, publications, postage, and shipping	3.30
16-Other expenses	2.00
Credit Card Processing Fees	0.30
Information technology	238.80
Insurance	1,589.77
Supplies & Materials for Events	103.98
Travel (Local)	27.49
Total 16-Other expenses	<u>1,962.34</u>
Uncategorized Expenditure	3.30
Total Expenditures	<u>\$2,034.84</u>
Net Operating Revenue	<u>\$45.23</u>
Net Revenue	<u>\$45.23</u>

Friday, Apr 29, 2016 07:30:25 PM PDT GMT-7 - Cash Basis

We have several expenses coming due soon:

- \$700 to Seidler family to repay 1/3 of \$2100 seed money 0% loan by Sep 2016
- \$250 to Bruce Williams at Cardinal Acres for IT costs (reimbursement for licenses for e-commerce website upgrades – no payment for services, which have been donated)
- \$300+ for NRA-AM Expenses
- Hats (~\$600 for 72 x hats) – *can be deferred*

After these projected expenses, our total cash on hand would be about \$850. However, we should be saving approximately \$150/month for 2017's predictable insurance and IT costs. \$950 cash on hand puts us right on track to be able to cover these expenses. Given that the majority of our events occur in the Spring and revenue in the fall/winter months is likely to drop, we should be cautious about additional expenditures at this time.

We may want to consider soliciting dues/contributions for members to help cover their share of insurance costs. This can be done (1) immediately, (2) in conjunction with upcoming officer elections (pay to renew membership and vote), or (3) deferred until the insurance comes due next winter. The maximum dues we can impose are \$20/year per the bylaws.

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We can also stop buying hats for participants, or instruct event directors to hand out hats only as a reward for shooting qualification scores.

***Sense of the Board:*** *Following a discussion, we generally felt that we should move towards charging dues, and give a WARNORD to members soonish (around elections).*

### **Old Business**

- NRA-AM update (Ed): Last month we approved a \$300 budget. Brad & Kevin want to purchase a \$50 Revere life-size cutout – we’re not sure if this is included in the current budget or in excess of that budget.
- SOPs: Updated on website with Version 2.0. There are no substantive changes; this is a cleanup of formatting and style led by Phil Terry, a volunteer from Cali.
- Reservations (Chris): Still being handled via Picatic. The new system is almost ready for prime time. The new system uses WooCommerce. We have tested payment, refunds, and event scheduling and all works well. Event Directors will have the ability to create and modify their own events, but an officer will need to approve them before they go public. This will serve as our event sanction process and replace the Google Form system.
- Election: Intent to hold elections was announced earlier this year. Last month we nominated Tim Oren to stand for another term for Secretary. There will be more discussion of this in the “New Business” section.

### **New Business**

- Grants: Several of our volunteers have been awarded grants by the NRA. The NRA grants these funds to individuals. We don’t have a lawyer or CPA and the safest approach for reporting grant cash income is to have the corporate entity cash the checks in the corporate account and then pay for the intended materials. It appears that IRS regulations do require us to maintain accounting for these grant monies (both income and expenditures). We are currently trying to process these grants through the treasurer to keep the record keeping straight for tax time.
- Loaner Rifles: Part of the NRA grants have included loaner rifles which have been transferred by FFLs to individual volunteers. Currently we have no SOP for loaner rifles. It is unclear whether volunteers are covered by our insurance when loaning a rifle to their students.
  - Our insurance does not cover damage to property owned or used by us or our volunteers.
  - Our insurance does not cover: “Personal and advertising injury arising out of the failure of goods, products or services to conform to any statement of quality or performance made in your advertisement.”
  - We reported to our insurance underwriters that we do not sell or rent firearms.

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- Our insurance agent has not provided any guidance on the matter.
- In some states there are restrictions regarding temporary transfers of firearms between individuals.
- Standard practice in other industries that loan gear (SCUBA, rock climbing, etc) seems to be a separate liability waiver as well as maintaining records of the service/maintenance on the equipment.

Following some discussion, and after considering previous experiences with similar civic organizations, the Board unanimously adopted the following policy:

*WHEREAS, the mission of our organization includes promoting the shooting sports,*

*WHEREAS, many new shooters do not have equipment to participate in these activities,*

*RESOLVED, the SOP shall be updated to specifically authorize members to loan equipment to include firearms to students so long as a waiver of liability is signed, a servicing/safety record maintained, no fee is charged, and the activity is in compliance with applicable laws and regulations,*

*FURTHER RESOLVED, the President with assistance from the Secretary shall draft an additional waiver of liability for equipment to make available to Event Directors,*

*FURTHER RESOLVED, that members shall only be authorized to loan firearms if they have been inspected by a gunsmith or armorer in the last 12 months, and that the member certifies no modifications have been made to the action since the safety inspection,*

*FURTHER RESOLVED, that the treasurer shall modify the reimbursement policy to allow members to claim reasonable reimbursement for safety checks and cleaning,*

*FURTHER RESOLVED, that the SOP be updated to make clear that members may loan equipment to students without a waiver of liability or a safety inspection but that such loans are not sanctioned by Revere's Riders.*

Sharon further suggested “Impact Data Books Round Data Book” ([http://www.impactdatabooks.com/Round\\_Count\\_Book\\_p/rcb.htm](http://www.impactdatabooks.com/Round_Count_Book_p/rcb.htm)) as a useful tool to maintain data on equipment following the safety check.

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- Treasurer Election Nominations: We are looking for a replacement treasurer.
  - Our bylaws state:
    - **Qualifications:** All Officers and Board Members must be able to legally possess firearms, be members in good standing, and be of good moral character. All officers and Board Members must be at least 18 years of age or older unless otherwise stated.
    - **Nominations:** The Board may put candidates on the ballot, as can members. It requires a majority vote of the board to do so.
    - **Nominations shall be due to the secretary no later than 30 days before the election. The secretary shall validate that all nominees meet minimum qualifications in these bylaws before placing the individual on the ballot.**
  - The job duties include:
    - “The treasurer is responsible for all club financial statements. The treasurer is to prepare or have prepared an income and expense report indicating the club’s financial condition. The treasurer is responsible for maintaining records relating to the financial condition of the club, such as property records, club investments, and inventory of supplies. The treasurer in conjunction with the secretary shall ensure that all filings required by Local, State, or Federal governments are properly executed.”
    - The treasurer also handles thank you notes for donors.
    - Our bank, Wells Fargo, will need to receive a statement of personal information (SSN, address, etc) to add another person to the account.
  - Other: Revere’s Riders carries Director and Officer liability insurance as well as our general NRA Club liability policy. It is our policy to publicly list the names and a brief biography of key officers and board members on our website.
  - Nick Anderson, who was present on the call, expressed interest in the position.
  - Following some discussion, the Board unanimously adopted the following resolution:

*WHEREAS, the Board may nominate candidates for elections,*

*RESOLVED, Nick Andersen is nominated to stand for election to Treasurer,*

*FURTHER RESOLVED, there being at least one candidate for each open position, the secretary is authorized and directed to make arrangements for an election in accordance with our bylaws.*

- Finally, the Board & Officers entered into a discussion of other tasks that would be of value for interested volunteers to assist with:
  - Marketing help.

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- Maintaining group cohesion. Keeping people engaged on a regular basis.
- Raising revenue.
- Fundraising.
- Contact with students.

There being no further formal business before the meeting, the Board passed to a discussion of schedules and work assignments.

The meeting was adjourned by unanimous consent.

Respectfully submitted,

Chris Seidler, President

*Tim Oren, Secretary, was absent, therefore the minutes were prepared by the President who presided over the meeting.*