**Winchester Chapter of the Izaak Walton League**
**2863 Millwood Pike**
**Winchester, VA. 22602**

# BOARD RESOLUTION

| | | | | |
|---|---|---|---|---|
| Subject: | Gate Cards | | | |
| Dated: | 1/12/2017 | # Aye: 5 | # Nay: 0 | Approved (Y/N): Y |
| Resolution: | Whereas: The current member rules reference a pin code for gate entry. I hereby propose the following update to the member rules to indicate the use and responsibility of proximity gate cards. These updated rules will be implemented on January 1, 2017.<br><br>Now Therefore: The following text is substituted for the appropriate section of the Member Rules.<br><br>Gate Entry<br><br>• A proximity card gate entry system enables access to the Chapter park and facilities and serves to protect our Members safety and the Chapter property.<br><br>• New members receive a proximity gate card after Orientation and payment of all Membership fees. This will include a onetime fee for a proximity card. Members whose cards fail to function can request a replacement card for no charge. Lost cards must be reported immediately to the Winchester Chapter Board for disablement. Lost cards will require a replacement fee from the member.<br><br>• A Chapter Membership card is provided to each member and identifies the member name and membership number. This card is used as identification while using Chapter park and facilities. Display your membership card on your person at all times and display your Range Qualification ID while on the range. A chapter proximity card cannot be used as an identification card while using Chapter park and facilities.<br><br>• The proximity card must only be in the possession of the Winchester Chapter Member and shall not be used by anyone except the member. Members who allow non-members to use their proximity card will be subject to disciplinary actions.<br><br>• The PIN code gate entry will remain in place and functional. The PIN code gate entry access configuration (PIN code) will be changed no less than once every 30 days. The PIN code will be used for special events and/or members who have non-functioning cards. In the event that a member has a lost or non-functioning proximity gate card, it becomes the responsibility of the member to collect a new card from the chapter within 30 days. A member cannot be reliant on the PIN code for their primary access method. | | | |

## Vote

| Member | M/S | Aye | Nay | Abstain | Absent | E-Mail | Phone |
|---|---|---|---|---|---|---|---|
| Chris Barltrop | | X | | | | | |
| Brian Callahan | M | X | | | | | |
| Mike Mercer | | X | | | | | |
| Jent Mitchell | | X | | | | | |
| David Prater | | | | X | | | |
| Al Stitt | | | | | X | | |
| Paul Strawderman | | | | | X | | |
| Harold Whitacre | S | X | | | | | |

## Material Discussion

I propose that the updated rules should be managed with the following controls:

1) Gate Card Report for non-members who have active proximity cards for access to the Winchester Chapter (example: garbage collection, pest control).
2) Regular reviews of active gate cards should be completed. Expired members and previous vendors should be disabled in the database and uploaded to the gate.
3) All current members who have lost/non-functional gate cards and have requested use of the PIN code.

Current Member Rules as a reference:

Gate Entry

• A PIN code gate entry system enables access to the Chapter park and facilities and serves to protect our Members' safety and the Chapter property. The PIN code changes annually on or about the beginning of each year.

• New members receive the PIN code after Orientation and payment of all Membership fees. Renewing members receive the PIN code after the Chapter receives payment of their annual membership dues.

• A Chapter Membership card is provided to each member and identifies the member name, membership number, and PIN code. This card is used as identification while using Chapter park and facilities. Display your membership card on your person at all times and display your Range Qualification ID while on the range.

• The PIN code should only be in the possession of the Winchester Chapter Member and shall not be released to anyone. Members who release the PIN to non-members will be subject to disciplinary actions.