

2023 ARFAX Executive Board Activities

Date	Day	Activity	Lead	Done	
10/19/2022	Wed	2022 ARFAX President's Cup Tournament	Daley	10/19/2022	
11/2/2022	Wed	ARFAX Exec. Committee Mtg & Installation	Daley	11/2/2022	
11/15/2022	Tue	Develop 2023 ARFAX Board Calendar	Offutt	11/15/2022	
11/15/2022	Tue	Develop Agenda for 11/22 Exec. Board Mtg	Offutt	11/21/2022	
11/16/2022	Wed	Email officers and chairs	Offutt	11/19/2022	
11/16/2022	Wed	Provide draft minutes of 11/2 Exec. Com mtg	Rutherford	11/15/2022	
11/16/2022	Wed	Review draft minutes of 11/2 Exec. Committee mtg	Board	11/22/2022	
11/17/2022	Thu	Email to Exec. Board re agenda for 11/22 mtg	Offutt	11/22/2022	
11/22/2022	Tue	Exec. Board mtg	Offutt	11/22/2022	
11/29/2022	Tue	Provide minutes of 11/22 Exec. Board mtg	Rutherford	11/28/2022	
11/29/2022	Tue	Review minutes of 11/22 Exec. Board mtg	Board	11/30/2022	
12/4/2022	Sun	Develop Agenda for 12/6 Exec. Board Mtg - website tra	Offutt	12/4/2022	
12/4/2022	Sun	Email to Exec. Board re agenda for 12/6 mtg	Offutt	12/5/2022	
12/6/2022	Tue	Exec. Board mtg - website training	Daley	12/6/2022	
12/13/2022	Tue	Provide minutes of 12/6 Exec. Board mtg	Rutherford	12/16/2022	
12/13/2022	Tue	Review minutes of 12/6 Exec. Board mtg	Board	12/16/2022	
12/18/2022	Sun	Develop Agenda for 12/20 Exec. Board Mtg	Offutt	12/18/2022	
12/18/2022	Sun	Email to Exec. Board re agenda for 12/20 mtg	Offutt	12/19/2022	
12/20/2022	Tue	Exec. Board mtg	Offutt	12/20/2022	
12/27/2022	Tue	Provide minutes of 12/20 Exec. Board mtg	Rutherford	1/2/2023	
12/27/2022	Tue	Review minutes of 12/20 Exec. Board mtg	Board	1/2/2023	
12/30/2022	Fri	Develop agenda for 1/19 Exec. Com mtg	Offutt	1/3/2023	
1/1/2023	Sun	Develop Agenda for 1/3 Exec. Board Mtg	Offutt	1/2/2023	
1/1/2023	Sun	Email to Exec. Board re agenda for 1/3 mtg	Offutt	12/19/2022	
1/2/2023	Mon	Email to Exec. Board re agenda for Exec. Com 1/19 mtg	Offutt	1/3/2023	
1/3/2023	Tue	Exec. Board mtg	Offutt	1/3/2023	
1/5/2023	Thu	Email to Delegates re 1/19 Exec. Com mtg	Rutherford	1/5/2023	
1/10/2023	Tue	Provide minutes of 1/3 Exec. Board mtg	Rutherford	1/13/2023	
1/10/2023	Tue	Review minutes of 1/3 Exec. Board mtg	Board	1/13/2023	
1/15/2023	Sun	Develop Agenda for 1/17 Exec. Board Mtg	Offutt	1/16/2023	
1/15/2023	Sun	Email to Exec. Board re agenda for 1/17 mtg	Offutt	1/16/2023	
1/17/2023	Tue	Exec. Board mtg	Offutt	1/17/2023	
1/19/2023	Thu	ARFAX Exec. Committee Mtg	Offutt	1/19/2023	
1/24/2023	Tue	Provide minutes of 1/17 Exec. Board mtg	Rutherford	1/30/2023	
1/24/2023	Tue	Review minutes of 1/17 Exec. Board mtg	Board	1/30/2023	
1/27/2023	Fri	Develop Agenda for 2/16 Exec. Committee Mtg	Offutt	1/30/2023	
1/27/2023	Fri	Provide draft minutes of 1/19 Exec. Com mtg	Rutherford	1/30/2023	
1/27/2023	Fri	Review draft minutes of 1/19 Exec. Committee mtg	Board	1/30/2023	
1/29/2023	Sun	Develop Agenda for 1/31 Exec. Board mtg	Offutt	1/30/2023	
1/29/2023	Sun	Email to Exec. Board re agenda for 1/31 mtg	Offutt	1/31/2023	
1/30/2023	Mon	Email to Exec. Board re agenda for 2/16 Exec Com mtg	Offutt	1/31/2023	
1/31/2023	Tue	Exec. Board mtg	Offutt	1/31/2023	
2/2/2023	Thu	Email to Delegates re 2/16 Exec. Com mtg	Rutherford	2/2/2023	
2/7/2023	Tue	Provide minutes of 1/31 Exec. Board mtg	Rutherford	2/8/2023	
2/7/2023	Tue	Review minutes of 1/31 Exec. Board mtg	Board	2/13/2023	
2/12/2023	Sun	Develop Agenda for 2/14 Exec. Board Mtg	Offutt	2/13/2023	
2/12/2023	Sun	Email to Exec. Board re agenda for 2/14 mtg	Offutt	2/14/2023	
2/13/2023	Mon	Email to members with President's Welcome Letter	Rutherford	2/13/2023	
2/14/2023	Tue	Exec. Board mtg	Offutt	2/14/2023	
2/16/2023	Thu	ARFAX Exec. Committee Mtg	Offutt	2/16/2023	
2/21/2023	Tue	Provide minutes of 2/14 Exec. Board mtg	Rutherford	2/26/2023	
2/21/2023	Tue	Review minutes of 2/14 Exec Board mtg	Board	2/27/2023	
2/22/2023	Wed	Email to Team Captains about 3/16/23 meeting	Cronin	2/22/2023	
2/24/2023	Fri	Develop agenda for 3/16 Exec. Com mtg	Offutt	2/27/2023	
2/24/2023	Fri	Provide draft minutes of 2/16 Exec. Com mtg	Rutherford	2/27/2023	
2/24/2023	Thu	Review draft minutes of 2/16 Exec. Com mtg	Board	2/28/2023	
2/26/2023	Sun	Develop Agenda for 2/28 Exec. Board Mtg	Offutt	2/28/2023	
2/26/2023	Sun	Email to Exec. Board re agenda for 2/28 mtg	Offutt	2/28/2023	

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2/27/2023	Mon	Email to Exec. Board re agenda for 3/16 Exec. Com mtg	Offutt	2/28/2023	
2/28/2023	Tue	Exec. Board mtg	Offutt	2/28/2023	
3/1/2023	Wed	Email to Delegates re 3/16 Team Captains' meeting	Rutherford	3/2/2023	
3/1/2023	Wed	Email to Members re Icebreaker: River Bend	Rutherford	3/1/2023	
3/2/2023	Thu	Email to Delegates re 3/16 Exec. Com mtg	Rutherford	3/2/2023	
3/2/2023	Thu	Include in email to Delegates re newly-hosted website	Rutherford	3/2/2023	
3/7/2023	Tue	Provide minutes of 2/28 Exec. Board mtg	Rutherford		
3/7/2023	Tue	Review minutes of 2/28 Exec. Board mtg	Board		
3/12/2023	Sun	Develop Agenda for 3/14 Exec. Board Mtg	Offutt		
3/12/2023	Sun	Email to Exec. Board re agenda for 3/14 mtg	Offutt		
3/14/2023	Tue	Exec. Board mtg	Offutt		
3/16/2023	Thu	Team Captains Mtg	Cronin		
3/16/2023	Thu	ARFAX Exec. Committee Mtg	Offutt		
3/21/2023	Tue	Provide minutes of 3/14 Exec. Board mtg	Rutherford		
3/21/2023	Tue	Review minutes of 3/14 Exec. Board mtg	Board		
3/26/2023	Sun	Develop Agenda for 3/28 Exec. Board Mtg	Offutt		
3/26/2023	Sun	Email to Exec. Board re agenda for 3/28 mtg	Offutt		
3/28/2023	Tue	Exec. Board mtg	Offutt		
3/29/2023	Wed	Icebreaker: River Bend	Chung		
3/31/2023	Fri	Provide draft minutes of 3/16 Exec. Com mtg	Rutherford		
3/31/2023	Fri	Review draft minutes of 3/16 Exec. Com mtg	Board		
4/4/2023	Tue	Provide minutes of 3/28 Exec. Board mtg	Rutherford		
4/4/2023	Sun	Review minutes of 3/28 Exec. Board mtg	Board		
4/5/2023	Wed	Icebreaker: River Bend - Rain Date	Chung		
4/11/2023	Tue	Team Match Div 2 at CC Fairfax: ANCC vs CC Fairfax, River Bend vs Hidden Creek, Mount Vernon vs SGCC			
4/11/2023	Tue	Team Match Div 3 at Westwood: WGCC vs International, SGCC vs Montclair			
4/18/2023	Tue	Team Match Div 3 at WGCC: Westwood vs SGCC, Montclair vs International			
4/19/2023	Wed	Team Match Div 2 at River Bend: CC Fairfax vs Mount Vernon, SGCC vs River Bend, Hidden Creek vs ANCC			
4/20/2023	Thu	Team Match Div 1 at Evergreen: SGCC vs ANCC, Ft. Belvoir vs Montclair, Trump vs Evergreen			
4/23/2023	Sun	Develop Agenda for 4/25 Exec. Board Mtg	Offutt		
4/23/2023	Sun	Email to Exec. Board re agenda for 4/25 mtg	Offutt		
4/25/2023	Tue	Exec. Board mtg	Offutt		
4/25/2023	Tue	Team Match Div 1 at Trump: Montclair vs Trump, Evergreen vs SGCC, Ft. Belvoir vs ANCC			
5/2/2023	Tue	Provide minutes of 4/25 Exec. Board mtg	Rutherford		
5/2/2023	Tue	Review minutes of 4/25 Exec. Board mtg	Board		
5/2/2023	Tue	Team Match Div 1 at SGCC: ANCC vs Trump, Evergreen vs Montclair, Ft. Belvoir vs SGCC			
5/2/2023	Tue	Team Match Div 2 at Mount Vernon: River Bend vs Mount Vernon, Hidden Creek vs CC Fairfax, ANCC vs SGCC			
5/2/2023	Tue	Team Match Div 3 at International: Westwood vs Montclair, WGCC vs SGCC			
5/2/2023	Tue	Team Match Div 4 at SGCC: Belmont vs SGCC, CC Fairfax vs ANCC			
5/8/2023	Mon	Team Match Div 1 at Ft. Belvoir: Evergreen vs Ft. Belvoir, Montclair vs ANCC, Trump vs SGCC			
5/10/2023	Wed	Team Match Div 1 at Montclair: Ft. Belvoir vs Trump, SGCC vs Montclair, ANCC vs Evergreen			
5/10/2023	Wed	Team Match Div 2 at ANCC Arl: SGCC vs Hidden Creek, CC Fairfax vs River Bend, ANCC vs Mount Vernon			
5/10/2023	Wed	Team Match Div 3 at Montclair: WGCC vs Westwood, International vs SGCC			
5/10/2023	Wed	Team Match Div 4 at ANCC Arl: CC Fairfax vs Belmont, SGCC vs ANCC			
5/16/2023	Tue	Team Match Div 2 at SGCC: Hidden Creek vs Mount Vernon, ANCC vs River Bend, CC Fairfax vs SGCC			
5/16/2023	Tue	Team Match Div 3 at SGCC: WGCC vs Montclair, International vs Westwood			
5/17/2023	Wed	Team Match Div 4 at Belmont: Belmont vs ANCC, CC Fairfax vs SGCC			
5/21/2023	Sun	Develop Agenda for 5/23 Exec. Board Mtg	Offutt		
5/21/2023	Sun	Email to Exec. Board re agenda for 5/23 mtg	Offutt		
5/23/2023	Tue	Exec. Board mtg	Offutt		
5/29/2023	Mon	?Email to Delegates re June Cup: CC Fairfax	Rutherford		
5/30/2023	Tue	Provide minutes of 5/23 Exec. Board mtg	Rutherford		
5/30/2023	Tue	Review minutes of 5/23 Exec. Board mtg	Board		
6/12/2023	Mon	?Email to Delegates re Two-Lady Tournament: Montclair	Rutherford		
6/18/2023	Sun	Develop Agenda for 6/20 Exec. Board Mtg	Offutt		
6/18/2023	Sun	Email to Exec. Board re agenda for 6/20 mtg	Offutt		
6/20/2023	Tue	Exec. Board mtg	Offutt		
6/22/2023	Thu	June Cup: CC Fairfax	Ficken		
6/26/2023	Mon	?Email to Delegates re July Cup: Trump	Rutherford		

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6/27/2023	Tue	Provide minutes of 6/20 Exec. Board mtg	Rutherford		
6/27/2023	Tue	Review minutes of 6/20 Exec. Board mtg	Board		
6/29/2023	Thu	June Cup: CC Fairfax - Rain Date	Ficken		
7/12/2023	Wed	Two-Lady Team Tournament: Montclair	Wince		
7/16/2023	Fri	Develop Agenda for 7/18 Exec. Board Mtg	Offutt		
7/16/2023	Tue	Email to Exec. Board re agenda for 7/18 mtg	Offutt		
7/18/2023	Tue	Exec. Board mtg	Offutt		
7/19/2023	Wed	Two-Lady Team Tournament: Montclair - Rain Date	Wince		
7/24/2023	Mon	?Email to Delegates re August Cup: Mount Vernon	Rutherford		
7/25/2023	Tue	July Cup: Trump	Haslett		
7/25/2023	Sun	Provide minutes of 7/18 Exec. Board mtg	Rutherford		
7/25/2023	Sun	Review minutes of 7/18 Exec. Board mtg	Board		
8/13/2023	Sun	Develop Agenda for 8/15 Exec. Board Mtg	Offutt		
8/13/2023	Sun	Email to Exec. Board re agenda for 8/15 mtg	Offutt		
8/15/2023	Tue	Exec. Board mtg	Offutt		
8/22/2023	Tue	August Cup: Mount Vernon	Davis		
8/22/2023	Tue	Provide minutes of 8/15 Exec. Board mtg	Rutherford		
8/22/2023	Tue	Review minutes of 8/15 Exec. Board mtg	Board		
8/25/2023	Fri	Develop agenda for 9/14 Exec. Com mtg	Offutt		
8/27/2023	Sun	Develop Agenda for 10/24 Exec Board mtg	Offutt		
8/27/2023	Sun	Email to Exec. Board re agenda for 10/24 mtg	Offutt		
8/28/2023	Mon	?Email to Delegates re Two-Lady Ryder Cup Tournamen	Rutherford		
8/28/2023	Mon	Email to Exec. Board re agenda for 9/14 Exec Com mtg	Offutt		
8/29/2023	Tue	Exec. Board mtg	Offutt		
8/31/2023	Thu	Email to Delegates re 9/14 Exec. Com mtg	Rutherford		
9/5/2023	Tue	Provide minutes of 10/24 Exec. Board mtg	Rutherford		
9/5/2023	Tue	Review minutes of 10/24 Exec. Board mtg	Board		
9/10/2023	Sun	Develop Agenda for 9/12 Exec. Board Mtg	Offutt		
9/10/2023	Sun	Email to Exec. Board re agenda for 9/12 mtg	Offutt		
9/11/2023	Mon	?Email to Delegates on President's Cup Tournament	Rutherford		
9/12/2023	Tue	August Cup: Mount Vernon - Rain Date	Davis		
9/12/2023	Tue	Exec. Board mtg	Offutt		
9/14/2023	Thu	ARFAX Exec. Committee Mtg	Offutt		
9/19/2023	Tue	Provide minutes of 9/12 Exec. Board mtg	Rutherford		
9/19/2023	Tue	Review minutes of 9/12 Exec. Board mtg	Board		
9/26/2023	Tue	Two-Lady Ryder Cup Tournament: Hidden Creek	Pangelinan		
9/29/2023	Fri	Provide draft minutes of 9/14 Exec. Com mtg	Rutherford		
9/29/2023	Fri	Review draft minutes of 9/14 Exec. Com mtg	Board		
10/3/2023	Tue	Two-Lady Ryder Cup Tournament: Hidden Creek - Rain D	Pangelinan		
10/8/2023	Sun	Develop Agenda for 10/10 Exec. Board Mtg	Offutt		
10/8/2023	Sun	Email to Exec. Board re agenda for 10/10 mtg	Offutt		
10/10/2023	Tue	2023 ARFAX President's Cup Tournament: Westwood	Offutt		
10/10/2023	Tue	Exec. Board mtg	Offutt		
10/17/2023	Tue	2023 ARFAX President's Cup Tournament: Westwood - P	Offutt		
10/17/2023	Tue	Provide minutes of 10/10 Exec. Board mtg	Rutherford		
10/17/2023	Tue	Review minutes of 10/10 Exec. Board mtg	Board		
10/20/2023	Fri	Develop agenda for 11/9 Exec. Com mtg	Offutt		
10/22/2023	Sun	Develop Agenda for 10/24 Exec Board mtg	Offutt		
10/22/2023	Sun	Email to Exec. Board re agenda for 10/24 mtg	Offutt		
10/23/2023	Mon	Email to Exec. Board re agenda for 11/9 Exec Com mtg	Offutt		
10/24/2023	Tue	Exec. Board mtg	Offutt		
10/26/2023	Thu	Email to Delegates re 11/9 Exec. Com mtg	Rutherford		
10/31/2023	Tue	Provide minutes of 10/24 Exec. Board mtg	Rutherford		
11/5/2023	Sun	Develop Agenda for 11/7 Exec. Board Mtg	Offutt		
11/5/2023	Sun	Email to Exec. Board re agenda for 11/7 mtg	Offutt		
11/7/2023	Tue	Exec. Board mtg	Offutt		
11/9/2023	Thu	ARFAX Exec. Committee Mtg & Installation	Offutt		
11/14/2023	Tue	Provide minutes of 11/7 Exec. Board mtg	Rutherford		
11/14/2023	Tue	Review minutes of 10/24 Exec. Board mtg	Board		

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11/14/2023	Tue	Review minutes of 11/7 Exec. Board mtg	Board		
11/19/2023	Sun	Develop Agenda for 11/21 Exec. Board Mtg	Offutt		
11/19/2023	Sun	Email to Exec. Board re agenda for 11/21 mtg	Offutt		
11/21/2023	Tue	Exec. Board mtg	Offutt		
11/24/2023	Fri	Provide draft minutes of 11/9 Exec. Com mtg	Rutherford		
11/24/2023	Fri	Review draft minutes of 11/9 Exec. Com mtg	Board		
11/28/2023	Tue	Provide minutes of 11/21 Exec. Board mtg	Rutherford		
11/28/2023	Tue	Review minutes of 11/21 Exec. Board mtg	Board		
12/3/2023	Sun	Develop Agenda for 12/5 Exec. Board Mtg	Offutt		
12/3/2023	Sun	Email to Exec. Board re agenda for 12/5 mtg	Offutt		
12/5/2023	Tue	Exec. Board mtg	Offutt		
12/12/2023	Tue	Provide minutes of 12/5 Exec. Board mtg	Rutherford		
12/12/2023	Tue	Review minutes of 12/5 Exec. Board mtg	Board		
12/31/2023	Sun	Email to Exec. Board re agenda for 1/3 mtg	Offutt		
??		Develop 2022 audit	Doering		
??		Develop draft 2022 Financial Report	Burdick		
??		Develop draft 2023 Budget	Burdick		
??		Develop final 2022 Financial Report	Burdick		
??		Develop revised 2023 Budget	Burdick		
??		Present results of 2022 Audit	Burdick		
??		Review 2022 audit	Burdick		