### Arlington-Fairfax Chapter, Izaak Walton League of America, Inc. Board of Directors - Minutes of the Meeting Tuesday, September 6, 2022

#### 1. **CALL TO ORDER:** The meeting was called to order by President Pamela Meara Rose at 7:30 PM.

- a) A quorum of members was present.
- b) The Pledge of Allegiance and IWLA Pledge were conducted.
- c) Chapter Officers and Board of Directors present:

i. President: Pamela Meara Vice President: Chris Rose ii. Secretary: Sean Gagnon iii. **Bob Crisman** Treasurer: iv. Membership: Benn Crandall v. Designated Director: vi. Joe Turner Designated Director: vii. Dick Riemer Designated Director: viii. Steve Landry Designated Director: Jeff Del Vecchio ix. Designated Director: х. Jonathan Bukva xi. Designated Director: **Bob Brino** xii. Director-at-Large: Fred Ansick Director-at-Large: Don Early xiii. Director-at-Large: Todd Skipper xiv. Director-at-Large: Oscar Starz XV.

#### d) Officers and Directors Absent

i. Designated Director: Keith Kuckii. Designated Director: John Seabergiii. Director-at-Large: Carl Armstrong

#### 2. VISITOR'S TIME/FACILITY USE REQUESTS

The following requests for use of Chapter facilities were approved by the Board (All program approvals have been obtained unless noted)

- Dick Riemer (Cub Run Archers) Large Pavilion on September 18, 2022 from 1:00PM 6:00PM
- Dick Riemer (Cub Run Archers) Field Archery on November 12 and 13, 2022, February 4 and 5, 2023 for FITA shoot.

#### 3. PRESIDENT'S TIME

- Ms. Meara stated that she will be providing the Board members with a list of Board policies identified in old minutes.
- Ms. Meara stated that someone has been observed driving donuts within the parking lot at the Chapter and was caught on camera the evening of August 7<sup>th</sup>. Please be aware.

#### 4. MINUTES/CORRESPONDENCE

Minutes from the August 2022 Board of Directors Meeting were available for all to review. The minutes were approved
as written.

#### 5. TREASURER'S REPORT

- Mr. Crisman presented the Budget Report as of August 2022.
  - Income for the time period of January through August 2022 was \$400,083.75 and expenses were \$180,595.70, leaving a balance in the budget of \$219,488.05.
- Mr. Crisman stated that several instances of co-mingling Chapter and personal funds have been identified, and that this is a bad practice and needs to cease.
- Mr. Crisman provided an update on preparation of the 2023 Chapter budget. Mr. Crisman stated that he would like to create a more formal Chapter budget, which will cover all operating costs. The proposed budget will need to be presented at the November Board of Directors' meeting, and he would like more participation and input from Board members. Please provide information prior to the October Board of Directors' meeting.

#### 6. MEMBERSHIP UPDATE

- Mr. Crandall provided the membership update. There are currently 2,243 active memberships, and at this time last year the Chapter had 2,219 active memberships.
- The next new member orientation will be October 1, 2022.

#### 7. SPECIAL COMMITTEES

- Air Range
  - o Mr. Bukva stated that the SignUpGenius for consumables should now be operational.
- Awards and Grants
  - o Mr. Dwyier stated that he is working on the FONRA grant application, which is due November 10.
  - Ms. Meara stated that the Chapter received a "Defenders Award" with a new plaque from IWLA national. The Chapter was also awarded Best Newsletter. Ms. Meara thanked Tim Terrell and Ellen MacBrayne for their help with the newsletter.
  - o The Youth Chapter was also awarded 100% Retention Award from IWLA national. Our Youth Chapter is larger than more than 75% of IWLA chapters.
- Buildings and Grounds
  - o Mr. Rose provided an update on current Buildings and Grounds projects
    - o Repairs to the rifle/pistol berm are being planned, and will likely occur with short notice. Once started, the repairs should take about a week to complete.
    - o Shotgun clubhouse renovation is about to begin, and the HVAC unit has been selected.
    - The office/back door of the Chapter fieldhouse is difficult to open and close, and will need to be fixed. The back rooms are uneven and repairs may be necessary.
    - O Chapter is currently soliciting for a snow plow contractor, and want a 2-ton unit.
- Bylaws
  - o Nothing to report.
- Communication
  - o There is still one seat available at the FONRA dinner later this month.
  - o The Chapter was recently featured in the NOVEC Cooperative Living magazine.
  - o Please let Ms. Meara know if you have any changes or updates you would like to inform the membership of, so she can include in the monthly eBlast.
- Conservation
  - o Mr. Bukva stated that he recently had a long conversation with a member about pond management, and that he is looking forward to learning more.
- Education and Training
  - No update.
- EMS
  - o Mr. Brino stated that we are waiting to apply rock phosphate to the Skeet/Trap fields.
- Field Archery
  - o Mr. Riemer stated that range is in excellent shape, that Archery 101 classes bring large numbers every month, and that Archery 201 will start back again in October.
  - o 35 people attended and qualified for Suburban Whitetail, and they provided a \$500 donation to the Chapter. Suburban Whitetail also normally donates \$500 when they make a facility use request.
- Rifle/Pistol
  - o Mr. Landry stated he has purchased a memorial plaque for John Charles "Chuck" Green, which has been delivered and installed at the target shed.
  - Supplies have been purchased and the soda machine has been filled.
  - o Mr. Landry thanked Mr. Crandall for setting up a SignUpGenius for range volunteers.
  - Mr. Landry received an email from Carina Velazques-Mondragon with the Occoquan Bay National Wildlife Refuge asking if the Chapter would like to continue participation in annual shotgun qualifications for managed deer hunts. The Chapter will collect a fee.

#### • Skeet/Trap

- o The penultimate trap shoot for the year last Sunday only had 28 participants; there will be one final shoot in October
- o Winter League practice will be starting soon.
- o Mr. Brino stated that the annual Chapter picnic will be Saturday, September 10. Final shopping will be finished soon, and he has volunteers for cooking, setup, and tear down. Chapter officers and directors will serve food.

#### Target Archery

- o Mr. Del Vecchio stated that the fall JOAD program will start later this month, 34 of 40 slots are currently filled.
- o Chapter member Sue Snider has joined Team USA and will compete in Chile this November.
- The Mongolian Embassy has inquired about hosting the archery portions of a Mongolian Naadam at the Chapter in July 2023 for about 100 participants. Mr. Del Vecchio stated that he is working to ensure that all safety precautions are taken, and that a safety device needs to be utilized for the event because judges are located downrange.

#### • Youth/Junior Chapter

- o Mr. Turner stated there have been recent problems with SignUpGenius, and that he will work with Mr. Crandall to fix any issues.
- o There are currently 264 youth members, and renewals start on September 15.
- o Junior programs have been successful across the board.

#### 8. STANDING COMMITTEE REPORTS

- Shenandoah
  - o Mr. Ansick stated that we have 50 acres in Shenandoah County, and there are approximately 20 vehicles illegally parked on our property. He is working on taking next steps to have the vehicles and other property removed.
  - o Mr. Ansick stated that terms with the adjacent property owner are a bit tense. Mr. Gagnon asked if a property line survey is required; Mr. Ansick stated that isn't necessary.
  - Ms. Meara stated that some language in the recorded deed might need to be corrected.
  - 60 requests to use the Shenandoah property were received in the last year, not just for hunting.

#### Raffles

o Mr. Landry stated that there is a balance of \$17,000 of raffle income for the preceding 12 months.

#### 9. OLD BUSINESS

• Ms. Meara stated that there is still a vacant Director-at-Large position. Mr. Rose moved that John Dwyier be installed to serve the remainder of the term of the previously vacated position. Being that Mr. Dwyier was no longer present at the meeting, Mr. Rose tabled the motion.

#### 10. NEW BUSINESS

- Mr. Rose led a discussion regarding an email from BSA Troop 893 asking if we would like to charter them. They are losing their church sponsorship. We currently charter BSA Troop 1137, BSA Troop 695, and one Cub Scout pack.
  - Mr. Pike stated we would need additional information from the Troop before we could make a decision.
  - Mr. Turner stated that the Board had looked into this previously. The BSA recently changed some of their terms about indemnification regarding chartering organizations. As a result, several churches have declined to renew their charters.
  - Mr. Pike clarified that chartering organizations are no longer indemnified/covered by national BSA insurance against illegal acts conducted associated with scouting activities.
  - Mr. Pike stated that chartering organizations provide more than just a facility to conduct meetings. Mr. Pike asked if our insurance covers the Chapter if there is an illegal act? Mr. Ansick asked how would chartering additional troops impact membership ability to use Chapter facilities.
  - Mr. Turner stated that chartering troops does not have a negative impact on the use of Chapter facilities by the membership because they still need to go through the facility use request process. The main issue is liability.
  - Mr. Crisman stated that he will ask our insurance provider about liability associated with chartering scout troops.

### 11. OTHER MATTERS THAT MAY PROPERLY BE BROUGHT BEFORE THE BOARD

• Mr. Skipper stated that there are \$20 raffle tickets to support youth teams.

The meeting adjourned at 8:51 PM

# Arlington-Fairfax Chapter, Inc - IWLA Profit & Loss Budget vs. Actual

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income 41000 · Dues					
41022 · 2022 Chapter	350,743.75	335,000.00	15,743.75	104.7%	
Total 41000 · Dues	350,743.75	335,000.00	15,743.75	104.7%	
42000 · Donations 42600 · Donations - Unrestricted	17,243.64	500.00	16,743.64	3,448.7%	
Total 42000 · Donations	17,243.64	17,243.64 500.00 16,74		3,448.7%	
43900 · Grant Income 44000 · Interest Income 45000 · Program Income	5,000.00 566.86	50,000.00 940.00	-45,000.00 -373.14	10.0% 60.3%	
45100 · Program Fees 45500 · Other	1,375.00	0.00 1,500.00	1,375.00 -1,500.00	100.0% 0.0%	
Total 45000 · Program Income	1,375.00	1,500.00	-125.00	91.7%	
46000 · Miscellaneous Income	1,154.50 2,500.00 -1,345.50		-1,345.50	46.2%	
49000 · Special Event Income 49100 · Special Events Contributions 49011 · Annual Picnic 49012 · Childrens Christmas Party 49013 · Handicapped Picnic	0.00 0.00 0.00	2,000.00 2,000.00 2,000.00	-2,000.00 -2,000.00 -2,000.00	0.0% 0.0% 0.0%	
Total 49100 · Special Events Contributions	0.00	6,000.00	-6,000.00	0.0%	
49200 · Annual Picnic 49400 · Raffle	0.00 0.00	2,200.00 12,000.00	-2,200.00 -12,000.00	0.0% 0.0%	
Total 49000 · Special Event Income	0.00	20,200.00	-20,200.00	0.0%	
49970 · Unobligated Funds Carryover 49980 · Chapter Transfers	24,000.00 0.00	28,500.00 35,000.00	-4,500.00 -35,000.00	84.2% 0.0%	
Total Income	400,083.75	474,140.00	-74,056.25	84.4%	
Gross Profit	400,083.75	474,140.00	-74,056.25	84.4%	
Expense 61000 · Building and Grounds 61200 · Equipment and Tools 61400 · Services 61500 · Supplies 61505 · B&G Supplies	0.00 440.00 4.174.86	500.00 8,040.00 8,000.00	-500.00 -7,600.00 -3,825.14	0.0% 5.5% 52.2%	
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%	
Total 61500 · Supplies	4,174.86	15,500.00	-11,325.14	26.9%	
Total 61000 · Building and Grounds	4,614.86	24,040.00	-19,425.14	19.2%	
61800 · Conservation Exp 62100 · Contract Services	1,125.00	7,000.00	-5,875.00	16.1%	
62110 · Accounting Services 62115 · Admin Support 62135 · IT	700.00 24,570.84 2,604.94	3,600.00 30,000.00 10,000.00	-2,900.00 -5,429.16 -7,395.06	19.4% 81.9% 26.0%	

# Arlington-Fairfax Chapter, Inc - IWLA Profit & Loss Budget vs. Actual

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget	
62138 · Groundskeeper 62140 · Legal Fees 62150 · Outside Contract Services	0.00 2,726.33	35,000.00 500.00	-35,000.00 2,226.33	0.0% 545.3%	
62155 · Trash Service 62165 · Mowing Services 62165 · Other	7,408.42 8,840.00 1,932.76	10,000.00 13,650.00 1,000.00	-2,591.58 -4,810.00 932.76	74.1% 64.8% 193.3%	
Total 62150 · Outside Contract Services	18,181.18	24,650.00	-6,468.82	73.8%	
Total 62100 · Contract Services	48,743.29	103,750.00	-55,006.71	47.0%	
62800 · Facilities and Equipment 62870 · Property Insurance 62880 · Real Estate, Personal Prop Tax 63000 · Utilities	48,734.86 494.59	60,000.00 1,050.00	-11,265.14 -555.41	81.2% 47.1%	
63100 · Electricity 63200 · Natural Gas 63300 · Water & Sewer	11,501.67 1,747.35 480.18	18,000.00 2,500.00 600.00	-6,498.33 -752.65 -119.82	63.9% 69.9% 80.0%	
Total 63000 · Utilities	14,141.47	21,100.00	-6,958.53	67.0%	
Total 62800 · Facilities and Equipment	63,370.92	82,150.00	-18,779.08	77.1%	
64000 · Program Expenses 64100 · Building & Range Maintenance 64400 · Program Supplies 64800 · Other	241.64 4,294.86 	0.00 10,000.00 1,000.00	241.64 -5,705.14 -1,000.00	100.0% 42.9% 0.0%	
Total 64000 · Program Expenses	4,536.50	11,000.00	-6,463.50	41.2%	
65000 · Operations 65005 · Bank Fees 65006 · Registration Fees 65008 · Financial Processing Fees 65009 · PayPal 65010 · Square	10.00 3,305.00 3,901.25 733.78	0.00 1,000.00 3,000.00 1,000.00	10.00 2,305.00 901.25 -266.22	100.0% 330.5% 130.0% 73.4%	
Total 65008 · Financial Processing Fees	4,635.03	4,000.00	635.03	 115.9%	
65030 · Equipment 65040 · Postage, Mailing Service 65060 · Printing and Copying 65065 · Newsletter 65080 · Supplies 65090 · Telephone, Telecommunications	1,108.68 2,441.73 8,538.20 3,240.00 4,470.04 2,860.05	1,000.00 4,000.00 3,000.00 8,000.00 6,000.00 4,000.00	108.68 -1,558.27 5,538.20 -4,760.00 -1,529.96 -1,139.95	110.9% 61.0% 284.6% 40.5% 74.5% 71.5%	
Total 65000 · Operations	30,608.73	31,000.00	-391.27	98.7%	
65100 · Other Types of Expenses 65150 · Memberships and Dues 65160 · Other Costs 65180 · President's Discetionary Fund	0.00 256.35 0.00	500.00 1,000.00 1,000.00	-500.00 -743.65 -1,000.00	0.0% 25.6% 0.0%	
Total 65100 · Other Types of Expenses	256.35	2,500.00	-2,243.65	10.3%	
66000 · Special Event Expenses 66010 · Special Events 66011 · Annual Picnic	323.00	4,500.00	-4,177.00	7.2%	

# Arlington-Fairfax Chapter, Inc - IWLA Profit & Loss Budget vs. Actual

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget	
66012 · Childrens Christmas Party 66013 · Handicapped Picnic	0.00 1,689.25	7,500.00 2,200.00	-7,500.00 -510.75	0.0% 76.8%	
Total 66010 · Special Events	2,012.25	14,200.00	-12,187.75	14.2%	
Total 66000 · Special Event Expenses	2,012.25	14,200.00	-12,187.75		14.2%
66500 · Grants & Donations 66520 · Donations 66530 · Scholarships	1,500.00 20,000.00	2,000.00 20,000.00	-500.00 0.00	75.0% 100.0%	
Total 66500 · Grants & Donations	21,500.00	22,000.00	-500.00		97.7%
68300 · Travel and Meetings 68310 · Conference, Convention, Meeting 68320 · Travel	0.00 0.00	1,000.00 500.00	-1,000.00 -500.00	0.0% 0.0%	
Total 68300 · Travel and Meetings	0.00	1,500.00	-1,500.00		0.0%
69000 · Capital Expenditures 69100 · Lands 69200 · Buildings	0.00 3,827.80	10,000.00 165,000.00	-10,000.00 -161,172.20	0.0% 2.3%	
Total 69000 · Capital Expenditures	3,827.80	175,000.00	-171,172.20		2.2%
Total Expense	180,595.70	474,140.00	-293,544.30		38.1%
Net Ordinary Income	219,488.05	0.00	219,488.05		100.0%
Net Income	219,488.05	0.00	219,488.05		100.0%

### Arl/Fx Chapter, IWLA - Balance Sheet - As of 08-31-2022

(Includes unrealized gains)

Account	Balance
ASSETS Cash and Bank Accounts Chapter Checking Chapter Money Market	25,557 443,712
Membership	1,308
Petty Cash	1,321
Program Accounts	252,550
<b>TOTAL Cash and Bank Accounts</b>	724,448
TOTAL ASSETS	724,448
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	724,448
TOTAL LIABILITIES & EQUITY	724,448

## Program Account Activity 08-01-2022 to 08-31-2022

Air Range			
Beginning balance	\$42,105.40	NO VA Sharp Shootwers	
Total additions	14,980.00	Beginning balance \$	3,720.01
Total subtractions	2,520.03	Total additions	0.00
Ending balance	\$54,565.37	Total subtractions	0.00
-		Ending balance \$3	3,720.01
Bull Run Muzzleloaders			
Beginning balance	\$3,219.50	Rifle-Pistol Range	
Total additions	120.00	Beginning balance \$4	5,020.15
Total subtractions	172.77	Total additions	617.00
Ending balance	\$3,166.73	Total subtractions	0.00
		Ending balance \$4	8,949.64
Cub Run Archers			
Beginning balance	\$9,552.63	Rifle-Pistol Range - Debit Card ACCO	
Total additions	535.46	Beginning balance	\$0.00
Total subtractions	1,149.62	Total additions	0.00
Ending balance	\$8,938.47	Total subtractions	0.00
		Ending balance	\$0.00
Education & Trainig	•		
Beginning balance	\$21,968.86	Skeet & Trap	
Total additions	5,744.00	5 5	1,735.09
Total subtractions	1,759.58	Checks -	755.88
Ending balance	\$25,953.28	Other withdrawals,	168.34
		• •	7,342.04
Education & Training Trust	<b>*</b>	Ending balance 12	8,152.91
Beginning balance	\$17,924.01		
Total additions	0.76	Target Archery	
Total subtractions	0.00	· · ·	2,215.69
Ending balance 4	\$17,924.77	Total additions	0.00
			1,302.90
Jr Chapter	<b>044.070.54</b>	Ending balance \$1	0,912.79
Beginning balance	\$11,276.54		
Total additions	34.00		
Total subtractions	0.00		
Ending balance	\$11,310.54		