

Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.
Board of Directors - Minutes of the Meeting
Tuesday, August 2, 2022

1. **CALL TO ORDER:** The meeting was called to order by Vice President Chris 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. Vice President: Chris Rose
- ii. Secretary: Sean Gagnon
- iii. Membership: Benn Crandall
- iv. Designated Director: John Seaberg
- v. Designated Director: Joe Turner
- vi. Designated Director: Dick Riemer
- vii. Designated Director: Bob Brino
- viii. Designated Director: Steve Landry
- ix. Designated Director: Jeff Delveccio
- x. Designated Director: Jonathan Bukva
- xi. Director-at-Large: Fred Ansick
- xii. Director-at-Large: Carl Armstrong

d) Officers and Directors Absent

- i. President: Pamela Meara
- ii. Treasurer: Bob Crisman
- iii. Designated Director: Keith Kuck
- iv. Director-at-Large: Marv Hicks
- v. Director-at-Large: Oscar Starz

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)

- Pam Gercken (BSA Troop 695) – Large Pavilion on August 31, 2022
- Pam Gercken (BSA Troop 695) – Large Pavilion, Small Pavilion, Campsites 1-10 on November 18 – 20, 2022
- Pam Gercken (BSA Troop 695) – Air Range on September 24, 2022 (approved pending sign-off from Director of Air Range Keith Kuck).
- Dhanya Joseph (BSA Troop 1995) – Small Pavilion and Campsites 1-3 on August 24 & 31, 2022 from 5:30PM-9:00PM
- Chad Crerar (Pack 864) – Large Pavilion on August 26, 2022 from 6:30PM – 8:30PM
- Lynn Crochetiere (BSA Troop 17) – Large Pavilion on September 15, 2022 from 6:00PM – 10:00PM
- Catherine Bavidon-Arrage (BSA Troop 1888) – Air Range on September 24, 2022 from 12:30PM – 4:30PM and Indoor Archery on December 3, 2022 from 1:00PM – 4:00PM

3. **PRESIDENT'S TIME**

- Nothing to report.

4. **MINUTES/CORRESPONDENCE**

- Minutes from the July 2022 Board of Directors Meeting were available for all to review. Two revisions were made to correct the spelling of Mr. Bukva's name and to reflect that Mr. Landry is a designated director and not a director-at-large. The minutes were approved as amended.

5. **TREASURER'S REPORT**

- Nothing to report.

6. **MEMBERSHIP UPDATE**

- Mr. Crandall provided the membership update. There are currently 2,186 active memberships, and at this time last year the Chapter had 2,154 active memberships.

- The next new member orientation will be August 6, 2022.
- Mr. Crandall reminded the designated directors in attendance to provide him with lists of 8-hour volunteers by September 30 so that he can give them the appropriate membership discount.
- Mr. Turner inquired if the payment issue for junior memberships has been resolved. Mr. Crandall stated that it had.

7. SPECIAL COMMITTEES

- Air Range
 - Nothing to report.
- Awards and Grants
 - Mr. Rose stated that the Chapter received a few awards at the National IWLA convention.
 - Mr. Landry stated that there has been a call for State-level grants for next year.
- Buildings and Grounds
 - Mr. Rose provided an update on current Buildings and Grounds projects
 - The road has been regraded and potholes have been smoothed
 - Tick preventer has been applied
 - General equipment maintenance
 - Yellow jackets/hornets have been exterminated at the archery range
 - The Skeet/Trap clubhouse renovations were scheduled to commence this week, but have been pushed back to September due to the contractor being busy
 - Planned improvements to Chapter fieldhouse include replacing windows, remodeling kitchen, replacing flooring, and painting.
 - Mr. Ansick stated that the groundskeeper has been doing a fantastic job
 - Mr. Landry stated that the Rifle/Pistol exterior has not been painted in many years. Mr. Rose stated that might be a project for next year.
 - Mr. Landry stated that he is looking at purchasing used furniture for the Rifle/Pistol clubhouse.
- Bylaws
 - Nothing to report.
- Communication
 - Nothing to report.
- Conservation
 - Mr. Bukva stated that he still needs keys for the conservation shed.
- Education and Training
 - Mr. Seaberg stated that there are no significant updates for Education and Training.
 - There were two courses last month, and both were well attended. There are two classes scheduled for this month.
 - Two range safety officer (RSO) courses are scheduled for later this year, and he is willing to add additional courses as needed and/or requested.
 - Mr. Seaberg stated he has purchased a new laptop and high-speed color printed for lesson plans and student certificates. Mr. Crandall stated that he also recently purchased a high-speed color printer for membership purposes.
- EMS
 - Mr. Brino stated he is working with the groundskeeper to determine when to apply phosphate.
- Field Archery
 - Mr. Riemer stated that range is in excellent shape, that Archery 101 classes bring large numbers every month, and that Archery 201 summer session is going well.
 - The reusable/rebuildable targets are still on backorder, and he has been waiting since February for their delivery.
 - Mr. Ansick stated that there still might be a bear on the Chapter property.
- Rifle/Pistol
 - Mr. Landry stated that the shortage of RSOs at the range is difficult, and he is working on getting new RSOs and improving communication.
 - Mr. Landry stated that the only income for Rifle/Pistol is guest fees, and that it appears that lots of guest fees appear to go uncollected. This will be emphasized in RSO training that guests need to pay to use the range.
 - Mr. Crandall stated that the recent short range day went well.

- Skeet/Trap
 - Mr. Brino stated that there will be a registered skeet shoot this weekend, a doubles tournament on August 13, and another tournament at the end of August.
 - Club house renovation has been delayed until after Labor Day.
 - Ms. Norah Ross will be conducted a clinic in September.
 - Chapter picnic is scheduled for September 10, and tickets are available for sale. Price of tickets has been decreased, and if you have leftover tickets please return to Mr. Brino before the picnic to be sold at the gate.
- Target Archery
 - Mr. Delveccio stated that current outdoor classes end on August 21, and that combination indoor/outdoor classes will begin in September.
 - New cores for the outdoor targets have just arrived, and a work party will be utilized to install them.
 - Mr. Delveccio stated that he is working with Mr. Turner to get youth archery participants to join the Junior Chapter.
 - Mr. Delveccio stated that Target Archery and Field Archery have worked together to acquire a competition timer for tournaments and training.
 - Mr. Delveccio stated that there is a great write-up in the current NOVEC Cooperative Magazine. A JOAD coach is featured prominently in the magazine, as well as the Chapter in general.
- Youth/Junior Chapter
 - Mr. Turner stated that the Junior Board will be meeting this month.

8. STANDING COMMITTEE REPORTS

- Elections
 - Mr. Landry stated all incumbents have been reelected, and Mr. Don Early and Mr. Todd Skipper were elected as Directors-at-Large. The officers and directors will be installed at the August General Membership meeting, after which election materials will be destroyed.
- Raffles
 - No changes this month.

9. OLD BUSINESS

- Mr. Ansick inquired about the one vacant Director-at-Large position. Mr. Rose stated that we should table installation of a new Director-at-Large until there is higher attendance at the Board meeting.

10. NEW BUSINESS

- Mr. Crandall led a discussion on how to process Junior Chapter memberships, and which dates Junior Chapter memberships are valid for. Mr. Turner requested that the discussion continue after the Board meeting as it does not require Board action or approval.

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

- None.

The meeting adjourned at 8:12 PM

Signed: Sean Gagnon, Secretary

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	343,345.00	335,000.00	8,345.00	102.5%
Total 41000 · Dues	343,345.00	335,000.00	8,345.00	102.5%
42000 · Donations				
42600 · Donations - Unrestricted	17,118.14	500.00	16,618.14	3,423.6%
Total 42000 · Donations	17,118.14	500.00	16,618.14	3,423.6%
43900 · Grant Income	5,000.00	50,000.00	-45,000.00	10.0%
44000 · Interest Income	566.86	940.00	-373.14	60.3%
45000 · Program Income				
45100 · Program Fees	1,375.00	0.00	1,375.00	100.0%
45500 · Other	0.00	1,500.00	-1,500.00	0.0%
Total 45000 · Program Income	1,375.00	1,500.00	-125.00	91.7%
46000 · Miscellaneous Income	937.50	2,500.00	-1,562.50	37.5%
49000 · Special Event Income				
49100 · Special Events Contributions				
49011 · Annual Picnic	0.00	2,000.00	-2,000.00	0.0%
49012 · Childrens Christmas Party	0.00	2,000.00	-2,000.00	0.0%
49013 · Handicapped Picnic	0.00	2,000.00	-2,000.00	0.0%
Total 49100 · Special Events Contributions	0.00	6,000.00	-6,000.00	0.0%
49200 · Annual Picnic	0.00	2,200.00	-2,200.00	0.0%
49400 · Raffle	0.00	12,000.00	-12,000.00	0.0%
Total 49000 · Special Event Income	0.00	20,200.00	-20,200.00	0.0%
49970 · Unobligated Funds Carryover	24,000.00	28,500.00	-4,500.00	84.2%
49980 · Chapter Transfers	0.00	35,000.00	-35,000.00	0.0%
Total Income	392,342.50	474,140.00	-81,797.50	82.7%
Gross Profit	392,342.50	474,140.00	-81,797.50	82.7%
Expense				
61000 · Building and Grounds				
61200 · Equipment and Tools	0.00	500.00	-500.00	0.0%
61400 · Services	440.00	8,040.00	-7,600.00	5.5%
61500 · Supplies				
61505 · B&G Supplies	2,744.72	8,000.00	-5,255.28	34.3%
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%
Total 61500 · Supplies	2,744.72	15,500.00	-12,755.28	17.7%
Total 61000 · Building and Grounds	3,184.72	24,040.00	-20,855.28	13.2%
61800 · Conservation Exp	1,125.00	7,000.00	-5,875.00	16.1%
62100 · Contract Services				
62110 · Accounting Services	400.00	3,600.00	-3,200.00	11.1%
62115 · Admin Support	23,291.67	30,000.00	-6,708.33	77.6%
62135 · IT	2,563.94	10,000.00	-7,436.06	25.6%

Arlington-Fairfax Chapter, Inc - IWLA Profit & Loss Budget vs. Actual January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
62138 · Groundskeeper	0.00	35,000.00	-35,000.00	0.0%
62140 · Legal Fees	2,726.33	500.00	2,226.33	545.3%
62150 · Outside Contract Services				
62155 · Trash Service	6,400.35	10,000.00	-3,599.65	64.0%
62160 · Mowing Services	6,630.00	13,650.00	-7,020.00	48.6%
62165 · Other	1,932.76	1,000.00	932.76	193.3%
Total 62150 · Outside Contract Services	14,963.11	24,650.00	-9,686.89	60.7%
Total 62100 · Contract Services	43,905.05	103,750.00	-59,844.95	42.3%
62800 · Facilities and Equipment				
62870 · Property Insurance	43,886.29	60,000.00	-16,113.71	73.1%
62880 · Real Estate, Personal Prop Tax	494.59	1,050.00	-555.41	47.1%
63000 · Utilities				
63100 · Electricity	9,742.10	18,000.00	-8,257.90	54.1%
63200 · Natural Gas	1,687.97	2,500.00	-812.03	67.5%
63300 · Water & Sewer	480.18	600.00	-119.82	80.0%
Total 63000 · Utilities	12,322.52	21,100.00	-8,777.48	58.4%
Total 62800 · Facilities and Equipment	56,703.40	82,150.00	-25,446.60	69.0%
64000 · Program Expenses				
64100 · Building & Range Maintenance	241.64	0.00	241.64	100.0%
64400 · Program Supplies	4,294.86	10,000.00	-5,705.14	42.9%
64800 · Other	0.00	1,000.00	-1,000.00	0.0%
Total 64000 · Program Expenses	4,536.50	11,000.00	-6,463.50	41.2%
65000 · Operations				
65005 · Bank Fees	10.00	0.00	10.00	100.0%
65006 · Registration Fees	3,305.00	1,000.00	2,305.00	330.5%
65008 · Financial Processing Fees				
65009 · PayPal	3,901.25	3,000.00	901.25	130.0%
65010 · Square	613.23	1,000.00	-386.77	61.3%
Total 65008 · Financial Processing Fees	4,514.48	4,000.00	514.48	112.9%
65030 · Equipment	320.69	1,000.00	-679.31	32.1%
65040 · Postage, Mailing Service	2,393.32	4,000.00	-1,606.68	59.8%
65060 · Printing and Copying	4,785.20	3,000.00	1,785.20	159.5%
65065 · Newsletter	3,240.00	8,000.00	-4,760.00	40.5%
65080 · Supplies	4,387.51	6,000.00	-1,612.49	73.1%
65090 · Telephone, Telecommunications	2,469.47	4,000.00	-1,530.53	61.7%
Total 65000 · Operations	25,425.67	31,000.00	-5,574.33	82.0%
65100 · Other Types of Expenses				
65150 · Memberships and Dues	0.00	500.00	-500.00	0.0%
65160 · Other Costs	256.35	1,000.00	-743.65	25.6%
65180 · President's Discernatory Fund	0.00	1,000.00	-1,000.00	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	0.00	7,500.00	-7,500.00	0.0%
66013 · Handicapped Picnic	1,689.25	2,200.00	-510.75	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	1,500.00	2,000.00	-500.00	75.0%
66530 · Scholarships	20,000.00	20,000.00	0.00	100.0%
Total 66500 · Grants & Donations	21,500.00	22,000.00	-500.00	97.7%
68300 · Travel and Meetings				
68310 · Conference, Convention, Meeting	0.00	1,000.00	-1,000.00	0.0%
68320 · Travel	0.00	500.00	-500.00	0.0%
Total 68300 · Travel and Meetings	0.00	1,500.00	-1,500.00	0.0%
69000 · Capital Expenditures				
69100 · Lands	0.00	10,000.00	-10,000.00	0.0%
69200 · Buildings	3,827.80	165,000.00	-161,172.20	2.3%
Total 69000 · Capital Expenditures	3,827.80	175,000.00	-171,172.20	2.2%
Total Expense	162,476.74	474,140.00	-311,663.26	34.3%
Net Ordinary Income	229,865.76	0.00	229,865.76	100.0%
Net Income	229,865.76	0.00	229,865.76	100.0%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 07-31-2022

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash and Bank Accounts	
Chapter Checking	29,285
Chapter Money Market	463,636
Membership	1,086
Petty Cash	1,321
Program Accounts	243,413
TOTAL Cash and Bank Accounts	738,741
TOTAL ASSETS	738,741
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	738,741
TOTAL LIABILITIES & EQUITY	738,741

Program Account Activity
07-01-2022 to 07-31-2022

Air Range

Beginning balance \$50,037.76
Total additions 1,448.73
Total subtractions 9,381.09
Ending balance \$42,105.40

NO VA Sharp Shooters

Beginning balance \$3,620.01
Total additions 100.00
Total subtractions 0.00
Ending balance \$3,720.01

Bull Run Muzzleloaders

Beginning balance \$3,305.60
Total additions 220.00
Total subtractions 306.10
Ending balance \$3,219.50

Rifle-Pistol Range

Beginning balance \$45,359.27
Total additions 0.00
Total subtractions 333.12
Ending balance \$45,020.15

Cub Run Archers

Beginning balance \$9,143.57
Total additions 1,348.00
Total subtractions 938.94
Ending balance \$9,552.63

Rifle-Pistol Range - Debit Card ACCOUNT CL

Beginning balance \$0.00
Total additions 0.00
Total subtractions 0.00
Ending balance \$0.00

Education & Trainig

Beginning balance \$24,419.62
Total additions 1,202.00
Total subtractions 3,652.76
Ending balance \$21,968.86

Skeet & Trap

Beginning balance \$128,395.12
Checks - 28,795.30
Other withdrawals, 502.48
Deposits, credits 22,637.75
Ending balance 121,735.09

Education & Training Trust

Beginning balance \$17,923.25
Total additions 0.76
Total subtractions 0.00
Ending balance 4 \$17,924.01

Target Archery

Beginning balance \$14,425.75
Total additions 550.00
Total subtractions 2760.06
Ending balance \$12,215.69

Jr Chapter

Beginning balance \$11,088.04
Total additions 188.50
Total subtractions 0.00
Ending balance \$11,276.54