

Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.
Board of Directors - Minutes of the Meeting
Tuesday, October 4, 2022

1. **CALL TO ORDER:** The meeting was called to order by President Pamela Meara 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
- ii. Secretary: Sean Gagnon
- iii. Treasurer: Bob Crisman
- iv. Membership: Benn Crandall
- v. Designated Director: John Seaberg
- vi. Designated Director: Joe Turner
- vii. Designated Director: Keith Kuck
- viii. Designated Director: Steve Landry
- ix. Designated Director: Jeff Del Vecchio
- x. Designated Director: Jonathan Bukva
- xi. Designated Director: Bob Brino
- xii. Director-at-Large: Fred Ansick
- xiii. Director-at-Large: Todd Skipper
- xiv. Director-at-Large: Oscar Starz
- xv. Director-at-Large: Carl Armstrong

d) Officers and Directors Absent

- i. Vice President: Chris Rose
- ii. Designated Director: Dick Riemer
- iii. Director-at-Large: Don Early

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)

- Tom Ciarula (VFW 8469) – Air Range and Large Pavilion on December 17, 2022
- Clara Tranchemontagne (Arl-Ffx IWLA Junior Chapter) – Field House on November 18, 2022 from 6:00PM – 9:30PM
- Will Sedmak (BSA Troop 670) – Rifle/Pistol on November 13, 2022 and Skeet/Trap on November 19, 2022
- Heidi Settle (BSA Troop 1137) – Large Pavilion on Sundays from 2:30PM – 4:00PM between October 16, 2022 and March 26, 2023
- Heidi Settle (BSA Troop 1137) – Campsites 1-3, Small Pavilion, and Air Range on November 12-13, 2022. Approved pending availability of an approved RSO for the Air Range, and informed not to park near Field Archery due to FITA shoot.
- Chad Crerar (Pack 864) – Large Pavilion on October 5, 2022 and Field House on October 19, 2022
- Clara Tranchemontagne (Eagle Scout Project) – Proposes to repaint two exterior walls at Sills Air Range, estimated cost is \$1,450 and hopes to finish before end of November 2022. Range has not been repainted in over seven years. Ms. Tranchemontagne stated that the exterior walls do not need to be power washed prior to painting, but loose debris will be cleaned with brooms as necessary. Some areas will require two coats of paint. Paint will be applied with rollers/brushes, and the range will not need to be closed for painting. Plans to complete over Veterans day weekend.

3. **PRESIDENT'S TIME**

- Mr. Landry moved that Bob Hamilton be installed by the Board of Directors to fill the remainder of the unserved term for the vacant Director-at-Large position. Mr. Hamilton has been a member for about 10 years and most frequently utilizes the Rifle/Pistol range, but is familiar with other disciplines. He has been an election officer for past few years, volunteers for Women on Target, and is a rifle/pistol instructor. Mr. Landry and Mr. Skipper endorsed Mr. Hamilton. The motion was adopted unanimously, and Mr. Hamilton took the oath of office administered by National Director Pam Meara.
- Ms. Meara previously provided the Board via email with a list of current Board policies.
 - Mr. Gagnon moved that the January 1996 Board policy requiring that prospective members have a sponsor to join the

Chapter. The motion was adopted with one opposed.

- Mr. Seaberg moved that the February 1996 Board policy be rescinded and replaced with the following policy: “Minutes of the Board of Directors’ and General Membership meetings shall be made available to the Chapter membership.” The motion was adopted unanimously.
- Mr. Crandall moved to rescind the May 2021 Board policy stating that new members can pay \$300 to meet their 6-hour volunteer obligations. Mr. Turner stated that there was a big argument in favor of this policy when it was implemented, as we were having trouble filling memberships and thought that the required volunteer hours was hindering recruitment. Mr. Turner stated that no longer seems to be a problem. The motion was adopted unanimously.
- Mr. Crisman inquired about the February 1999 Board policy requiring that any person or entity in the Chapter who raises or handles funds shall submit records to the Board at each of its monthly meetings. Mr. Gagnon asked if the treasurer reports every month cover the spirit of this Board policy. Mr. Crisman stated that the treasurer reports currently cover “main” Chapter accounts, and that he receives monthly transaction reports from all Chapter disciplines (except for Bullseye and Service Rifle, as they do not get entered into Quickbooks). Mr. Gagnon stated that we appear to be in compliance with the spirit of the policy.
- Mr. Crandall moved to strike “or they must reapply for membership” and change 12 months to 6 months from the the September 2002 policy that reads “Membership Policy: Beginning with the next new member orientation class (in 2003), all new members must perform their 6 volunteer hours within 12 months of the date of their new member orientation or by the end of the calendar year in which their dues have been paid, whichever is later, or they must reapply for membership. The motion was adopted and the policy now reads “*Membership Policy: all new members must perform their 6 volunteer hours within 6 months of the date of their new member orientation.*”
- Mr. Crandall moved that the June 1996 Board policy reading “Members not renewing by March 1 each year shall be required to attend an orientation and may be required to pay the new member fee before reinstatement” be rescinded. The motion was adopted.
- A discussion about Chartering Boy Scouts of America troops was tabled for further discussion.

4. MINUTES/CORRESPONDENCE

- Minutes from the September 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 September 2022.
 - Income for the time period of January through September 2022 was \$407,713.97 and expenses were \$194,304.27, leaving a balance in the budget of \$213,409.70.
- Mr. Crisman presented the draft proposed budget for 2023. Mr. Crisman stated that he anticipates unobligated funds carry over of around \$86,000, and requested that Board members provide input on the draft proposed budget. The budget needs to be approved at the November 2022 Board meeting and presented to the Membership at the November 2022 General Membership meeting.
 - Mr. Landry stated that raffle income likely needs to be increased.
 - Mr. Kuck stated that his only concern is in regard to the proposed budget of \$35,000 for snow plowing. It is a large amount of money for a contract with unknown utility.
 - Mr. Crisman stated that he wants to establish an actual budget for each Chapter discipline, but he has only received information from Field Archery thus far. Please provide information so that this can be established.

6. MEMBERSHIP UPDATE

- Mr. Crandall provided the membership update. There are currently 2,258 active memberships, and at this time last year the Chapter had 2,275 active memberships. He will have a better idea on total “members” next month to account for family memberships.
- October NMO was during the hurricane, but 15 people still showed up. The next new member orientation will be November 5, 2022 and will have an increased attendance limit.

7. SPECIAL COMMITTEES

- Air Range
 - Pursuing a deal with the Naval Academy to purchase their old targets. They are same as the targets we use, and the price is to be determined. The advantage of this deal is that they can be purchased relatively inexpensively.
 - Heading to WVU tomorrow morning to pick up rest of supplies purchased from their rifle team.
 - SignUpGenius is open for consumables fees and junior memberships; the year for air range consumables is September to September.

- Awards and Grants
 - Mr. Dwyier stated we have a report due to FONRA for the previous year's grant, and a report is also due to FONRA for this year's grant.
- Buildings and Grounds
 - Mr. Brino stated that the renovation for the Skeet/Trap clubhouse will commence on October 11, 2022.
- Conservation
 - Mr. Bukva stated that the growth of lilies in the pond is still an issue that needs to be rectified.
- Education and Training
 - Mr. Seaberg stated that there are 5 courses left this calendar year, and that the plans for 2023 will be different than previous years. He now plans to planning twice per year to allow more quick posting and opening of registration. Planning day will be December 10, 2022.
 - Shotgun winter league will start on January 8, 2023 and run for 13 weeks.
- Field Archery
 - There will be a FITA shoot on November 12 and 13, 2022; all 88 registration slots are filled.
 - The scout trailers will need to be moved for the FITA shoot.
 - Only half of the order of the previously approved Rinehart target purchase has been delivered, and Mr. Ansick stated he is hoping the rest of the order is delivered before the end of the year. He needs to ensure that he has available funds to pay for the targets should delivery be delayed until 2023.
 - Field Archery plans to purchase 3D targets in 2023, with anticipated delivery in January or February.
 - Archery 201 class had 11 students in October, and plans for Archery 301 classes are ongoing.
- Rifle/Pistol
 - Mr. Landry stated that he had a contract to complete some work on the Rifle/Pistol berm, but the work would not have been completed without the help of Randy Hancock. Mr. Landry stated his appreciation for the flexibility of the RSOs as the berm was being repaired. The berm still needs to be hydroseeded and strawed.
 - Mr. Landry has been pleased with the response to the request of the members to volunteer as RSOs, the eBlast has been helpful. Mr. Landry thanked Education and Training for hosting an RSO training course.
 - Mr. Landry stated that he is still having trouble with some RSOs not showing up for their scheduled shifts, and that he plans to have an RSO meeting to improve the situation.
- Skeet/Trap
 - The registered trap shoot planned for October 2, 2022 was cancelled, and one complaint was received.
 - Winter league will be starting soon, and the clubhouse renovation is anticipated to begin on October 11. The fields will be open but the clubhouse will be closed for 3 or 4 weeks.
 - Mr. Brino stated that Geoff Miller passed away and emphasized that he was immensely important to the range. Mr. Brino stated that his memory will be commemorated by naming the September shoot after him.
- Target Archery
 - Mr. Del Vecchio stated that the fall JOAD program is ongoing with 32 students. The JOAD winter session will begin in mid-January.
 - The outdoor targets will be waterproofed soon, and Mr. Del Vecchio is working with Field Archery to purchase new backstops.
 - Mr. Del Vecchio stated he is still waiting to hear back from the Mongolian Embassy regarding hosting their Naadam festival at the Chapter.
- Youth/Junior Chapter
 - Mr. Turner stated there are currently 254 youth members, and renewals started on September 15.
 - Some duplicate memberships have been either refunded or rolled into 2023 dues.
 - Wendell Thompson match is scheduled for November 5, 2022, and the parents will host a bake sale to benefit the Junior Board. There will also be a swap meet in November.

8. STANDING COMMITTEE REPORTS

- Elections
 - Mr. Landry moved to destroy the 2022 Chapter Election materials. The motion was adopted.

- Raffles
 - Mr. Landry stated that the Glock raffle closed on September 20, 2022, and another \$4,000 will come off on November 6, 2022. We currently have a buffer of \$25,000.
- Shenandoah
 - Mr. Ansick stated he has received the first request for the 2022 hunting season.
 - We are still working on getting vehicles removed from the property and getting the Chapter's name corrected on the property deed.

9. OLD BUSINESS

- Donation to National IWLA for 100th Anniversary
 - Discussion tabled from April 2022 Board meeting and is in support of the National IWLA "2nd Century" Campaign. Funds are not in the approved budget, and Ms. Meara moved that the discussion be tabled until the November 2022 Board meeting. The motion was adopted.

10. NEW BUSINESS

- Mr. Armstrong stated that he believes the days of the large Chapter Christmas parted for disadvantaged children are over. This year he has been in contact with ACTS (Action in Communities through Service) to provide food/gifts to families in need directly. He is looking to sponsor 15 to 20 kids, and spend about \$50 to \$100 per child.
 - Mr. Brino asked if there are any plans to host an event at the Field Archery range. Mr. Armstrong stated there are no plans for that this year.
 - Mr. Gagnon asked for clarification on who selects the families, ACTS or the Chapter. Mr. Armstrong stated that ACTS selects the families.
 - Mr. Armstrong stated that he plans to be under budget for this year's Christmas charity.
- Mr. Ansick stated that the Chapter received \$70 from the deer management program as a donation.

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

- Opportunity to donate to the AR-FX Chapter through Amazon Smile. See chapter website for.

The meeting adjourned at 9:37 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	357,304.75	335,000.00	22,304.75	106.7%
Total 41000 · Dues	357,312.75	335,000.00	22,312.75	106.7%
42000 · Donations				
42600 · Donations - Unrestricted	18,130.57	500.00	17,630.57	3,626.1%
Total 42000 · Donations	18,130.57	500.00	17,630.57	3,626.1%
43900 · Grant Income	5,000.00	50,000.00	-45,000.00	10.0%
44000 · Interest Income	716.15	940.00	-223.85	76.2%
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	1,179.50	2,500.00	-1,320.50	47.2%
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	407,713.97	474,140.00	-66,426.03	86.0%
Gross Profit	407,713.97	474,140.00	-66,426.03	86.0%
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	4,449.28	8,000.00	-3,550.72	55.6%
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%
Total 61500 · Supplies	4,449.28	15,500.00	-11,050.72	28.7%
Total 61000 · Building and Grounds	4,889.28	24,040.00	-19,150.72	20.3%
61800 · Conservation Exp	1,125.00	7,000.00	-5,875.00	16.1%
62100 · Contract Services				
62110 · Accounting Services	800.00	3,600.00	-2,800.00	22.2%
62115 · Admin Support	26,447.92	30,000.00	-3,552.08	88.2%
62135 · IT	2,616.94	10,000.00	-7,383.06	26.2%

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	2,890.33	500.00	2,390.33	578.1%
62150 · Outside Contract Services				
62155 · Trash Service	8,425.83	10,000.00	-1,574.17	84.3%
62160 · Mowing Services	11,050.00	13,650.00	-2,600.00	81.0%
62165 · Other	1,932.76	1,000.00	932.76	193.3%
Total 62150 · Outside Contract Services	21,408.59	24,650.00	-3,241.41	86.9%
Total 62100 · Contract Services	54,123.78	103,750.00	-49,626.22	52.2%
62800 · Facilities and Equipment				
62870 · Property Insurance	53,583.43	60,000.00	-6,416.57	89.3%
62880 · Real Estate, Personal Prop Tax	494.59	1,050.00	-555.41	47.1%
63000 · Utilities				
63100 · Electricity	11,501.67	18,000.00	-6,498.33	63.9%
63200 · Natural Gas	1,747.35	2,500.00	-752.65	69.9%
63300 · Water & Sewer	480.18	600.00	-119.82	80.0%
Total 63000 · Utilities	14,141.47	21,100.00	-6,958.53	67.0%
Total 62800 · Facilities and Equipment	68,219.49	82,150.00	-13,930.51	83.0%
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	806.54	1,000.00	-193.46	80.7%
Total 65008 · Financial Processing Fees	4,707.79	4,000.00	707.79	117.7%
65030 · Equipment	1,108.68	1,000.00	108.68	110.9%
65040 · Postage, Mailing Service	2,478.78	4,000.00	-1,521.22	62.0%
65060 · Printing and Copying	8,538.20	3,000.00	5,538.20	284.6%
65065 · Newsletter	3,240.00	8,000.00	-4,760.00	40.5%
65080 · Supplies	5,567.33	6,000.00	-432.67	92.8%
65090 · Telephone, Telecommunications	3,250.63	4,000.00	-749.37	81.3%
Total 65000 · Operations	32,206.41	31,000.00	1,206.41	103.9%
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	246.35	2,500.00	-2,253.65	9.9%
66000 · Special Event Expenses				
66010 · Special Events				
66011 · Annual Picnic	1,940.41	4,500.00	-2,559.59	43.1%

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	3,629.66	14,200.00	-10,570.34	25.6%
Total 66000 · Special Event Expenses	3,629.66	14,200.00	-10,570.34	25.6%
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	194,304.27	474,140.00	-279,835.73	41.0%
Net Ordinary Income	213,409.70	0.00	213,409.70	100.0%
Net Income	213,409.70	0.00	213,409.70	100.0%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 09-30-2022

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash and Bank Accounts	
Chapter Checking	20,164
Chapter Money Market	443,785
Membership	1,197
Petty Cash	1,321
Program Accounts	233,019
TOTAL Cash and Bank Accounts	699,486
TOTAL ASSETS	699,486
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	699,486
TOTAL LIABILITIES & EQUITY	699,486

Program Account Activity
08-01-2022 to 09-30-2022

Air Range

Beginning balance \$54,565.37
Total additions 5,264.12
Total subtractions 1,168.43
Ending balance \$58,661.06

Jr Chapter

Beginning balance \$11,310.54
Total additions 255.00
Total subtractions 144.50
Ending balance \$11,421.04

Bull Run Muzzleloaders

Beginning balance \$3,166.73
Total additions 220.00
Total subtractions 0.00
Ending balance \$3,386.73

NO VA Sharp Shooters

Beginning balance \$3,720.01
Total additions 250.00
Total subtractions 0.00
Ending balance \$3,970.01

Cub Run Archers

Beginning balance \$8,938.47
Total additions 4,144.96
Total subtractions 1,623.18
Ending balance \$11,460.25

Rifle-Pistol Range

Beginning balance \$41,707.66
Total additions 3819.92
Total subtractions 109.57
Ending balance \$45,527.58

Education & Trainig

Beginning balance \$25,953.28
Total additions 3,020.00
Total subtractions 403.95
Ending balance \$28,569.33

Skeet & Trap

Beginning balance \$128,152.91
Checks - 42,426.19
Other withdrawals, 449.57
Deposits, credits 17,706.00
Ending balance \$102,983.15

Education & Training Trust

Beginning balance \$17,924.77
Total additions . 074
Total subtractions 0.00
Ending balance 4 \$17,925.51

Target Archery

Beginning balance \$10,912.79
Total additions 1,760.00
Total subtractions 1510.91
Ending balance \$11,161.88