

**Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.**  
**Board of Directors - Minutes of the Meeting**  
**Tuesday, November 1, 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. Vice President: Chris Rose
- iii. Secretary: Sean Gagnon
- iv. Treasurer: Bob Crisman
- v. Membership: Benn Crandall
- vi. Designated Director: Joe Turner
- vii. Designated Director: Keith Kuck
- viii. Designated Director: Jeff Del Vecchio
- ix. Designated Director: Jonathan Bukva
- x. Designated Director: Bob Brino
- xi. Designated Director: Dick Riemer
- xii. Director-at-Large: Fred Ansick
- xiii. Director-at-Large: Todd Skipper
- xiv. Director-at-Large: Oscar Starz
- xv. Director-at-Large: Carl Armstrong
- xvi. Director-at-Large: Don Early
- xvii. Director-at-Large: Robert Hamilton

- d) Officers and Directors Absent
  - i. Designated Director: John Seaberg
  - ii. Designated Director: Steve Landry

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)

- Fred Ansick (Appalachian Bow Hunters) – Field Archery club house on January 23, 2023.

3. **PRESIDENT'S TIME**

- Nothing to report.

4. **MINUTES/CORRESPONDENCE**

- Minutes from the October 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 October 2022.
  - Income for the time period of January through October 2022 was \$427,280.19 and expenses were \$234,214.90, leaving a balance in the budget of \$193,065.29.
- Mr. Crisman presented the proposed budget for 2023. Mr. Crisman stated that he estimates \$465,750 in income and expenditures of \$465,750.
- Mr. Gagnon asked if \$35,000 for snow removal was a reasonable budget amount. Mr. Rose provided input on the proposed snow removal contract:
  - P&H Landscaping offered to plow main roads and parking lots from December through March for \$160 per hour with a 1 hour minimum. They have two trucks and will only plow when there are more than 4 inches measured at Dulles Airport. Mr. Rose estimated we would likely need \$5,000 for the winter, with the ability to increase funds as necessary for unforeseen snow events. Mr. Ansick recommended we estimate \$15,000 in the budget for snow removal. The budget line-item for snow removal was reduced to \$15,000, and Mr. Crisman moved the \$20,000 budget surplus towards capital expenditures.

- Mor. Crisman moved that the proposed budget as amended be approved and presented to the membership at the November general membership meeting for their approval. The motion was adopted.

## 6. MEMBERSHIP UPDATE

- Mr. Crandall provided the membership update. There are currently 2,262 active memberships. Mr. Crandall stated that the average membership age is 58 years old. Mr. Crandall also stated that annual volunteer hours were 2,001 hours in 2019 and 4,546 hours to date in 2022 (does not account for Board members or RSOs).
- The next new member orientation will be November 5, 2022 and will have an increased attendance limit.

## 7. SPECIAL COMMITTEES

- Air Range
  - There will be a match this weekend, and the Eagle Scout project to paint the exterior walls is anticipated to start on Sunday.
  - There has not been any additional movement on acquiring air range targets from the U.S. Naval Academy.
- Awards and Grants
  - Mr. Dwyer stated we received a \$5,000 grant from FONRA in 2021, and we did not spend all of the funds. We need to refund approximately \$700 to FONRA. The 2022 FONRA grant application is due soon.
- Buildings and Grounds
  - Mr. Rose provided an update on Buildings and Grounds projects:
    - Some more work on fixing Kubota has been completed.
    - Brush around field archery has been cleaned up and building exterior power washed.
    - Alarm went off for septic system at Rifle/Pistol. When this occurs, call needs to be made to check on septic system. The issue is that the floats are not working properly, and this is the third time since this has occurred since the septic was attached to the Air Range. Grinder pumps not present. The septic system has been repaired, but the key takeaway is B&G needs to be notified ASAP for fixes. Someone at R/P silenced the alarm without notifying chain of command. A sign will be placed next to alarm to say who to call if alarm goes off. Budget for future years may include replacement of pumps with grinder pumps. Mr. Crandall asked how expensive are grinder pumps? Mr. Hicks stated that the worst case scenario is \$10,000 installed.
    - Rifle/Pistol – berm needs to be hydroseeded. Berm was re-graded. Work has been done, used RC Hertzig and it cost \$4,500. Check has been issued. Looking for approval to retroactively sole-source the \$4,500 regarding the berm. No objections.
    - Mr. Brino stated that construction is coming along nicely at the Shotgun clubhouse. A new ceiling has been installed with insulation, ductwork, and lighting. The interior has been painted, and the floor is about halfway finished. Very happy with results so far. New HVAC system also installed. Mr. Brino anticipates another 7 or 8 days of work before project is completed.
    - Next project is chapter fieldhouse. Exterior windows and tile flooring, bathrooms, and kitchen. Rear door has a temporary fix, needs further investigation to find out root cause of door binding.
- Communication
  - Ms. Meara stated that the monthly eBlast went out today, and the newsletter mailing party is tomorrow. Please provide her with updates you want included.
- Conservation
  - Mr. Bukva stated there was an Adopt-a-Highway event last weekend, at which 23 pounds of trash was collected by 5 volunteers in 3 hours.
  - A Cub Run stream valley cleanup is scheduled for November 12.
  - Mr. Kuck stated he will forward well testing information to Mr. Bukva.
  - Ms. Meara stated that we have a few new Save-Our-Stream trainers, and that we are planning on doing some salt watch and SoS training next year.
- Education and Training
  - Ms. Meara stated that there are 3 scheduled classes to close out the year, and that the schedule has been finalized for the first half of 2023.
  - This year there were 23 training events with 246 students (NRA courses).
- Field Archery
  - Mr. Riemer stated that there has been lots of work at indoor archery over previous month. Target butts on back wall totally taken down and restructured. 40% of new target butts and 60% of old target butts. Waiting for order of new target butts to come in, but had to prepare for FITA shoot (110 registered participants).
  - At 3D Range Station 22 a pine tree has come down and is leaning across trail, which needs to be taken down.

- Rifle/Pistol
  - Mr. Rose stated that the baffle project should have been completed by now but movement has been slow. Recently had a meeting with committee, but found that there was another vendor that was recommended by the architect. Will meet with vendor to find out true requirements versus plan that was proposed to architect.
- Skeet/Trap
  - Mr. Brino stated that the Skeet Tournament director has resigned and has been replaced.
  - Skeet/Trap has received a donation from the Miller family in Geoff Miller's name after his passing. Mr. Brino plans on installing a plaque in his honor. Mr. Miller's kindness and thoughtfulness to the chapter needs to be remembered.
- Target Archery
  - Mr. Del Vecchio stated that Olympic range in great shape thanks to volunteers.
  - About halfway through fall JOAD program.
  - 7 archers from chapter medaled at Bull Run early bird program tournament.
  - Haven't heard anything from Mongolian embassy about Naadam
- Youth/Junior Chapter
  - Mr. Turner provided an update on the Youth/Junior Chapter:
    - Youth are sponsoring Wendell Thompson tournament this weekend. Have asked Mr. Kuck and Mr. Thrasher to provide a write-up about who Wendell Thompson is to inform the participants.
    - The Junior Board is working well and is focused.
    - Nominations are now open for junior chapter officers/directors for 2023. Nominations will close on Saturday, November 5. Elections will be November 13-19. Will take office and be sworn in in January.
  - Mr. Turner recommended we post something at venues/facilities named after people (aka Sills Air Range and Birt Kidell Fieldhouse). Mr. Meara stated that she is working on collating a list of on-chapter memorials.

## 8. STANDING COMMITTEE REPORTS

- Christmas Party
  - Mr. Armstrong stated that he is waiting on a list of needy families from the ACTS organization.
- Shenandoah
  - Ms. Meara stated that Chapter officers recent meeting with our lawyer. The easement on the Shenandoah Property is deeded in the Annandale-Springfield chapter name, which needs to be fixed. Our actual property is deeded in our name. Lawyer working on getting this rectified. Also trying to get adjacent owner's property off of our land.
- Scouts
  - Mr. Rose stated that one BSA troop approached us several months ago asking if we would charter them. Their chartering organization decided not to re-charter them. There are still questions as to what extent the chartering organizations are covered under BSA insurance and what our insurance covers, and what about past deeds done by a troop. If there is no insurance, charter organization is vulnerable. We have 5 total scouting groups that we charter. Question – do we take on the 6<sup>th</sup> troop and what do we do about our existing 5 troops. We need information on what does our insurance cover.
    - Mr. Early stated that one of the things that was reported in the potential settlement is that BSA would put up money for a settlement fund and chartering organizations as well. Nothing is set in stone yet. Recommends we not take on extra troops due to potential risk.
    - Mr. Turner stated that it is not just the chapter at risk, but litigants appear to be going up the chain to find deepest pockets.
    - Mr. Pike stated that the Methodist church appears to have walked back a bit of their guidance to their congregation chartering organizations. What does our insurance cover?
    - Mr. Crandall moved that we table discussion about the one troop that wants us to charter them.
      - Mr. Gagnon recommended that we not table, but just vote no and not charter a 6<sup>th</sup> scouting group.
      - Tabled until next month with one opposed.

## 9. OLD BUSINESS

- Donation to National IWLA for 100<sup>th</sup> Anniversary.
  - Discussion tabled from the October 2022 Board meeting and is in support of the National IWLA “2<sup>nd</sup> Century” Campaign. Funds for donating in support of this campaign are not in the approved budget.
    - Mr. Rose moved to take off the table to discuss, and the motion was approved.
    - Mr. Kuck asked how much do we want to give and is it in benefit of the Chapter.

- Mr. Gagnon stated that it is his understanding the money is for supporting national IWLA conservation efforts.
- Mr. Crandall stated that \$57 of membership dues goes to national IWLA. This is a different general fundraising campaign.
- Mr. Turner stated that he does not think any donation we make would be restricted to specific purposes.
- Mr. Crandall moved that we donate \$1 per current membership (\$2,262). Mr. Gagnon second and stated that it is important to support national IWLA.
  - Mr. Crisman estimates we will still have \$60,000 unspent by end of year.
  - Mr. Starz asked if should we include junior chapter in the count, and Mr. Crandall stated that was not the intent of his motion.
  - Mr. Turner stated that the Junior chapter may also choose to donate as a Junior chapter.
  - A roll-call vote was taken on the motion: 10 voted in favor and 6 voted opposed. The motion was adopted. The expenditure needs to approved by membership at a General Membership.
- A discussion about Chartering Boy Scouts of America troops was tabled for further discussion at the October 2022 Board meeting.
  - Mr. Gagnon stated that we need to make decision about our 5 existing troops and let them know that we are discussing chartering.
  - Mr. Armstrong recommended we give notice ASAP that we thinking about canceling charters if we are not protected.
  - Mr. Kuck stated that we can drop sponsorship today, but we would still be liability for past 50 years of scouting here at the chapter and cannot get off that hook. Having scouts on chapter increases visibility of the chapter to the youth.
  - Mr. Turner asked if charting organization can be a sub-group within a larger organization.

#### 10. NEW BUSINESS

- Mr. Rose stated that he wants to discuss a 1/3/5-year plan for expensive and regularly occurring projects at the Chapter, such as dredging the pond. Please provide information to him so he can make a plan.
- Mr. Kuck stated that the fence behind field archery and along I66 needs to be closed.
- Mr. Pike stated that he has a few Eagle Scout candidates looking for projects.

#### 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 current events listing.

The meeting adjourned at 9:06 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
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · Dues				
41022 · 2022 Chapter	357,304.75	335,000.00	22,304.75	106.7%
<b>Total 41000 · Dues</b>	376,518.97	335,000.00	41,518.97	112.4%
42000 · Donations				
42600 · Donations - Unrestricted	18,330.57	500.00	17,830.57	3,666.1%
<b>Total 42000 · Donations</b>	18,330.57	500.00	17,830.57	3,666.1%
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	1,445.00	0.00	1,445.00	100.0%
45500 · Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 45000 · Program Income</b>	1,445.00	1,500.00	-55.00	96.3%
46000 · Miscellaneous Income	1,269.50	2,500.00	-1,230.50	50.8%
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%
<b>Total 49100 · Special Events Contributions</b>	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%
<b>Total 49000 · Special Event Income</b>	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%
<b>Total Income</b>	427,280.19	474,140.00	-46,859.81	90.1%
<b>Gross Profit</b>	427,280.19	474,140.00	-46,859.81	90.1%
<b>Expense</b>				
61000 · Building and Grounds				
61200 · Equipment and Tools	0.00	500.00	-500.00	0.0%
61400 · Services	655.00	8,040.00	-7,385.00	8.1%
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%
<b>Total 61500 · Supplies</b>	4,449.28	15,500.00	-11,050.72	28.7%
<b>Total 61000 · Building and Grounds</b>	5,104.28	24,040.00	-18,935.72	21.2%
61800 · Conservation Exp	1,125.00	7,000.00	-5,875.00	16.1%
62100 · Contract Services				
62110 · Accounting Services	900.00	3,600.00	-2,700.00	25.0%
62115 · Admin Support	27,485.42	30,000.00	-2,514.58	91.6%
62135 · IT	2,758.94	10,000.00	-7,241.06	27.6%

## 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	2,890.33	500.00	2,390.33	578.1%
<b>62150 · Outside Contract Services</b>				
62155 · Trash Service	9,443.24	10,000.00	-556.76	94.4%
62160 · Mowing Services	13,260.00	13,650.00	-390.00	97.1%
62165 · Other	1,932.76	1,000.00	932.76	193.3%
<b>Total 62150 · Outside Contract Services</b>	<b>24,636.00</b>	<b>24,650.00</b>	<b>-14.00</b>	<b>99.9%</b>
<b>Total 62100 · Contract Services</b>	<b>58,630.69</b>	<b>103,750.00</b>	<b>-45,119.31</b>	<b>56.5%</b>
<b>62800 · Facilities and Equipment</b>				
62870 · Property Insurance	58,432.00	60,000.00	-1,568.00	97.4%
62880 · Real Estate, Personal Prop Tax	931.91	1,050.00	-118.09	88.8%
<b>63000 · Utilities</b>				
63100 · Electricity	14,521.04	18,000.00	-3,478.96	80.7%
63200 · Natural Gas	1,860.46	2,500.00	-639.54	74.4%
63300 · Water & Sewer	640.24	600.00	40.24	106.7%
<b>Total 63000 · Utilities</b>	<b>17,463.65</b>	<b>21,100.00</b>	<b>-3,636.35</b>	<b>82.8%</b>
<b>Total 62800 · Facilities and Equipment</b>	<b>76,827.56</b>	<b>82,150.00</b>	<b>-5,322.44</b>	<b>93.5%</b>
<b>64000 · Program Expenses</b>				
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%
<b>Total 64000 · Program Expenses</b>	<b>4,536.50</b>	<b>11,000.00</b>	<b>-6,463.50</b>	<b>41.2%</b>
<b>65000 · Operations</b>				
65005 · Bank Fees	10.00	0.00	10.00	100.0%
65006 · Registration Fees	3,371.96	1,000.00	2,371.96	337.2%
<b>65008 · Financial Processing Fees</b>				
65009 · PayPal	4,252.91	3,000.00	1,252.91	141.8%
65010 · Square	895.23	1,000.00	-104.77	89.5%
65011 · Other	0.00	500.00	-500.00	0.0%
<b>Total 65008 · Financial Processing Fees</b>	<b>5,148.14</b>	<b>4,500.00</b>	<b>648.14</b>	<b>114.4%</b>
65030 · Equipment	2,201.89	1,000.00	1,201.89	220.2%
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	5,651.14	6,000.00	-348.86	94.2%
65090 · Telephone, Telecommunications	3,636.95	4,000.00	-363.05	90.9%
<b>Total 65000 · Operations</b>	<b>34,277.06</b>	<b>31,500.00</b>	<b>2,777.06</b>	<b>108.8%</b>
<b>65100 · Other Types of Expenses</b>				
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 Discretionary Fund	0.00	1,000.00	-1,000.00	0.0%
<b>Total 65100 · Other Types of Expenses</b>	<b>256.35</b>	<b>2,500.00</b>	<b>-2,243.65</b>	<b>10.3%</b>
<b>66000 · Special Event Expenses</b>				
66010 · Special Events				

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

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
66011 · Annual Picnic	1,940.41	4,500.00	-2,559.59	43.1%
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%
<b>Total 66010 · Special Events</b>	<b>3,629.66</b>	<b>14,200.00</b>	<b>-10,570.34</b>	<b>25.6%</b>
<b>Total 66000 · Special Event Expenses</b>	<b>3,629.66</b>	<b>14,200.00</b>	<b>-10,570.34</b>	<b>25.6%</b>
<b>66500 · Grants &amp; Donations</b>				
66520 · Donations	1,500.00	2,000.00	-500.00	75.0%
66530 · Scholarships	20,000.00	20,000.00	0.00	100.0%
<b>Total 66500 · Grants &amp; Donations</b>	<b>21,500.00</b>	<b>22,000.00</b>	<b>-500.00</b>	<b>97.7%</b>
<b>68300 · Travel and Meetings</b>				
68310 · Conference, Convention, Meeting	0.00	1,000.00	-1,000.00	0.0%
68320 · Travel	0.00	500.00	-500.00	0.0%
<b>Total 68300 · Travel and Meetings</b>	<b>0.00</b>	<b>1,500.00</b>	<b>-1,500.00</b>	<b>0.0%</b>
<b>69000 · Capital Expenditures</b>				
69100 · Lands	4,500.00	10,000.00	-5,500.00	45.0%
69200 · Buildings	23,827.80	165,000.00	-141,172.20	14.4%
<b>Total 69000 · Capital Expenditures</b>	<b>28,327.80</b>	<b>175,000.00</b>	<b>-146,672.20</b>	<b>16.2%</b>
<b>Total Expense</b>	<b>234,214.90</b>	<b>474,640.00</b>	<b>-240,425.10</b>	<b>49.3%</b>
<b>Net Ordinary Income</b>	<b>193,065.29</b>	<b>-500.00</b>	<b>193,565.29</b>	<b>-38,613.1%</b>
<b>Net Income</b>	<b>193,065.29</b>	<b>-500.00</b>	<b>193,565.29</b>	<b>-38,613.1%</b>

**Arl/Fx Chapter, IWLA - Balance Sheet - As of 10-31-2022**

(Includes unrealized gains)

Account	Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
Chapter Checking	37,922
Chapter Money Market	413,897
Membership	1,937
Petty Cash	1,321
Program Accounts	240,881
<b>TOTAL Cash and Bank Accounts</b>	<b>695,958</b>
<b>TOTAL ASSETS</b>	<b>695,958</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	<b>0</b>
<b>EQUITY</b>	<b>695,958</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>695,958</b>



Program Account Activity  
10-01-2022 to 10-31-2022

Air Range

Beginning balance \$58,661.06  
Total additions 9,933.57  
Total subtractions 2,624.37  
Ending balance \$65,970.26

Jr Chapter

Beginning balance \$11,421.04  
Total additions 0.00  
Total subtractions 0.00  
Ending balance \$11,421.04

Bull Run Muzzleloaders

Beginning balance \$3,386.73  
Total additions 300.00  
Total subtractions 489.68  
Ending balance \$3,197.05

NO VA Sharp Shooters

Beginning balance \$3,970.01  
Total additions 273.00  
Total subtractions 422.80  
Ending balance \$3,820.21

Cub Run Archers

Beginning balance \$11,460.25  
Total additions 2,697.75  
Total subtractions 1,119.88  
Ending balance \$13,038.12

Rifle-Pistol Range

Beginning balance \$45,527.58  
Total additions 3145.65  
Total subtractions 228.04  
Ending balance \$48,445.19

Education & Trainig

Beginning balance \$28,569.33  
Total additions 4,177.00  
Total subtractions 684.92  
Ending balance \$32,061.41

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 \$17,925.51  
Total additions 0.76  
Total subtractions 0.00  
Ending balance 4 \$17,926.27

Target Archery

Beginning balance \$11,161.88  
Total additions 660.00  
Total subtractions 636.07  
Ending balance \$11,185.81