

Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.
Board of Directors - Minutes of the Meeting
Tuesday, November 9, 2021

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

- a) A quorum of members was present.
- b) Chapter Officers and Board of Directors present:
 - i. President: Pam Meara
 - ii. Vice President: Chris Rose
 - iii. Secretary: Sean Gagnon
 - iv. Treasurer: Bob Crisman
 - v. Membership: Benn Crandall
 - vi. Designated Director: John Seaberg
 - vii. Designated Director: Dick Riemer
 - viii. Designated Director: Bob Brino
 - ix. Designated Director: Joseph Turner
 - x. Director-at-Large: Steve Landry
 - xi. Director-at-Large: Carl Armstrong
 - xii. Director-at-Large: Marv Hicks
 - xiii. Director-at-Large: Roger Trasher
 - xiv. Designated Director: Steve Rumble
 - xv. Director-at-Large: Fred Ansick
- c) Officers and Directors Absent
 - i. Designated Director: Robert D'Imperio
 - ii. Designated Director: Keith Kuck
 - iii. Designated Director: Bill Frerking
 - iv. Director-at-Large: Oscar Starz
 - v. Director-at-Large: Carl Armstrong

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

The following requests for use of Chapter facilities were presented to the Board and approved:

- Roger Thrasher for Tom Ciarula (Walter Reed Hospital) – Air Range and Large Pavilion on November 30, 2021.
- Brian Maceyak (BSA 1371) – Athletic Field, Small Pavilion, Camp 1-3 from December 10 – 12, 2021.
- Jake Marshak (BSA 1137) – Large Pavilion, Small Pavilion, Athletic Field on December 5, 2021.
- Jake Marshak (BSA 1137) – Large Pavilion and Athletic Field on Sundays from 2:00PM – 4:00PM between October 2021 and March 2022.
- Matt Dunham (BSA 695) – No use requested. Extended his gratitude for allowing use of our facilities while navigating COVID. Mr. Dunham stated that, due to Chapter support, BSA Troop 695 has thrived over the past year and a half while other Troops have had a difficult time. Mr. Dunham stated that he will be planning future service projects at the Chapter.

3. **PRESIDENT'S TIME**

- Ms. Meara stated that there have recently been code/noise complaints made against the Chapter, and that Chapter facilities need to abide by the hours outlined in the Special Exception approved by the County.

4. **MINUTES/CORRESPONDENCE**

- Minutes from the October 2021 Board of Directors' Meetings were distributed for review. The minutes were approved as written.

5. **TREASURER'S REPORT**

- Mr. Crisman presented the budget report as of October 2021. Income of \$375,263.88, Expenses of \$246,096.64, and the ending balance as of end of October 2021 was \$129,167.24. The budget report was accepted as submitted.
- Mr. Crisman presented a draft Chapter budget for 2022 to the Board. Mr. Crisman stated that a new income category (Transfers) has been added to the budget, and stated that Education and Training will be moving \$25,000 from their accounts and that Skeet/Trap will be moving \$10,000 from their accounts to assist with expenditures associated with improvements to the Rifle/Pistol range.

- Mr. Thrasher asked if we need to increase the budget for the caretaker RFP/contract given poor responses to the RFP. Mr. Hicks stated that regardless of the fee, it is still difficult to find contractors.
- Mr. Crisman stated that the Financial Committee recommended hiring a contractor to conduct routing book keeping activities, and that this is accounted for in the budget.
- Mr. Crisman moved that the approved budget be approved.
- Mr. Gagnon inquired if the annual donation for the FONRA dinner was included in the budget. Mr. Crisman stated that it was not in the draft budget presented, and that the budget will be revised to account for this planned expenditure.
- Mr. Crisman retracted his motion, and stated that he will make changes to the budget and submit to the Board via email.
- Mr. Crisman stated that the Chapter's IRS 990 will be submitted on November 10, 2021 by an accountant.

6. MEMBERSHIP UPDATE

- Mr. Crandall presented the membership report as of October 2021, stating that we are full.

7. SPECIAL COMMITTEES

- Awards and Grants
 - Mr. Meyer stated that the Chapter has applied for a FONRA grant for improvements to the Rifle/Pistol range.
 - Mr. Meyer also informed the Board that for raffles we are not allowed to mail out ~~completed blank~~ raffle tickets when tickets are sold online.
- Buildings and Grounds
 - Mr. Hicks provided an update on ongoing and completed projects at the Chapter, including repairs to the split rail fence, drainage issues by field archery, and firewood for sale. Mr. Hicks listed important upcoming projects, including front gate repairs, rifle/pistol clubhouse renovations, roof repairs at rifle pistol, field archery clubhouse floor, education and training gazebo roof, conservation shed, small pavilion, main chapter fieldhouse windows and flooring, and air range electricity for CONEX.
 - Mr. Hicks stated he received multiple bids to replace the flooring at the field archery club house. Mr. Hicks moved that "Chantilly Carpets" be awarded a contract to replace the flooring at the field archery club house at a cost of \$7,490. The motion was adopted.
 - Mr. Hicks stated that he reached out to multiple contractors to repair the asphalt and front gate at the Chapter. Mr. Hicks moved that "Southern Asphalt" be awarded a contract to repair the asphalt at the front gate at a cost of \$5,600. The motion was adopted. Mr. Hicks stated that a separate contractor had been hired to repair the gate for at a cost of \$1,650.
 - Mr. Hicks stated that all Buildings and Grounds projects are done to code, and all appropriate permits are acquired as required.
 - Mr. Hicks stated that the RFP for a new chapter caretaker will close on November 17, 2021.
- Conservation
 - Mr. Rumble stated that there was a Cub Run Stream Valley Park Volunteer Team clean-up event on November 6, and that 17 people from the Chapter participated.
- Education and Training
 - Mr. Seaberg stated that there are still a few classes scheduled for 2021, and that the 2022 annual planning meeting will be on November 13, 2021.
- Field Archery
 - Mr. Riemer stated that there was some recent vandalism at the field archery range, including knocking over some of the outdoor targets and one target was missing.
- Target Archery
 - Mr. Riemer stated that the JOAD winter session is starting soon on Wednesday evenings.
- Air Range
 - Mr. Thrasher stated that the high school season is starting and the range will be very busy.

- Mr. Thrasher also stated that the Springfield combo raffle finished, and that 200 tickets were sold in 5 weeks.
- Youth
 - Mr. Turner stated that the youth chapter currently has 230 members, and that nominations for next years' officers are currently being solicited.
 - Mr. Turner stated that he will be asking all of the various youth team membership rosters to ensure that they are all youth chapter members.

8. STANDING COMMITTEE REPORTS

- Historian
 - Ms. Goodenough pointed out that there are various historic resources located on the field house bookshelves.
- Raffles
 - Mr. Landry provided stated that the Air Range closed out a raffle recently, and Rifle/Pistol is almost done selling tickets for their raffle, which will get us above \$30,000 for the 12-month period. Mr. Landry suggested that no new raffles start until ~~January~~ January.
- Shenandoah Property
 - Mr. Ansick stated that he is working on completing a formal document for Chapter members to utilize for requesting use of the Shenandoah Property. Mr. Ansick stated that 61 members have contacted him asking for information about use.

9. OLD BUSINESS

- Mr. Starz moved that the family living at 14705 Mount Olive Road be granted a free membership, was going to obtain information from Mr. Ciarula as to which Board meeting this was discussed (Deferred at October 5, 2021 Board of Directors' meeting). Deferred again because Ms. Starz was not present at the meeting.

10. NEW BUSINESS

- Nothing to report.

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 details.

Ms. Meara moved that the meeting move to executive session at 9:12 PM.

The Board rose from executive session at 9:38 PM.

The meeting adjourned at 9:39 PM

Signed: Sean Gagnon, Secretary

Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.
Board of Directors - Minutes of the Meeting
Monday, November 15, 2021

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

- a) A quorum of members was present.
- b) Chapter Officers and Board of Directors present:
 - i. President: Pamela Meara
 - ii. Vice President: Chris Rose
 - iii. Treasurer: Bob Crisman
 - iv. Membership: Benn Crandall
 - v. Designated Director: Keith Kuck
 - vi. Designated Director: Dick Riemer
 - vii. Designated Director: Bill Frerking
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- c) Officers and Directors Absent
 - i. Secretary: Sean Gagnon
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 - iv. Designated Director: Robert D’Imperio
 - v. Designated Director: Steve Rumble
 - vi. Director-at-Large: Carl Armstrong

- d) Others Introduced
 - i. Scott Meyer, IWLA National Treasurer

2. PRESIDENT’S TIME

- Ms. Meara appointed Scott Meyer Secretary Pro Tempore for the Special Board Meeting. Ms. Meara asked if there were any objections and seeing none, Scott Meyer was appointed.

3. BUDGET APPROVAL

- Mr. Crisman moved to approve the draft 2022 budget as presented.
- Mr. Frerking cannot agree it is a chapter budget. Example of creating a federal budget without the department of defense included. He noted that we cannot call it a chapter budget but a partial budget. There would be 7 separate budgets for the areas of the chapter. Mr. Crisman noted that there is not time to change the process this late in the year as the budget must go to the membership this month. The program managers need to provide their information in a timely manner to develop the budget.
- Mr. Frerking noted that this is a budget not accounting, so the budget needs to include the entire chapter.
- Ms. Meara noted that the chapter is working towards a unified chapter budget. All programs need to contribute as we only received budget information from two programs when a request was sent out a couple month ago (Air Range & Education and Training).
- Mr. Thrasher noted that the chapter should have an operational budget and a capital budget. He cautioned about trying to use a full chart of accounts for all programs. Mr. Crisman said the committee will take that under advisement.
- Ms. Meara called for further questions. Seeing none called the vote.

Vote – 11 yea - 1 nay. The motion was adopted

The meeting adjourned at 7:38 PM

Scott Meyer, Secretary Pro Tempore