

Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.
Board of Directors - Minutes of the Meeting
Tuesday, March 1, 2022

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: Dick Riemer
 - vii. Designated Director: Bob Brino
 - viii. Designated Director: Joseph Turner
 - ix. Designated Director: Bill Frerking
 - x. Designated Director: Keith Kuck
 - xi. Director-at-Large: Steve Landry
 - xii. Director-at-Large: Carl Armstrong
 - xiii. Director-at-Large: Roger Trasher
 - xiv. Director-at-Large: Fred Ansick
 - xv. Director-at-Large: Oscar Starz
- c) Officers and Directors Absent
 - i. Designated Director: John Seaberg
 - ii. Director-at-Large: Marv Hicks
 - iii. Designated Director: Steve Rumble
 - iv. Designated Director: Robert D'Imperio

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

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

- Clara Tranchemontagne (President Arl-Ffx Junior Board) – Field House on June 4, 2022 from 1:30PM – 5:00PM for Junior Chapter gear swap day. The Junior Chapter will charge \$10 per table, with proceeds to benefit the Junior Chapter. Mr. Rose moved to waive the field house fee. The motion was adopted. Mr. Kuck stated that air guns do not need to be transferred through an FFL, but any .22 caliber firearms or shotguns will need to be transferred through an FFL.
- Samuel Nickless (BSA 1865B) – Eagle Scout proposal to construct 40 new wood faceplates and repair (sand/repaint) the existing metal faceplates at the Air Range. Estimated cost of the project is \$325, to be paid for by the Air Range. Mr. Thrasher stated that the faceplates last for about 4 years.
- Brian Summers (BSA 1978B) – Campsites 1-9, Small Pavilion, Rifle/Pistol, Air Range, Archery, and Skeet/Trap on October 14-16, 2022. Shooting sports to be conducted on Saturday, October 15.
- Robert Timm (BSA 1865) – Field House on March 6, 2022 from 6:00PM – 9:00PM.
- Todd Martin (BSA 1137) – Field Archery on March 20, 2022 from 3:45PM – 5:00PM
- Todd Martin (BSA 1137) – Large Pavilion on May 1, 2022 from 3:30PM – 7:00PM
- Todd Martin (BSA 1137) – Large Pavilion, Small Pavilion, Athletic Field on December 4, 2022 from Noon – 5:00PM
- Todd Martin (BSA 1137) – Air Range on April 6, 2022 from 3:00PM – 5:00PM, Small Pavilion from 5:00PM – 6:00PM
- Catherine Bavido-Arrage (BSA 1888G) – Air Range on May 7, 2022 from 2:30PM – 4:30PM
- Mr. Hicks reminded all those in attendance that the speed limit on Chapter property is 10MPH, and that if those requesting to use Chapter facilities continue speeding, they will be required to drop off participants at the front gate.

3. **PRESIDENT'S TIME**

- Ms. Meara stated that she has had discussions with the Chapter's legal council regarding the rules/laws that govern the operation of the Chapter. A summary follows.
 - We are an organization run by 19 individuals (Officers and Directors) elected by the membership.
 - We do not have any concrete guidance on who is able to sign contracts, but State law generally provides that power to the President of a corporation.

- We need to ensure that we are operating in compliance with our Articles of Incorporation, Bylaws, tax status, and charitable status. We have financial and fiduciary responsibility to the Chapter. All internal financial controls, policies, and procedures need to be followed.
- Mr. Crisman stated that he would forward the previously established cash handling policies to the Officers and Directors.

4. MINUTES/CORRESPONDENCE

- Minutes from the February 1, 2022 and February 15, 2022 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 February 2022. Income of \$349,625.55, Expenses of \$49,621.13, and the ending balance of the budget was \$300,004.42. The budget report was accepted as submitted.
- Mr. Crisman provided an update on hiring a book keeper to assist in keeping the Chapters financial records.
 - Mr. Crisman stated he approached several bookkeeping firms, and received responses from 3 firms. Mr. Crisman moved that the Chapter hire Middlebrooks Bookkeeping out of Prince William County.
 - Mr. Crisman stated that the bookkeeper will need information for all accounts in a timely manner yet to be determined, and that she will need category reports from each facility for the year for the IRS Form 990.
 - Mr. Gagnon asked if a CPA is required. Mr. Crisman stated that a CPA is not required.
 - Mr. Brino asked how accounts will be reconciled based on report submission date requirements. Mr. Crisman stated that the bookkeeper will receive bank feeds, but will still need individual transaction reports, and that she will reconcile.
 - Mr. Gagnon asked if the contract will be lump sum or hourly. Mr. Crisman stated that it is for an hourly contract, and that the monthly estimate is \$75 - \$100 a month.
 - Mr. Trasher moved to amend the motion to approve the contractor at \$50/hour until the approved budget of \$3,600 is reached. The amendment was adopted and the motion was approved.

6. MEMBERSHIP UPDATE

- Mr. Crandall presented the membership report as of February 2022, stating that the Chapter has 2,063 current memberships and 287 members that have not renewed yet for 2022.
- Gate code will be changed on March 15, 2022 and old range badges will not be accepted after that date.
- New Member Orientation scheduled for March 5, 2022.

7. SPECIAL COMMITTEES

- Air Range
 - Mr. Kuck stated that Fairfax County had provided approval and a building permit for the Air Range improvements.
 - Mr. Kuck requested a sole source contract to install the armored panels at the Air Range.
 - The contractor will be AYM General Builders LLC, and was the only firm to respond to the RFP.
 - The contract is for \$19,500.
 - Mr. Frerking moved to accept the sole source contract to install the armored panels by AYM General Builders LLC in the amount of \$19,500.
 - Mr. Gagnon asked how much was left in the approved budget for the range retrofit. Mr. Kuck stated that there were plenty of funds remaining in the approved budget.
 - The motion was adopted.
 - Mr. Thrasher stated that there are sponsors for all of the lanes, and manufactures have donated materials to raffle.
 - Mr. Kuck stated that the range will close on March 2, 2022 for installation of the armored panels, and that the fire alarm will be temporarily deactivated at 6:00AM. The range will be closed from March 2 – 18, 2022.
 - Roger moved to authorize Keith Kuck to sign the contract for the work as an authorized agent of the corporation. The motion was adopted.
 - Mr. Kuck stated that there is still a lot of work left before the range is capable for small-bore.

- Awards and Grants
 - Mr. Meyer stated that applications for three awards are due March 15, and other applications are due in June.
 - Mr. Gagnon informed the Board that the Chapter will be receiving a Governor's Environmental Excellence Award (Bronze Medal) for our environmental management system at the annual Environment Virginia Conference at the Virginia Military Institute on March 29, 2022. The award is a big accomplishment, and the Chapter should be very proud.
- Buildings and Grounds
 - Brian Martin was approved and has signed the contract to be the new Chapter caretaker.
 - Ms. Meara extended her gratitude to Mr. Hicks for his tenure as Chair of the Buildings and Grounds committee. Ms. Meara appointed Mr. Rose as the new Chair of the Committee.
- Bylaws
 - Updates for the Bylaws booklets are ready to be printed, but will not be printed until we run out of old bylaw booklets.
 - Mr. Kuck stated that the bylaws/rules will need to be updated to account for indoor small bore at the Air Range.
- Communication
 - Ms. Meara stated that the Chapter eBlast went out this morning, and to let her know if you want information in future eBlasts.
 - Mr. Turner asked if there can be a separate eBlast for the Junior Chapter. Ms. Meara told him to pick a date once a month.
- Conservation
 - Mr. Gagnon provided an update on recent discussions with Plant Nova Natives, and Mr. Kuck stated that he built a grappling hook to help collect debris from the bottom of the pond.
- Education and Training
 - Mrs. Meara stated that there are a lot of courses going on.
- EMS
 - Mr. Brino stated that he spoke to the new Chapter caretaker about how to clean up the Skeet/Trap Range, and that Mr. Gagnon will be collecting water samples for the EMS.
- Field Archery
 - Mr. Riemer stated that the target butts at the indoor archery range need to be replaced, and that the 4x2 target blocks previously used are not longer made.
 - Mr. Riemer stated that Rinehart walls are the best option instead of traditional target butts, and that they will be less expensive in the long run to maintain.
 - Mr. Riemer stated that he received three quotes for the Rinehart walls, and that Hoffman Archery provided the most competitive quote (\$9,902) for the Rinehart walls. Mr. Riemer moved that the Rinehart walls be purchased from Hoffman Archery for \$9,902 and that they be paid for under Budget Item 64000. The motion was adopted.
- Rifle/Pistol
 - Mr. Frerking stated that there are three options for the baffle designs, and that we are currently providing comments. Mr. Frerking also stated that the architect has the only copy of the signed contract, and that he is working to get a copy.
 - Mr. Frerking provided an update on a member whose handgun malfunctioned and was damaged at the range. Mr. Frerking stated that the member suffered only minor injuries, and that the member refused medical care. Mr. Frerking stated that the incident happened because the member had reloaded subsonic .45 loads for his suppressed handgun, and likely had a squib round.
 - Mr. Frerking also stated that a member had entered the range to shoot while it was closed. Mr. Frerking spoke to the member and reiterated that he is not allowed to enter the range when it is closed. The member was able to enter the range because the construction crew did not close the gate after the stopped work.
 - Mr. Kuck asked if the previous winner of the M1 Garand raffle has claimed the rifle. Mr. Frerking stated that he had not, and that he is continuing to reach out to the winner.
- Shenandoah Property
 - Mr. Ansick stated that he has received more than 30 requests from members to use and/or visit the property.

- Skeet & Trap
 - Mr. Brino stated that Winter League is ongoing, and that the trap machine on Field 4 was malfunctioning last week. Mr. Brino had to disassemble the machines and move them between fields so that trap could still be played on Field 4. Mr. Brino thanked Mr. Hicks, Mr. Kuck, Brian Martin, the Hickerson family, and four other volunteers for their assistance. The machines weigh 300-400 pounds each.
- Target Archery
 - Mr. Delveccio stated that there was a national archery event in Harrisonburg, and that Chapter participants did well. JOAD members got 1st, 4th, and personal bests at the event.
 - Three adults received gold medals at the national level.

8. STANDING COMMITTEE REPORTS

- Historian
 - Ms. Goodenough stated that 7,000 trees were planted at the Chapter in 1965 and 1966.
- Raffles
 - Mr. Landry provided stated that the current 12-month income for raffles is \$24,000.

9. OLD BUSINESS

- Nothing to report.

10. NEW BUSINESS

- Ms. Meara stated that she had received a resignation letter from Mr. Roger Thrasher (Director-at-Large). Ms. Meara moved that Jonathan Bukva be elected by the Board to fill the vacant position of Director-at-Large for the remainder of the term. Mr. Bukva stated that he is a PE teacher, athletic director, and archery coach in Haymarket, and that he is also an air rifle coach. Mr. Bukva stated that he uses the Chapter facilities often, and that he currently manages the Air Range sign-up genius. Mr. Crisman asked if Mr. Thrasher will continue to assist at the air range. Mr. Thrasher stated that he will continue to help with financials until a suitable replacement is found. The motion was adopted.
- Ms. Meara stated that Robert D'Imperio had resigned as Target Archery Director. Ms. Meara moved that Jeff Delveccio be elected by the Board to fill the vacant position of Target Archery for the remainder of the term. Mr. Delveccio stated that he has been a member of the Chapter since 2008, a member of Cub Run Archers since 2011, is a Level 2 archery coach, and began assisting the JOAD program in 2019. The motion was adopted.
- Mr. Bukva and Mr. Delveccio were sworn in as Directors by National Treasurer Scott Meyer.

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

- Mr. Starz stated that he will be starting small bore at Rifle/Pistol on March 18 from 5:00PM to sundown.
- Mr. Ansick inquired about construction activities within the easement behind the archery field house. Ms. Meara stated that the contractors need to be reached back out to, and that they have had delays.
- 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 9:24 PM

Signed: Sean Gagnon, Secretary