

**Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.**  
**Board of Directors - Minutes of the Meeting**  
**Tuesday, April 5, 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) The Pledge of Allegiance and IWLA Pledge were conducted.
- c) 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: Joe Turner
- vii. Designated Director: Dick Riemer
- viii. Designated Director: Bill Frerking
- ix. Designated Director: Bob Brino
- x. Designated Director: Jeff Delveccio
- xi. Designated Director: Keith Kuck
- xii. Designated Director: Steve Rumble
- xiii. Designated Director: John Seaberg
- xiv. Director-at-Large: Jonathan Buckva
- xv. Director-at-Large: Marv Hicks
- xvi. Director-at-Large: Oscar Starz
- xvii. Director-at-Large: Steve Landry

- d) Officers and Directors Absent
  - i. Director-at-Large: Carl Armstrong
  - ii. Director-at-Large: Fred Ansick

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)

- Don Early – Campsites 1-3 and Small Pavilion on April 29, 2022.
- Mark Gauntner (Appalachian Bowhunters Association) – Archery Field House on April 13, 2022.
- Heidi Settle (BSA Troop 1137) – Large Pavilion on June 12, 2022.
- Karen Towe – Field House from 3:00 – 5:00PM, Campsites 1-3 & Small Pavilion from 5:00 – 8:00PM on June 11, 2022.

3. **PRESIDENT'S TIME**

- Mr. Jeff Spugnardi presented the Chapter with a solid cherry lecturn and matching stool that he custom built for the fieldhouse. The wood is from a cherry tree grown in Fairfax County and matches the cherry valances in the fieldhouse.
- Ms. Meara informed the Board that she recently sent legal notices via certified mail and registered mail to Mr. Poe, whose personal property is currently blocking access to the Chapter's Shenandoah County property.
- Mr. Gagnon informed the Board that President Pam Meara, Vice President Chris Rose, Shotgun Director Bob Brino, former President Tom Ciarula, former President/current Virginia Division President Ernie Padgette, environmental consultant Mike Penders, and he attended the recent Environment Virginia conference at VMI. The Chapter was awarded a Governor's Environmental Excellence Award (Bronze Medal) for our Environmental Management System (EMS). Additional information will be in the upcoming newsletter.

4. **MINUTES/CORRESPONDENCE**

- Minutes from the March 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 for Mr. Crisman as of March 2022.

- Income for the time period of January through March 2022 was \$362,604.66, expenses were \$63,740.63, leaving a balance in the budget of \$298,864.05.
- Mr. Crisman thanked those that have submitted transaction reports to him; they have been forwarded to the bookkeeper.
- Mr. Crisman informed those in attendance that the Elkins Foundation recently provided a \$25,000 grant to the Chapter, but they had mistakenly addressed it to “Izaak Walton League of America” instead of the “Arlington-Fairfax Chapter.” When depositing the check at the bank, the fraud division was alerted given the discrepancy in account names. Mr. Crisman reminded everyone that it is important when dealing with donors that they know how to address the Chapter. The correct corporate name is “Arlington-Fairfax Chapter Inc. of IWLA.” For checks/receipts, “AFC IWLA” is sufficient.
- Mr. Kuck stated that for contracts/large purchases, a corporate officer needs to verify the check and sign the contract, and suggested that we establish a policy that corporate officers sign off on contracts in order to protect the Chapter and its members/directors. Mr. Crisman stated that we have approved financial policies/procedures.
  - Mr. Kuck moved that it become Chapter policy that a corporate officer sign on all contracts and large purchase orders in excess of \$3,500.
  - Discussion
    - Mr. Turner suggested that this policy be included in the Chapters financial policy statement provided by the Treasurer.
    - Mr. Seaberg inquired about the difference between including something in the bylaws versus a Board policy. Mr. Gagnon equated bylaws to the constitution and board policies to laws.
  - After discussion, the motion was adopted.

## 6. MEMBERSHIP UPDATE

- Mr. Crandall provided the membership update. There are currently 2,137 active memberships. Postcards and emails were recently sent to members that had not yet renewed for 2022, and 21 additional members renewed for the year. Mr. Crandall stated that about 250 members have still not renewed, and that is normal for any given year.
- The next new member orientation will be May 7, 2022 at 9:00AM. 40 people have signed up.

## 7. SPECIAL COMMITTEES

- Air Range
  - Mr. Kuck provided the Board with a request new targets at the Air Range. Mr. Kuck stated that the Elkins Foundation gave a \$25,700 restricted grant to the Chapter for the “Izaak Walton League Sills Air Range new small bore rifle range,” which will pay for the majority of the quote. Mr. Kuck received a quote from a firm in Manassas to provide the requested targets for \$27,520.
  - Mr. Hicks observed that the grant is \$2,000 short of the quote, and asked how the remainder will be paid. Mr. Kuck stated that sponsorships for the lanes at the range have been sold, and they have enough money to cover the difference.
  - Mr. Crandall observed that the language in the quote states that the fee is an estimate, and how sure are we of the price. Mr. Kuck stated that everything will be considered an estimate until the purchase order is approved and signed.
  - The purchase request was approved by the Board.
  - Mr. Kuck stated that the recent construction activities at the Air Range have been completed. One fire alarm has a faulty sensor that needs to be repaired. Once repaired, a final inspection with the County will be conducted.
- Awards and Grants
  - Mr. Scott Meyer stated that information about the Chapter’s recent Governor’s Environmental Excellence award will be on the Chapter website and in the newsletter. He will submit for a conservation award to National IWLA.
  - Mr. Meyer stated that he will be resigning as Awards and Grants Chair. Ms. Meara appointed John Dwyer as the new Awards and Grants chair.
- Buildings and Grounds
  - Mr. Rose provided an update on recent Buildings and Grounds activities
    - Trout for the pond have been ordered for the handicap picnic, and the pond will be closed for fishing between April 26 and May 8, 2022.
    - The electric easement behind the field archery fieldhouse has been paved with large stones, and additional stone/dust has been requested. The Chapter will place millings to smooth out the easement, and access to the easement will occasionally be required to service the electric easement.
    - Gate code has been changed for contractors, and the old code will be deleted.

- We are getting closer to bidding on the remodeling of the Shotgun fieldhouse. Looking at different companies to bid on the contract.
- Fiber network was damaged near Rifle/Pistol when millings were previously placed. Future cabling will need to be replaced in that area.
- Working with Mr. Crisman to purchase large stock items (lime, etc.).
- Mr. Kuck will be collecting soil samples for a pH test in the shotfall area.
- We need to find or rent a bobcat.
- The electrical easement contractors will repair the potholes on the main Chapter road. Last time the road was repaired required 40 truck loads of millings, we want 50 this time and they will need to be stored onsite until used.
- Mr. Starz asked why Chapter equipment is being stored outside at the Rifle/Pistol range. Mr. Frerking stated he has a request to add additional shelves at the fieldhouse.
- Communication
  - Ms. Meara stated that she had received a request from national IWLA for donations in support of 100<sup>th</sup> anniversary celebrations.
    - Mr. Buckva asked if there are donation levels? Ms. Meara stated that there are various donation levels.
    - Mr. Seaberg asked what does national IWLA plan to do with the money? Mr. Meyer, IWLA National Treasurer, stated that the funds are in support of major League initiatives and conservation goals. Clean water program, save-our-stream, salt watch kits, agricultural program, and R3 program for shooting sports.
    - Mr. Kuck stated that it is early in our fiscal year to determine how much we can donate, and suggested that we can wait to donate so we can find out what level we can comfortably donate. Ms. Meara stated that we recently received a \$15,000 unrestricted donation.
    - Mr. Seaberg asked if there is a deadline for donations. Mr. Meyer stated that donations will be solicited throughout 2022, but that national IWLA plans to publicize the donation drive on the third weekend July at the National Convention, and that they would like internal donations before then.
    - Mr. Kuck asked if we should do a fundraising campaign through the newsletter and challenge members to donate. Ms. Meara said we would have to consider how to receive payments. Mr. Crisman stated that funds can be received through the Chapter paypal account. Mr. Crandall stated that paypal will be raising its rates and has been holding Chapter funds for long periods of time before releasing.
    - Mr. Crandall asked for Mr. Dwyer's opinion. Mr. Dwyer stated that he believes donating is a great idea and so is matching donations. He would suggest that the Chapter do a 1:1 match on member donations.
    - Mr. Kuck asked if members should donate to the Chapter or to national IWLA? He stated that some members might view this as squandering chapter resources. Mr. Dwyer asked if we should advertise national IWLA's drive instead of donating as a Chapter?
    - Mr. Crandall moved to table discussion of donating to national IWLA for their 100<sup>th</sup> anniversary. The motion was adopted and the discussion was tabled.
  - Ms. Meara stated that we support Crush'n Clays every year with VSSA, but that we have never officially sponsored a team. The sponsorship levels are gold (\$2,500), silver (\$1,250), and patron (\$750).
    - Mr. Brino moved that we have a Chapter sponsored team at the gold (\$2,500) level.
    - Mr. Gagnon stated that this donation is not in the budget approved by the membership, and that we only have \$2,000 budget for donations.
    - Joe Turner asked if we could use the recently received unrestricted donation to pay for this. Mr. Brino agreed with that idea.
    - Mr. Meyer reminded the Board that it is the Board's duty to exercise fiduciary judgement.
    - Mr. Turner stated that we should include this in future budgets, but that we have "found money."
    - Mr. Seaberg stated that we have been elected by the members to exercise judgement for how we spend funds.
    - The motion was adopted with one vote in opposition.
  - Mr. Kuck moved that the Chapter spend \$1,500 for a table at the FONRA dinner on September 30<sup>th</sup>. The motion was adopted.
- Conservation
  - Mr. Rumble provided an update on recent and upcoming Conservation activities.
    - Mats were installed at the pond on March 6<sup>th</sup> in attempt to limit growth of waterlilies.
    - The Chapter participated in the Cub Run Stream Valley Cleanup on March 26<sup>th</sup>, with good turnout. The first cleanup removed lots of trash; this time only 15 kitchen trash bags were filled.
    - Next adopt-a-highway event is scheduled for April 30, 2022.

- Education and Training
  - Mr. Seaberg stated that March was busy for Education and Training, with poor weather on range days.
  - Women on Target is scheduled for May 21<sup>st</sup>.
- EMS
  - Mr. Brino reiterated how much of an honor the recent Governor's Environmental Excellence Award is.
  - Mr. Brino stated that the Chapter caretaker recently cleaned up wads at the shotgun range, and that he is looking at applying lime to the ground soon.
- Field Archery
  - Mr. Riemer stated that the ranges are busy and indoor archery is being used at an all-time high.
  - New target butts have been ordered, and he expects to receive them in June. It will be difficult to rotate current targets to lengthen their viability.
- Raffles
  - Mr. Landry stated that there have been no changes in the status of raffles at the Chapter since the last meeting, and the next raffle will come off the spreadsheet in May (\$4,000).
- Rifle/Pistol
  - Mr. Frerking stated that the NRA recently awarded the Rifle/Pistol range a \$5,000 grant for the baffle replacement project.
  - Mr. Frerking stated that we are in receipt of the first three draft options from Architecture Inc. for the baffle rebuilt. It is his opinion that the quality of the drafts is disappointing, and that significant feedback has been provided on the drafts. He is currently waiting on responses to his comments. We have been billed \$800 for "building documents." Mr. Frerking stated he is unsure what that is for.
- Skeet/Trap
  - Mr. Brino stated that Winter League has concluded, and that weather was a constant struggle this season. Mr. Brino thanked John Seaberg for all of his assistance with the League.
  - There are two trap shoots scheduled for May.
  - Mr. Brino is currently obtaining bids on the Skeet/Trap fieldhouse renovation. There may be some mold damage in the ceiling, and proper inspections are required.
- Target Archery
  - Mr. Delveccio stated that JOAD indoor classes are ongoing, and that outdoor JOAD will commence in July/August.
  - Mr. Delveccio stated that he wants to increase the number of classes offered by 4x to 6x, and that wheels have been installed on the targets at the outdoor range.
  - Mr. Delveccio is reaching out to other clubs to learn how they maintain targets for long-term use.
- Youth/Junior Chapter
  - Mr. Turner provided an update on the upcoming Junior Chapter swap meet, and that the focus of the swap meet will be for Junior Chapter and junior program type materials only. An FFL will be onsite to facilitate any firearms transfers as required by law.
  - Mr. Turner stated that he is looking at doing another junior day at individual venues to give exposure to all of the various youth activities we have at the Chapter.

## 8. STANDING COMMITTEE REPORTS

- Historian.
  - Ms. June Goodenough stated that the Chapter fieldhouse was paid for by granting easements twice. In 1960, the Interstate 66 easement paid for the initial fieldhouse before it burnt down in 1963. In 1964, the gas pipeline paid to rebuild the fieldhouse.

## 9. OLD BUSINESS

- Mr. Hicks stated that the Boy Scouts that use the outhouses at the Chapter are not maintaining them properly.
- Mr. Hicks stated that there is a lot of firewood that needs to be hauled, and that he needs help with transport.
- Mr. Rose informed the Board that at a recent Chapter event, a man gave a girl a bear hug that helped with drawing a raffle number. Mr. Rose reminded those in attendance that contact between adults and youths is not permitted without affirmative permission, and that all coaches, instructors, and those that work with youth need to be reminded of this. Before you touch someone, ask if you may touch; explain what you are doing and why you are doing it. Mr. Rose stated he will discuss with Tom Pike to see if we have access to the BSA training program. Mr. Kuck stated that the Air Range has specific requirements for coaches/RSO.

10. **NEW BUSINESS**

- Mr. Landry stated that Chapter elections are upcoming, and information will be in the newsletter, eblast and provided at the general membership meeting.

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

- None.

The meeting adjourned at 9:22 PM

Signed: Sean Gagnon, Secretary