

Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.
Board of Directors - Minutes of the Meeting
Tuesday, June 7, 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: John Seaberg
- viii. Designated Director: Bob Brino
- ix. Designated Director: Jeff Delveccio
- x. Designated Director: Keith Kuck
- xi. Designated Director: Bill Frerking
- xii. Director-at-Large: Fred Ansick
- xiii. Director-at-Large: Jonathan Buckva
- xiv. Director-at-Large: Oscar Starz
- xv. Director-at-Large: Steve Landry
- xvi. Director-at-Large: Marv Hicks

- d) Officers and Directors Absent
 - i. Designated Director: Dick Riemer
 - ii. Designated Director: Steve Rumble
 - iii. Director-at-Large: Carl Armstrong

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)

- Matt Dunham (BSA Troop 695) – Athletic Field, Large Pavilion, Small Pavilion, Campsites 1-3 on September 24 and 25, 2022.
- Matt Dunham (BSA Troop 695) – Large Pavilion on August 24, 2022 from 5:00PM – 9:00PM
 - Mr. Kuck reminded Mr. Dunham that the speed limit on the Chapter is 10 mph.

3. **PRESIDENT'S TIME**

- Ms. Meara informed those in attendance that Mr. Frerking will be stepping down as Rifle/Pistol Designated Director. Mr. Frerking stated that he will step down at the end of the current Board of Directors' meeting.

4. **MINUTES/CORRESPONDENCE**

- Minutes from the May 2022 Board of Directors Meeting were available for all to review. The minutes were approved as amended, with clarification added regarding the buildings and grounds update from the May meeting.

5. **TREASURER'S REPORT**

- Mr. Crisman presented the Budget Report as of May 2022.
- Income for the time period of January through May 2022 was \$384,976.07 and expenses were \$104,393.13, leaving a balance in the budget of \$280,582.94.
- Mr. Crisman stated that the next budget report may include a profit/loss report for all programs, but that it will add 5 pages to the report.
- Mr. Crisman stated that he sent out an email on May 31, 2022 concerning some issues when those involved with Chapter finances make financial transactions. Topics of discussion included Paypal fees (gross amount vs. net amount), how to properly split deposits, and that fund transfers are not income or expenses.

- Mr. Crisman reminded those in attendance that comingling funds needs to be avoided, and that the Financial Advisory Committee will be providing recommended updates to Chapter financial policies soon.

6. MEMBERSHIP UPDATE

- Mr. Crandall provided the membership update. There are currently 2,183 active memberships, and at this time last year the Chapter had 2,080 active memberships.
- The next new member orientation will be in August.
- Mr. Turner asked if the SingupGenius issue for Junior Members has been fixed. Mr. Crandall stated that he is still working on a fix.

7. SPECIAL COMMITTEES

- Air Range
 - Mr. Kuck stated that the front door lock at the range has failed, and that the replacement lock does also not work. Mr. Kuck recommended that the Chapter purchase a new lock from Artie's Locks, and that he has been working with Don early to find a lock that will allow for future security improvements. The new lock will cost approximately \$1,486.
 - Mr. Kuck stated that he wants to paint the "Three Position" and Handicapped logos on the exterior walls of the Air Range in two locations. He plans on making this an Eagle Scout project. Mr. Buckva moved to approve painting the logos on the exterior walls.
 - Mr. Hicks asked if the whole building will need to be painted. Mr. Kuck stated the only project proposed is to paint the requested logos.
 - Mr. Gagnon asked if this would interfere with the "no parking" signs on the building. Mr. Kuck stated that the "no parking" signs would be painted around and not impacted. Mr. Ansick reiterated that the "no parking" signs need to be very visible and enforced.
 - The motion was adopted.
- Awards and Grants
 - Ms. Meara stated that the Chapter recently self-nominated for National level awards (Website, Nesletter, and James Lawton Childs award).
 - Ms. Meara stated that she only received one nomination for a Chapter VIP award, and that she will re-send the request to the Board for nominations. There is still a 15-year minimum membership requirement.
 - Mr. Hicks stated that the response you received shows there is interest.
 - Mr. Crandall stated that perhaps people aren't nominated because they don't know how long they've been members.
 - Mr. Turner stated that knowing who is eligible is important because so many 15-year members have already been awarded.
 - Mr. Crandall stated that there is something we can do to recognize volunteers that put in many hours on the property.
 - Mr. Kuck stated that we missed the deadline to apply for a mini \$250-grant from National IWLA. We need to remember to apply for this grant next year.
- Buildings and Grounds
 - Mr. Rose introduced Brian Martin, the new Chapter groundskeeper, to the Board.
 - Mr. Rose provided an update on current projects.
 - Just applied tick preventer to the property, product we previously used is no longer available. Now using spectracide/terracide. Drawback is that we can't purchase easily from Lowe's to get tax free purchase yet.
 - Dead tree dropping limbs along chapter access road. Waiting for agreeable weather to bring it down and chop up.
 - Mr. Kuck recently completed soil testing with Virginia Tech; we do not need to apply lime. They do recommend rock phosphate though.
 - Additional stone has been requested for the pathways Skeet/Trap.
 - Chapter now has a radar gun to check traffic speed.
 - Air Conditioning has been repaired at Skeet/Trap, and ceiling has been repaired at Field Archery.
 - Mr. Kuck stated that her is working on getting the title transferred for a trailer donated to the Chapter from a member.
 - Mr. Turner asked who is authorized to use the radar gun, what actions are they allowed to take, and at what point do we introduce disciplinary actions.
 - Mr. Kuck stated that he thinks that just showing people that we are checking speed will hopefully reduce speeding on the property.

- Mr. Frerking inquired about reinstalling the speedbumps at the Chapter
 - Mr. Landry stated that it is not just Air Range participants that speed, and that 9/10 people are apologetic, every once in a while, attitude. Should speeding enforcement have teeth?
 - Mr. Gagnon stated that the Chapter bylaws explicitly say what the speed limit is, and that that failure to obey grounds rules and bylaws can lead to expulsion.
- Mr. Rose stated that the Rifle/Pistol baffles project will be transferred to the Buildings and Grounds committee now that Mr. Frerking is stepping down.
- Education and Training
 - Mr. Seaberg stated that Women on Target was last month, and that there were 42 participants.
 - This month there will be a CCW class, and that the AR15 class was canceled due to a lack of students.
 - Next month there will be a basic shotgun and metallic reloading class.
- EMS
 - Mr. Brino stated that lime will not be applied to the soil, but phosphate was recommended.
 - Mr. Gagnon asked if Virginia Tech provides recommendations for lead mitigation? Mr. Brino stated that these recommendations are just based on pH measurements.
- Field Archery
 - Mr. Ansick stated that another national champion has been named from our Chapter. Jim Kerrigan won at the Senior Olympic Games in Florida.
 - Recently finished a 5-week class with 18 students, and the next class will be in August.
 - Currently working on scheduling a FIFA shoot in February of next year.
 - A new sign has been installed at Field Archery.
 - The May work party with 20 volunteers cleaned-up the 3D range, and there is a lot of firewood to be split.
- Rifle/Pistol
 - Mr. Frerking stated that the recent short-range day was successful with 41 participants.
 - There is still a punch-list of items to be finished for the fieldhouse remodel, specifically the back door is rotted. Mr. Rose stated that that was not part of the contract for the remodel.
 - Mr. Frerking stated that he has been communicating with the firm designing the new baffles, and that they have recently recommended a geotechnical survey to determine what supports might be necessary for the new baffles.
 - Mr. Frerking stated that a member recently tried to repair the target holds but did a haphazard job, which has now been repaired.
 - Mr. Frerking reiterated that that range rules are for everyone's safety and RSOs will not bend them.
 - Mr. Turner asked if there was a timeline to get all of the equipment back into the fieldhouse. Mr. Frerking stated it would be done soon.
- Skeet/Trap
 - Mr. Brino stated that there was a registered skeet shoot last weekend with low attendance likely due to weather.
 - The annual Crushn Clays will be on July 23rd, and at least 115 participants are expected.
 - Mr. Brino presented a bid to renovate the Skeet/Trap Clubhouse to the Board. He had requested multiple bids, but only one firm responded. Mr. Rose moved that the contract to renovate the Skeet/Trap clubhouse be granted to Innovative Homes in the amount of \$34,815.12 as a sole-source contract.
 - Mr. Kuck asked what the scope of work was. Mr. Brino stated that the contract will include site work and demolition, new floor and ceiling, painting the walls, a new countertop installed on the existing cabinetry, thermal protection on ceiling, tile flooring, drywall, bathroom tile and new pedestal sink and toilet, no plans or permits needed, painting doors, new lighting. No porch issues will be addressed.
 - The motion was adopted.
 - Mr. Brino stated that there is a new member who owns a tractor repair company in Springfield, and that he has offered to volunteer to repair the Skeet/Trap forklift for his 6-hour new member volunteering requirements.
 - Mr. Brino also stated that the grill has been picked up for repair.
- Target Archery
 - Mr. Delveccio stated new coaches have been trained, and the Chapter now has 6 active coaches. A 12-week program recently started, adults, juniors, and second-year seniors are involved.
 - Mr. Delveccio also stated that he is working with GMU to start a club in the fall.
- Youth/Junior Chapter
 - Mr. Turner stated that there are approximately 240 junior members, and that he anticipates approximately 300 members by the end of the year.

- The Junior Chapter swap meet last month had a low turnout, but was a great learning experience and was well received by all. The Junior Chapter is considering a second swap meet in the fall. Mr. Turner thanked Todd Skipper and the State Police that were onsite to conduct any background checks that were required by law.

8. STANDING COMMITTEE REPORTS

- Elections
 - Mr. Landry stated that Chapter elections are in July, and that one Director has decided not to run for re-election (Steve Rumble – Conservation). Five members are running for 3 open Director-at-Large positions. Nominations will close at the June General Membership meeting. Please email Mr. Landry if you would like to run for office.
- Raffles
 - Mr. Landry stated that \$2,000 in raffles have been taken off the books in May, and that we currently have a \$22,000 cushion to the \$40,000 raffle limit. Please let him know if you have any upcoming raffles planned.
 - Mr. Landry stated that the winner of the M1 Garand raffle has been difficult to contact.

9. OLD BUSINESS

- Donation to National IWLA for 100th Anniversary.
 - This is from the April 2022 Board meeting, and is in support of the National IWLA “2nd Century” Campaign. Funds for donating in support of this campaign are not in the approved budget.
 - Mr. Gagnon suggested that we encourage Chapter members to donate as they see fit.
 - Mr. Starz asked if there are available Chapter funds that can be donated.
 - Mr. Crisman stated that there was \$2,000 in the budget for donations.
 - Mr. Seaberg asked what the funds would be used for. Mr. Gagnon stated that his understanding is that they would be in support of National IWLA’s general conservation goals, but that it would not be a restricted donation.
 - Mr. Turner asked if we should wait if there is not a deadline for donating.
 - Mr. Gagnon stated that there is only \$500 left in the Chapter budget for donations.
 - Mr. Kuck asked if we could donate \$1 per member (approximately \$2,200) and that we could also send a letter to restrict the donation for conservation purposes.
 - Mr. Seaberg stated he would like to wait until later in the year to see where our finances are so we can make a financially sound decision regarding the donation.
 - Further discussion on this matter was tabled until the October 2022 Board of Directors’ meeting.
- Mr. Ansick stated that there is still \$165,000 in unspent funds earmarked for capital expenditures this year.

10. NEW BUSINESS

- Mr. Frerking announced his resignation as Designated Director for Rifle/Pistol effective immediately. Ms. Meara accepted his resignation. Mr. Rose moved that Steve Landry be installed as new Rifle/Pistol Director, and Mr. Landry accepted. The motion was adopted.
- Mr. Starz stated he would like to include information about rabies in Fairfax County in the next e-blast.
- Mr. Frerking stated that Chuck Green, a long-time RSO and target repair program runner, recently passed away and that he would like to recognize his contributions to the Chapter with a plaque on the target repair shed.
- Mr. Hicks asked if there is a membership cap. Mr. Crandall reiterated that we do not have a membership cap.

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

- Mr. Bob Bell stated that he has received a good response for the annual activities report, and that he should have a draft report completed by the middle of next month.

The meeting adjourned at 9:24 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	337,746.00	335,000.00	2,746.00	100.8%
Total 41000 · Dues	337,746.00	335,000.00	2,746.00	100.8%
42000 · Donations				
42600 · Donations - Unrestricted	16,668.14	500.00	16,168.14	3,333.6%
Total 42000 · Donations	16,668.14	500.00	16,168.14	3,333.6%
43900 · Grant Income	5,000.00	50,000.00	-45,000.00	10.0%
44000 · Interest Income	404.43	940.00	-535.57	43.0%
45000 · Program Income				
45500 · Other	0.00	1,500.00	-1,500.00	0.0%
Total 45000 · Program Income	245.00	1,500.00	-1,255.00	16.3%
46000 · Miscellaneous Income	912.50	2,500.00	-1,587.50	36.5%
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	384,976.07	474,140.00	-89,163.93	81.2%
Gross Profit	384,976.07	474,140.00	-89,163.93	81.2%
Expense				
61000 · Building and Grounds				
61200 · Equipment and Tools	0.00	500.00	-500.00	0.0%
61400 · Services	225.00	8,040.00	-7,815.00	2.8%
61500 · Supplies				
61505 · B&G Supplies	1,934.08	8,000.00	-6,065.92	24.2%
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%
Total 61500 · Supplies	1,934.08	15,500.00	-13,565.92	12.5%
Total 61000 · Building and Grounds	2,159.08	24,040.00	-21,880.92	9.0%
61800 · Conservation Exp	1,125.00	7,000.00	-5,875.00	16.1%
62100 · Contract Services				
62110 · Accounting Services	0.00	3,600.00	-3,600.00	0.0%
62115 · Admin Support	19,054.17	30,000.00	-10,945.83	63.5%
62135 · IT	194.94	10,000.00	-9,805.06	1.9%
62138 · Groundskeeper	0.00	35,000.00	-35,000.00	0.0%

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

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
62140 · Legal Fees	1,988.33	500.00	1,488.33	397.7%
62150 · Outside Contract Services				
62155 · Trash Service	4,460.55	10,000.00	-5,539.45	44.6%
62160 · Mowing Services	2,210.00	13,650.00	-11,440.00	16.2%
62165 · Other	832.76	1,000.00	-167.24	83.3%
Total 62150 · Outside Contract Services	7,503.31	24,650.00	-17,146.69	30.4%
Total 62100 · Contract Services	28,700.75	103,750.00	-75,049.25	27.7%
62800 · Facilities and Equipment				
62870 · Property Insurance	34,189.11	60,000.00	-25,810.89	57.0%
62880 · Real Estate, Personal Prop Tax	494.59	1,050.00	-555.41	47.1%
63000 · Utilities				
63100 · Electricity	7,180.15	18,000.00	-10,819.85	39.9%
63200 · Natural Gas	1,664.06	2,500.00	-835.94	66.6%
63300 · Water & Sewer	320.12	600.00	-279.88	53.4%
Total 63000 · Utilities	9,576.60	21,100.00	-11,523.40	45.4%
Total 62800 · Facilities and Equipment	44,260.30	82,150.00	-37,889.70	53.9%
64000 · Program Expenses				
64100 · Building & Range Maintenance	241.64	0.00	241.64	100.0%
64400 · Program Supplies	1,300.61	10,000.00	-8,699.39	13.0%
64800 · Other	0.00	1,000.00	-1,000.00	0.0%
Total 64000 · Program Expenses	1,542.25	11,000.00	-9,457.75	14.0%
65000 · Operations				
65005 · Bank Fees	10.00	0.00	10.00	100.0%
65006 · Registration Fees	3,045.00	1,000.00	2,045.00	304.5%
65008 · Financial Processing Fees				
65009 · PayPal	4,041.95	3,000.00	1,041.95	134.7%
65010 · Square	281.42	1,000.00	-718.58	28.1%
Total 65008 · Financial Processing Fees	4,323.37	4,000.00	323.37	108.1%
65020 · Contributions	0.00	1,000.00	-1,000.00	0.0%
65040 · Postage, Mailing Service	1,013.74	4,000.00	-2,986.26	25.3%
65060 · Printing and Copying	4,186.20	3,000.00	1,186.20	139.5%
65065 · Newsletter	3,240.00	8,000.00	-4,760.00	40.5%
65080 · Supplies	2,999.97	6,000.00	-3,000.03	50.0%
65090 · Telephone, Telecommunications	1,693.38	4,000.00	-2,306.62	42.3%
Total 65000 · Operations	20,832.35	31,000.00	-10,167.65	67.2%
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 Discretionary Fund	0.00	1,000.00	-1,000.00	0.0%
Total 65100 · Other Types of Expenses	256.35	2,500.00	-2,243.65	10.3%
66000 · Special Event Expenses				
66010 · Special Events				
66011 · Annual Picnic	0.00	4,500.00	-4,500.00	0.0%
66012 · Childrens Christmas Party	0.00	7,500.00	-7,500.00	0.0%

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

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
66013 · Handicapped Picnic	1,689.25	2,200.00	-510.75	76.8%
Total 66010 · Special Events	1,689.25	14,200.00	-12,510.75	11.9%
Total 66000 · Special Event Expenses	1,689.25	14,200.00	-12,510.75	11.9%
66500 · Grants & Donations				
66520 · Donations	0.00	2,000.00	-2,000.00	0.0%
66530 · Scholarships	0.00	20,000.00	-20,000.00	0.0%
Total 66500 · Grants & Donations	0.00	22,000.00	-22,000.00	0.0%
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	104,393.13	474,140.00	-369,746.87	22.0%
Net Ordinary Income	280,582.94	0.00	280,582.94	100.0%
Net Income	280,582.94	0.00	280,582.94	100.0%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 05-31-2022

(Includes unrealized gains)

Account	05-31-2022 Balance
ASSETS	
Cash and Bank Accounts	
Chapter Checking	18,193
Chapter Money Market	513,474
Membership	1,086
Petty Cash	1,321
Program Accounts	244,833
TOTAL Cash and Bank Accounts	778,906
TOTAL ASSETS	778,906
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	778,906
TOTAL LIABILITIES & EQUITY	778,906

Program Account Activity
05-01-2022 to 05-31-2022

Air Range

Beginning balance \$67,762.21
Total additions 3,526.65
Total subtractions 6,856.01
Ending balance \$64,432.85

NO VA Sharp Shooters

Beginning balance \$3,559.01
Total additions 0.00
Total subtractions 0.00
Ending balance \$3,559.01

Bull Run Muzzleloaders

Beginning balance \$3,005.60
Total additions \$120.00
Total subtractions 0.00
Ending balance \$3,125.60

Rifle-Pistol Range

Beginning balance \$43,717.33
Total additions 0.00
Total subtractions 212.56
Ending balance \$43,504.77

Cub Run Archers

Beginning balance \$8,584.47
Total additions 1,195.00
Total subtractions 550.44
Ending balance \$9,229.03

Rifle-Pistol Range - Debit Card

Beginning balance \$1,000.00
Total additions 0.00
Total subtractions 0.00
Ending balance \$1,000.00

Education & Trainig

Beginning balance \$25,585.55
Total additions 5,516.00
Total subtractions 6,260.00
Ending balance \$24,841.55

Skeet & Trap

Beginning balance 101,634.37
Checks - 2,890.28
Other withdrawals, 483.79
Deposits, credits 22,770.00
Ending balance 121,030.30

Education & Training Trust

Beginning balance \$17,921.75
Total additions 0.76
Total subtractions 0.00
Ending balance 4 \$17,922.51

Target Archery

Beginning balance \$12,807.64
Total additions 0.00
Total subtractions 0.00
Ending balance \$12,807.64

Jr Chapter

Beginning balance \$10,738.04
Total additions 200.00
Total subtractions 0.00
Ending balance \$10,938.04