

**Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.**  
**Board of Directors - Minutes of the Meeting**  
**Tuesday, July 5, 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: John Seaberg
- vii. Designated Director: Joe Turner
- viii. Designated Director: Dick Riemer
- ix. Designated Director: Bob Brino
- x. Designated Director: Jeff Delveccio
- xi. Designated Director: Keith Kuck
- xii. Director-at-Large: Jonathan Buckva
- xiii. Director-at-Large: Oscar Starz
- xiv. Director-at-Large: Steve Landry
- xv. Director-at-Large: Fred Ansick
- xvi. Director-at-Large: Carl Armstrong

- d) Officers and Directors Absent
  - i. Designated Director: Steve Rumble
  - ii. Director-at-Large: Marv Hicks

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)

- Catherine Arrage (BSA Troop 1887) – Campsites 1-3, Small Pavilion, Outhouse from August 12-14, 2022. Mr. Brino reminded Ms. Arrage that scouts are not to wander into the woods from the campsites, as the Chapter property has active ranges and it is dangerous.
- Dick Riemer (Vienna Park Hunt Group) – Large Pavilion on August 7, 2022 from 1:00 – 2:00PM and August 21, 2022 from 3:30 – 4:30PM.
- Dick Riemer (Fairfax County Archery Hunting Program) – Requested placement of a freezer at the Archery red shed to collect deer heads for study by the County between October 1 and December 15, 2022.

3. **PRESIDENT'S TIME**

- Ms. Meara stated that she has been reviewing years of Board minutes to find and create a list of Board policies, and has currently made it back to 1995. She will present the Board policy list in the future.
- New bylaws booklet has been printed and distributed (purple copy dated February 2022). Bylaws will be reviewed and updated by September for publishing in November/December/January newsletter.
- Chapter received a thank you card from the Sully District Twilight Camp with an associated \$100 donation to the Chapter.

4. **MINUTES/CORRESPONDENCE**

- Minutes from the June 2022 Board of Directors Meeting were available for all to review. One revision was made to reflect that Mr. Crisman *may* include a profit/loss report in future Treasurer's Reports, and not that he *will* include such a report. The minutes were approved as amended.
- Ms. Meara stated that the minutes posted on the Chapter website will now include a copy of the budget report.

## 5. TREASURER'S REPORT

- Mr. Crisman presented the Budget Report as of June 2022.
  - Income for the time period of January through June 2022 was \$390,956.79 and expenses were \$125,635.98, leaving balance in the budget of \$265,320.81.

## 6. MEMBERSHIP UPDATE

- Mr. Crandall provided the membership update. There are currently 2,186 active memberships, and at this time last year the Chapter had 2,080 active memberships.
- The next new member orientation will be August 6, 2022, and that there will likely be a Thursday NMO in April 2023.
- Next gun show will be on July 22, 23, and 24, 2022. The Chapter will have a table for recruitment purposes.

## 7. SPECIAL COMMITTEES

- Air Range
  - Mr. Kuck stated that he is working with Tom Pike to help with scouting events at the Air Range. Coaches need to be BSA certified.
    - Mr. Bob Bell asked if BSA National Capital Region would be willing to run a training event here. Mr. Kuck stated that would be a question better answered by Tom Pike.
  - Mr. Kuck passed out samples of new Arlington-Fairfax Chapter IWLA medals; they are not Air Range specific but can be used for any Chapter function where awarding medals would be appropriate. Mr. Kuck stated he has enough medals to last a few years, and spares for any Chapter disciplines that would like to purchase some for \$12.
  - Mr. Kuck stated that he is working with Don Early and Ed Forsberg on a new lock for the Air Range. There are some growing pains before all of the kinks are ironed out, and he is treating this as a test/proof of concept for potential future new lock implementation at other Chapter facilities.
    - Mr. Dwyer asked what kind of security is protecting the log data on the locks. Mr. Kuck stated that the data is stored internally on the lock, and it requires proprietary software to decrypt.
    - Ms. Meara introduced Don Early, the Chair of the Chapter Security and Gate Committee.
    - Mr. Early provided a brief introduction to the lock purchased by the Air Range. The vendor is Alarm Lock and it utilizes PIN codes. To enroll 2,300 people into the database would be quite the undertaking, and he is looking for advice on how to best proceed. He needs software that has ability to upload an Excel spreadsheet with CSV file, as this lock system allows for that. This system also automatically matches fobs to accounts to save labor. Mr. Early stated that he is taking the lead on electronic locks project, and that he is working closely with the Buildings & Grounds Committee. He will be meeting with facility directors to see what needs/visions are, as everyone's needs are different. Please let him know if you have any questions or unique security needs
  - There will be a clinic in the middle of July by the coaches from West Virginia University.
- Awards and Grants
  - Ms. Meara stated that we are waiting to hear if we have won any National IWLA awards.
  - Ms. Meara stated that she has received additional nominations for Chapter VIP awards, but only two of the nominations met the minimum 15-year member criteria. Three of the nominations have not been members for 15 years.
- Buildings and Grounds
  - Mr. Rose stated that he currently has a lead on acquiring 50 loads of asphalt millings for internal Chapter roads.
  - The Rifle/Pistol clubhouse project is being finished.
  - A discussion of traffic control methods at the Chapter was conducted.
    - Why are there stop signs at Air Range/Rifle-Pistol? Why do we still have them? If we have them, should they be in both directions? Why doesn't everyone unload in the parking lot? Coach parking also needs to be redirected. Most participants seemed opposed to installation of speed bumps.
    - Four new 10 MPH signs have been purchased and will be posted; we now have two radar guns.
    - Mr. Kuck stated that air rifle bags are extremely heavy, so the loading/unloading area is important.
    - Mr. Gagnon asked if the stop sign is on the County approved special exception site plan? If it is, it should stay.
    - Mr. Crisman stated that he is in favor of re-installing speedbumps.
    - Mr. Dwyer asked what is the Chapter's liability for enforcing traffic regulations, and what is our ability to enforce regulations?
    - Mr. Kuck stated that Officers and Directors can ask anyone to leave the property at any time.

- Mr. Riemer stated that the only thing in the past that effectively slowed traffic was speedbumps.
  - Mr. Rose stated that re-installing the speedbumps seems likely, but finances need to be figured out.
  - Last year we did not have a snow removal contract. Such a contract would likely cost \$30,000 to \$35,000.
  - Skeet/Trap clubhouse renovation is currently on hold to account for HVAC issues.
  - Mr. Kuck has built a new post driver for installing posts at the Chapter.
- Communication
  - Ms. Meara provided a communications update:
    - July eBlast was recently sent out, and she would appreciate if you let her know what you want in the eBlast.
    - The Chapter will be raffling a Glock 43X to support the youth shotgun program. 200 tickets will be sold for \$20 each, with the raffle conducted once all tickets are sold.
    - Large stickers and a large metal sign have been purchased for the Chapter.
    - Mr. Landry asked if the plaque for Chuck Green has been purchased yet. Ms. Meara stated that the plaque is currently being made.
- Conservation
  - Ms. Meara informed the Board that Steve Rumble has resigned as Director of Conservation effective the beginning of tonight's meeting. Mr. Landry moved that Jon Buckva fill the vacant Director of Conservation position for the remainder of the unexpired term. The motion was adopted.
  - Ms. Meara stated that there are now two vacant Director-at-Large positions, one of which is up for election this year and one that is not up for election until next year. A discussion was conducted on whether to fill the vacant Director-at-Large position that is not up for election until next year.
    - Mr. Gagnon asked if we should wait until after the upcoming Chapter elections to fill any vacancies.
    - Mr. Ansick asked what benefit there would be for filling a vacant position one week before Chapter elections. Ms. Meara reiterated that this is for a position that is not up for election until 2023.
    - Mr. Kuck stated that we have had trouble meeting quorums at meetings.
    - Mr. Starz asked if we needed membership approval to fill Board vacancies. Ms. Meara referenced the Chapter bylaws which state is the Board's responsibility to fill vacancies, and membership approval is not needed.
    - Mr. Turner asked if we should install a new director to the vacant position after the upcoming elections.
  - Mr. Kuck moved that the Board elect Todd Skipper for the vacant position of Director-at-Large for the remainder of the term to expire in 2023.
    - Mr. Gagnon asked why we should install Mr. Skipper instead of the other two members in attendance at tonight's meeting that are running for election this year? Mr. Kuck stated that Mr. Skipper frequently attends meetings and helps around the Chapter frequently.
    - Mr. Landry stated that nominations for the 2022 elections closed at the end of the June general membership meeting, and that there are 6 people running for 3 open Director-at-Large positions, plus this extra term for a Director-at-Large that will not expire until 2023.
    - Mr. Rose stated that the Chapter bylaws say that the Board "shall fill any vacancies" on the Board. Mr. Gagnon stated that the bylaws do not say the vacancies need to be filled immediately, and that there is no required timeline.
    - Mr. Landry stated that Director-at-Large votes are frequently the most highly contested votes in Chapter elections.
    - After completion of discussion, a rollcall vote was conducted. Six voted in favor and nine were opposed. The motion was not adopted and the vacant Director-at-Large position was not filled.
- Field Archery
  - Mr. Riemer stated that incoming for Fairfax archery season was \$1,130, which was down from last year. There are many new people to the area, and many choose our Chapter because we are centrally located. Participation is good marketing for the Chapter.
- Rifle/Pistol
  - Mr. Landry stated that he is getting up to speed on Rifle/Pistol activities and that he has received lots of help. The clubhouse door is being fixed.
  - The shortage of RSOs at the range is difficult, and he is working on getting new RSOs and improving communication.
- Skeet/Trap
  - Mr. Brino stated that there was a recent registered skeet shoot with 17 participants.
  - The doubles match has been moved from August 6 to August 13.
  - Virginia State Shoot was last weekend, many Chapter members trophied at the event. Additional information will be in the newsletter.

- Target Archery
  - Mr. Delveccio stated that outdoor archery, both adult and JOAD, are ongoing and will run until the end of August.
  - Mr. Delveccio also stated that there are unused bags of lime in the archery shed for anyone that would like to use them.
- Youth/Junior Chapter
  - Mr. Turner stated that the Junior Board will not be meeting this month, as most members are on college visits or at camps. Meetings will resume in August.

## 8. STANDING COMMITTEE REPORTS

- Elections
  - Mr. Landry stated that Chapter elections will be during the next two weekends, and thanked Mr. Crandall for his help with SignUpGenius.
  - Results will be announced at the July general membership meeting.
  - Ms. Meara asked if people are allowed to campaign at the polling location during elections. Mr. Landry stated that he has adopted the Fairfax County standard, which allows campaigning 50-feet away from the polling location.
- Raffles
  - Mr. Landry stated that \$1,000 in raffles have been taken off the books in June, and that we currently have a \$17,000 cushion to the \$40,000 raffle limit. Please let him know if you have any upcoming raffles planned.
- Chapter Picnic
  - Mr. Brino stated that planning for the annual Chapter picnic is going well. The moon bounce and snowcone machine have been ordered, and ponies have been canceled. Food will be from the Yorkshire Diner, and the picnic will be on September 10<sup>th</sup>. Tickets will be for sale shortly.

## 9. OLD BUSINESS

- Nothing to report.

## 10. NEW BUSINESS

- Nothing to report.

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

- None.

The meeting adjourned at 8:57 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	343,345.00	335,000.00	8,345.00	102.5%
<b>Total 41000 · Dues</b>	343,345.00	335,000.00	8,345.00	102.5%
42000 · Donations				
42600 · Donations - Unrestricted	16,968.14	500.00	16,468.14	3,393.6%
<b>Total 42000 · Donations</b>	16,968.14	500.00	16,468.14	3,393.6%
43900 · Grant Income	5,000.00	50,000.00	-45,000.00	10.0%
44000 · Interest Income	486.15	940.00	-453.85	51.7%
45000 · Program Income				
45500 · Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 45000 · Program Income</b>	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%
<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>	390,956.79	474,140.00	-83,183.21	82.5%
<b>Gross Profit</b>	390,956.79	474,140.00	-83,183.21	82.5%
<b>Expense</b>				
61000 · Building and Grounds				
61200 · Equipment and Tools	0.00	500.00	-500.00	0.0%
61400 · Services	440.00	8,040.00	-7,600.00	5.5%
61500 · Supplies				
61505 · B&G Supplies	2,584.30	8,000.00	-5,415.70	32.3%
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%
<b>Total 61500 · Supplies</b>	2,584.30	15,500.00	-12,915.70	16.7%
<b>Total 61000 · Building and Grounds</b>	3,024.30	24,040.00	-21,015.70	12.6%
61800 · Conservation Exp	1,125.00	7,000.00	-5,875.00	16.1%
62100 · Contract Services				
62110 · Accounting Services	400.00	3,600.00	-3,200.00	11.1%
62115 · Admin Support	21,331.25	30,000.00	-8,668.75	71.1%
62135 · IT	2,551.94	10,000.00	-7,448.06	25.5%
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	2,316.33	500.00	1,816.33	463.3%
62150 · Outside Contract Services				
62155 · Trash Service	5,401.61	10,000.00	-4,598.39	54.0%
62160 · Mowing Services	4,420.00	13,650.00	-9,230.00	32.4%
62165 · Other	1,932.76	1,000.00	932.76	193.3%
<b>Total 62150 · Outside Contract Services</b>	<b>11,754.37</b>	<b>24,650.00</b>	<b>-12,895.63</b>	<b>47.7%</b>
<b>Total 62100 · Contract Services</b>	<b>38,313.89</b>	<b>103,750.00</b>	<b>-65,436.11</b>	<b>36.9%</b>
62800 · Facilities and Equipment				
62870 · Property Insurance	39,037.70	60,000.00	-20,962.30	65.1%
62880 · Real Estate, Personal Prop Tax	494.59	1,050.00	-555.41	47.1%
63000 · Utilities				
63100 · Electricity	8,322.49	18,000.00	-9,677.51	46.2%
63200 · Natural Gas	1,687.97	2,500.00	-812.03	67.5%
63300 · Water & Sewer	320.12	600.00	-279.88	53.4%
<b>Total 63000 · Utilities</b>	<b>10,742.85</b>	<b>21,100.00</b>	<b>-10,357.15</b>	<b>50.9%</b>
<b>Total 62800 · Facilities and Equipment</b>	<b>50,275.14</b>	<b>82,150.00</b>	<b>-31,874.86</b>	<b>61.2%</b>
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%
<b>Total 64000 · Program Expenses</b>	<b>1,542.25</b>	<b>11,000.00</b>	<b>-9,457.75</b>	<b>14.0%</b>
65000 · Operations				
65005 · Bank Fees	10.00	0.00	10.00	100.0%
65006 · Registration Fees	3,175.00	1,000.00	2,175.00	317.5%
65008 · Financial Processing Fees				
65009 · PayPal	3,901.25	3,000.00	901.25	130.0%
65010 · Square	613.23	1,000.00	-386.77	61.3%
<b>Total 65008 · Financial Processing Fees</b>	<b>4,514.48</b>	<b>4,000.00</b>	<b>514.48</b>	<b>112.9%</b>
65020 · Contributions	0.00	1,000.00	-1,000.00	0.0%
65040 · Postage, Mailing Service	1,359.62	4,000.00	-2,640.38	34.0%
65060 · Printing and Copying	4,630.20	3,000.00	1,630.20	154.3%
65065 · Newsletter	3,240.00	8,000.00	-4,760.00	40.5%
65080 · Supplies	4,430.12	6,000.00	-1,569.88	73.8%
65090 · Telephone, Telecommunications	2,078.89	4,000.00	-1,921.11	52.0%
<b>Total 65000 · Operations</b>	<b>23,759.00</b>	<b>31,000.00</b>	<b>-7,241.00</b>	<b>76.6%</b>
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 Discetionary 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>
66000 · Special Event Expenses				
66010 · Special Events				
66011 · Annual Picnic	323.00	4,500.00	-4,177.00	7.2%
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	2,012.25	14,200.00	-12,187.75	14.2%
Total 66000 · Special Event Expenses	2,012.25	14,200.00	-12,187.75	14.2%
66500 · Grants & Donations				
66520 · Donations	1,500.00	2,000.00	-500.00	75.0%
66530 · Scholarships	0.00	20,000.00	-20,000.00	0.0%
Total 66500 · Grants & Donations	1,500.00	22,000.00	-20,500.00	6.8%
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	125,635.98	474,140.00	-348,504.02	26.5%
Net Ordinary Income	265,320.81	0.00	265,320.81	100.0%
Net Income	<b>265,320.81</b>	<b>0.00</b>	<b>265,320.81</b>	<b>100.0%</b>

**Arl/Fx Chapter, IWLA - Balance Sheet - As of 06-30-2022**

(Includes unrealized gains)

Account	06-30-2022 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
Chapter Checking	34,581
Chapter Money Market	483,555
Membership	1,086
Petty Cash	1,321
Program Accounts	254,375
<b>TOTAL Cash and Bank Accounts</b>	<b>774,918</b>
<b>TOTAL ASSETS</b>	<b>774,918</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	<b>0</b>
<b>EQUITY</b>	<b>774,918</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>774,918</b>



Program Account Activity  
06-01-2022 to 06-30-2022

Air Range

Beginning balance \$64,432.85  
Total additions 2,510.64  
Total subtractions 16,905.73  
Ending balance \$50,037.76

NO VA Sharp Shooters

Beginning balance \$3,559.01  
Total additions 61.00  
Total subtractions 0.00  
Ending balance \$3,620.01

Bull Run Muzzleloaders

Beginning balance \$3,125.60  
Total additions \$180.00  
Total subtractions 0.00  
Ending balance \$3,305.60

Rifle-Pistol Range

Beginning balance \$43,504.77  
Total additions 1884.70  
Total subtractions 30.20  
Ending balance \$45,359.27

Cub Run Archers

Beginning balance \$9,229.03  
Total additions 244.00  
Total subtractions 329.46  
Ending balance \$9,143.57

Rifle-Pistol Range - Debit Card

Beginning balance \$1,000.00  
Total additions 0.00  
Total subtractions 1000.00  
Ending balance \$0.00

Education & Trainig

Beginning balance \$24,841.55  
Total additions 0.00  
Total subtractions 421.93  
Ending balance \$24,419.62

Skeet & Trap

Beginning balance 121,030.30  
Checks - 1,426.99  
Other withdrawals, 431.19  
Deposits, credits 9,223.00  
Ending balance 128,395.12

Education & Training Trust

Beginning balance \$17,922.51  
Total additions 0.74  
Total subtractions 0.00  
Ending balance 4 \$17,923.25

Target Archery

Beginning balance \$12,807.64  
Total additions 2310.00  
Total subtractions 691.89  
Ending balance \$14,425.75

Jr Chapter

Beginning balance \$10,938.04  
Total additions 150.00  
Total subtractions 0.00  
Ending balance \$11,088.04