

Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.
Board of Directors - Minutes of the Meeting
Tuesday, April 4, 2023

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. Secretary: Sean Gagnon
- iii. Treasurer: Bob Crisman
- iv. Membership: Benn Crandall
- v. Designated Director: Joe Turner
- vi. Designated Director: Keith Kuck
- vii. Designated Director: Bob Brino
- viii. Designated Director: Dick Riemer
- ix. Designated Director: Jeff Del Vecchio
- x. Designated Director: John Seaberg
- xi. Director-at-Large: Todd Skipper
- xii. Director-at-Large: Oscar Starz
- xiii. Director-at-Large: Don Early
- xiv. Director-at-Large: Robert Hamilton

d) Officers and Directors Absent

- i. Vice President: Chris Rose
- ii. Designated Director: Steve Landry
- iii. Designated Director: Jon Bukva
- iv. Director-at-Large: Fred Ansick
- v. 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)

- Doug Fig (BSA Troop 1533G) – Campsites 1-3 and Small Pavilion on May 12-14, 2023.
- Heidi Settle (BSA Troop 1137) – Campsites 1-3 and Small Pavilion on June 2-4, 2023.
- Heidi Settle (BSA Troop 1137) – Rifle/Pistol and Skeet/Trap on June 3, 2023, from 9:00AM – 4:00PM
 - Mr. Brino asked if the entirety of the requested time was truly needed. Ms. Settle stated that they have about 20 scouts and rotate them throughout the facilities so as not to overload any facility with one large group.
 - Mr. Brino reminded Ms. Settle to check in with the RSO on duty for safety. Ms. Settle stated Tom Pike would be in attendance.
- Scott Hunter (Centreville High School Air Rifle) – Large Pavilion on May 13, 2023.
- Ben Regala (NoVA Sharpshooters) – Field House on June 10, 2023 from Noon – 5:00PM
 - Mr. Regala was notified that parking may be difficult due to other scheduled events on the Chapter that day.
 - Mr. Kuck moved that the required donation/fee for the facility use request be waived. Mr. Gagnon asked if we should also waive the donation/fee for Centreville High School Air Rifle. Mr. Kuck stated that NoVA Sharpshooters is a Chapter chartered club, and Centreville High School Air Rifle is not. The motion was adopted.
- Dick Riemer (Cub Run Archers) – Large Pavilion on June 11, 2023.
 - A discussion followed on whether a facility use request is required, and it was determined that this should be considered a notification and not a request for purposes of keeping the Chapter calendar up to date.
- Thanh Tieu (Chapter Member) – Campsites 1-3 and Small Pavilion on April 8-9, 2023.

3. PRESIDENT'S TIME

- Ms. Meara reminded those in attendance that the speed limit on the Chapter is 10 mph.

4. MINUTES/CORRESPONDENCE

- Minutes from the March 7 and March 21, 2023, Board of Directors Meetings were available for all to review. The March 21, 2023, minute were approved as written. The March 7, 2023, minutes were revised to reflect that Suman Sanghera is *now* practicing at the Rifle/Pistol, instead of the erroneous *not* practicing. The minutes were approved as revised.

5. TREASURER'S REPORT

- Mr. Crisman presented the Budget Report as of March 2023.
 - Year-to-date income was \$308,764.56 and expenses were \$73,515.50, leaving a balance in the budget of \$235,249.06.
- Mr. Crisman stated that he had emailed the 2021 IRS Form 990 to members of the Board, and asked if they had any changes that might be appropriate for our 2022 tax year filing. The new 990 is due in May.
- Mr. Crisman led a discussion on potentially opening a CD account at EdwardJones with a 5% interest rate.
 - Mr. Ansick asked if this related to the previous month's discussion about moving funds every few months. Mr. Crisman stated that the previous discussion was for a money market account, not a CD account.
 - Mr. Hamilton asked what the difference in yield is between a money market account and this CD. Mr. Crisman stated he has not evaluated that yet.
 - Mr. Kuck stated that the Chapter is currently at financial risk due to having bank balances above FDIC insurance limits.
 - Mr. Crisman stated that opening this account would help diversify our banks and reduce the risk associated with bank failures.
 - Mr. Ansick asked if there is concern about having access to funds should we need them in sooner than a year.
 - Mr. Early asked for clarification on if the proposal is to move \$220,000 to a 1-year CD at 5% interest. Mr. Crisman stated that that is correct.
 - Mr. Crandall asked what our liquidity factor is, how much cash do we have access to on a 30-60 day basis. Mr. Crisman stated that we have about \$900,000 in liquid assets that are quickly available. Mr. Crandall asked for clarification that the only funds being put in the CD would be \$220,000. Mr. Crisman said that is true.
 - Mr. Dwyier asked if I-Bonds have been evaluated as a potential investment vehicle. Mr. Crisman stated he has not looked into I-Bonds yet.
 - Mr. Crisman moved that he be authorized to establish a 1-year CD at EdwardJones in the amount of \$220,000, with Bob Crisman (Treasurer) and Pam Meara (President) as authorized signatories.
 - Mr. Hamilton asked if the CD is FDIC insured. Mr. Crisman stated that the CD account is FDIC insured.
 - The motion was adopted.
- Mr. Skipper asked if anyone has a copy of the Chapter's conflict of interest policy mentioned on the IRS Form 990, and if not, asked if one should be prepared and signed every year by officers and directors.
 - Mr. Crandall stated that he believes any conflict-of-interest policy should be reviewed by the Chapter's legal counsel.
 - Mr. Turner stated that any conflict-of-interest policy should be limited to officers and directors, and not the membership at large.
 - Mr. Skipper stated he would look into creating a draft conflict of interest policy for the Chapter.

6. MEMBERSHIP UPDATE

- Mr. Crandall stated that the gate code has been updated, there are currently 2,061 memberships, and new range badge enforcement is ongoing at the ranges.

7. SPECIAL COMMITTEES

- Scholarship
 - Dr. Dobbins stated that he has received 11 applications for the Chapter's scholarship, which is about average. He will present his findings and recommendations at the May Board of Directors meeting.

- Air Range
 - Mr. Kuck provided an update on Air Range Activities
 - Suman Sanghera will be at the Junior Olympics in two weeks, and several other air range participants will be at the Air Rifle and Air Pistol Junior Olympics as well.
- Awards and Grants
 - We did not receive our requested FONRA grant.
 - Working on getting a shotgun grant application in due in April.
 - Also working on applying for an ATA grant.
- Buildings and Grounds
 - Mr. Early minded those in attendance that the gate keypad always needs to be bagged when they gate is locked open. A new lock-open code will be implemented, and the old code will be removed.
 - If the gate is locked open with no bag, please close the gate. If there is one bag on the gate and you also need to lock the gate open, please put one of your bags on they keypad.
 - Mr. Brino asked if bags are needed when the gate is locked open on the weekend. Mr. Early said he does not think that is necessary.
 - Mr. Early also requested a master list of individuals that have gate keypad bags for access management.
- Communication
 - Ms. Meara stated that the newsletter is being compiled now and will be mailed out by the end of April.
 - Mr. Crisman asked if we need the post office account in place before the next newsletter mailing. Ms. Meara suggested that they talk offline.
 - The next Virginia Division meeting is on April 1, 2023, at the Christiansburg Chapter, additional information online.
- Conservation
 - Mr. Kuck provided information on the recent Cub Run Stream Valley cleanup event. There were 7 adult Chapter volunteers and 14 county volunteers. The Chapter provided the most volunteers out of any of the participating teams.
- Education and Training
 - Mr. Seaberg provided the Education and Training update.
 - Annual shotgun camp has been completed with 19 participants.
 - Next event is basic shotgun class on April 15.
 - Modern sporting rifle class was cancelled due to a lack of participants.
 - Mr. Skipper asked what the minimum number of students is required for a class. Mr. Seaberg stated that here is not a specified minimum number of students dictated by the NRA for basic classes. For RSO/instructor level courses, four students are required.
 - Women on target is scheduled for May 20th.
 - A member in attendance asked if members wanting to be an RSO can take an RSO class for free. Mr. Seaberg stated that if you are an RSO at a range, yes the class will be free. However, check with individual ranges and it depends on the range director.
- Elections
 - Mr. Early provided an update on the upcoming Chapter elections. Nominations are now open. If you are interested, please contact him or Mr. Bukva.
 - Nominations will close at the June 20th general membership meeting. Volunteers are needed at the polls on July 8/9 and July 15/16.
 - Election results will be presented at the July 18 general membership meeting, and officers/directors will be installed at the August 15 general membership meeting.
- EMS
 - Mr. Brino provided an update on the Chapter's EMS program. Preparations for applying lime and potentially rock phosphate are underway. Prior to applying soil treatments, he would like to clean up excess wads/birds now that winter league is over. He will also be applying an anti-tick powder.
 - Mr. Gagnon stated that we have missed our deadline to submit the annual report to VEEP, and that the consultant we have used in the past has not been responding to emails. Mr. Kuck asked if this is a potential opportunity to collaborate with GMU students. Mr. Gagnon stated he would look into this.
- Field Archery
 - Mr. Riemer stated that the field archery range is in good condition thanks to the recent field party.
 - Fairfax qualifications start on April 14, being held on Tuesday evenings and Sunday mornings through June 25th.

- Mr. Ansick stated that anti-tick pesticide has been applied to the 3D range. Mr. Gagnon stated that it is very important to follow the label on all pesticide applications.
- Rifle/Pistol
 - Mr. Hamilton provided an update on Rifle/Pistol, stating that there will be a short-range day at the end of the month.
 - Please check chapter website for range closures, and there are currently only two RSO vacancies.
 - Mr. Landry will hold a meeting soon with new RSOs to make sure all policies are clear. There is a long list of range maintenance needs to be presented to the Buildings and Grounds committee.
 - Mr. Landry will discuss the handling of funds with Service Rifle so as to prevent the comingling of funds.
- Skeet/Trap
 - Mr. Brino stated that winter league has concluded, with about 160 participants this year.
 - Mr. Brino is currently working with the AIM youth group, and currently has 6 or 8 participants for Saturday mornings.
 - Two rebuilt skeet machines will be installed on April 12. These should break less frequently and be easier to service.
- Target Archery
 - Mr. Del Vecchio stated that he is halfway through the current JOAD program, and that there are some upcoming courses.
 - The outdoor summer session and outdoor 3D program will be starting soon.
 - Mr. Del Vecchio stated he has been very pleased with Target Archery's collaboration with Field Archery and Cub Run Archers in support of JOAD.
- Youth Activities
 - Mr. Turner stated that the Youth Chapter recently donated \$2,000 for the purchase of a smallbore pistol in support of youth programs.
 - There are a few more than 200 members in the Youth Chapter.

8. STANDING COMMITTEE REPORTS

- Shenandoah
 - Ken Brumback, chair of the Shenandoah County Property Committee, provided an update.
 - 16 members have visited the property, but there is still an ongoing issue of property access and vehicles blocking our access easement.
 - Five vehicles have been identified for removal, and DMV says that we can remove 3 of them as of April 1.
 - Mr. Ansick moved that we have the three identified vehicles removed by a salvage company.
 - Mr. Crandall asked if there was a cost associated with the removal. Mr. Ansick stated he was unaware of the cost but stated that the salvage company might pay us to remove the vehicles for salvage.
 - A member in attendance suggested that local law enforcement be present for any vehicle removal activities. Mr. Brumback stated that all legal processes have been followed for the removal of the vehicles, but agreed it is a good idea to have local law enforcement present. The member recommended that local law enforcement ticket the vehicles before having them removed.

9. OLD BUSINESS

- Nothing to report.

10. NEW BUSINESS

- Mr. Ansick stated that field archery recently held a raffle for 14 targets, earning \$140 which was donated to Cub Run Archers. Mr. Ansick was reminded that the Raffle Committee needs to be notified in advance of all raffles.

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

- Nothing to report.

The meeting adjourned at 9:06 PM

Signed: Sean Gagnon, Secretary

Arlington-Fairfax Chapter, Inc - IWLA Profit & Loss Budget vs. Actual January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · Dues				
41023 · 2023 Chapter	310,411.94	345,000.00	-34,588.06	90.0%
Total 41000 · Dues	310,411.94	345,000.00	-34,588.06	90.0%
41900 · Contract Income	0.00	0.00	0.00	0.0%
42000 · Donations				
42300 · Donations - Restricted	0.00	0.00	0.00	0.0%
42600 · Donations - Unrestricted	1,829.98	1,000.00	829.98	183.0%
Total 42000 · Donations	1,829.98	1,000.00	829.98	183.0%
43900 · Grant Income	-4,219.00	5,000.00	-9,219.00	-84.4%
44000 · Interest Income	842.56	850.00	-7.44	99.1%
45000 · Program Income				
45100 · Program Fees	35.00	2,500.00	-2,465.00	1.4%
45200 · Program Supply Sales	-189.25	0.00	-189.25	100.0%
45300 · Events	0.00	3,600.00	-3,600.00	0.0%
45400 · Training	0.00	800.00	-800.00	0.0%
45500 · Other	0.00	0.00	0.00	0.0%
Total 45000 · Program Income	-154.25	6,900.00	-7,054.25	-2.2%
46000 · Miscellaneous Income	53.33	1,000.00	-946.67	5.3%
49000 · Special Event Income				
49100 · Special Events Contributions				
49012 · Childrens Christmas Party	0.00	0.00	0.00	0.0%
49013 · Handicapped Picnic	0.00	0.00	0.00	0.0%
49100 · Special Events Contributions - Other	0.00	0.00	0.00	0.0%
Total 49100 · Special Events Contributions	0.00	0.00	0.00	0.0%
49200 · Annual Picnic	0.00	0.00	0.00	0.0%
49400 · Raffle	0.00	5,000.00	-5,000.00	0.0%
Total 49000 · Special Event Income	0.00	5,000.00	-5,000.00	0.0%
49970 · Unobligated Funds Carryover	0.00	66,000.00	-66,000.00	0.0%
49980 · Chapter Transfers	0.00	10,000.00	-10,000.00	0.0%
Total Income	308,764.56	440,750.00	-131,985.44	70.1%
Gross Profit	308,764.56	440,750.00	-131,985.44	70.1%
Expense				
61000 · Building and Grounds				
61200 · Equipment and Tools	0.00	500.00	-500.00	0.0%
61400 · Services	1,266.85	8,040.00	-6,773.15	15.8%
61500 · Supplies				
61505 · B&G Supplies	1,655.16	8,000.00	-6,344.84	20.7%
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%
Total 61500 · Supplies	1,655.16	15,500.00	-13,844.84	10.7%
Total 61000 · Building and Grounds	2,922.01	24,040.00	-21,117.99	12.2%

Arlington-Fairfax Chapter, Inc - IWLA Profit & Loss Budget vs. Actual January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
61800 · Conservation Exp	0.00	7,000.00	-7,000.00	0.0%
62100 · Contract Services				
62110 · Accounting Services	300.00	3,600.00	-3,300.00	8.3%
62115 · Admin Support	8,488.34	35,000.00	-26,511.66	24.3%
62135 · IT	160.99	10,000.00	-9,839.01	1.6%
62138 · Groundskeeper	0.00	35,000.00	-35,000.00	0.0%
62140 · Legal Fees	1,710.44	4,000.00	-2,289.56	42.8%
62150 · Outside Contract Services				
62155 · Trash Service	3,155.24	12,000.00	-8,844.76	26.3%
62160 · Mowing Services	0.00	13,650.00	-13,650.00	0.0%
62165 · Other	825.00	16,000.00	-15,175.00	5.2%
Total 62150 · Outside Contract Services	3,980.24	41,650.00	-37,669.76	9.6%
Total 62100 · Contract Services	14,640.01	129,250.00	-114,609.99	11.3%
62800 · Facilities and Equipment				
62870 · Property Insurance	24,620.02	56,100.00	-31,479.98	43.9%
62880 · Real Estate, Personal Prop Tax	0.00	1,000.00	-1,000.00	0.0%
62900 · Small Tools Under \$1500	0.00	0.00	0.00	0.0%
63000 · Utilities				
63100 · Electricity	4,851.18	19,800.00	-14,948.82	24.5%
63200 · Natural Gas	1,154.21	3,510.00	-2,355.79	32.9%
63300 · Water & Sewer	169.58	700.00	-530.42	24.2%
Total 63000 · Utilities	6,174.97	24,010.00	-17,835.03	25.7%
Total 62800 · Facilities and Equipment	30,794.99	81,110.00	-50,315.01	38.0%
64000 · Program Expenses				
64100 · Building & Range Maintenance	0.00	0.00	0.00	0.0%
64200 · Equipment Maintenance	0.00	0.00	0.00	0.0%
64300 · Events	0.00	0.00	0.00	0.0%
64400 · Program Supplies	314.40	15,000.00	-14,685.60	2.1%
64500 · Range Officer Meetings	0.00	0.00	0.00	0.0%
64600 · Registration Fees	0.00	0.00	0.00	0.0%
64700 · Training	0.00	0.00	0.00	0.0%
64800 · Other	0.00	0.00	0.00	0.0%
Total 64000 · Program Expenses	314.40	15,000.00	-14,685.60	2.1%
65000 · Operations				
65005 · Bank Fees	-10.00	0.00	-10.00	100.0%
65006 · Registration Fees	510.00	1,000.00	-490.00	51.0%
65008 · Financial Processing Fees				
65009 · PayPal	3,881.40	6,000.00	-2,118.60	64.7%
65010 · Square	232.41	1,500.00	-1,267.59	15.5%
65011 · Other	0.00	400.00	-400.00	0.0%
Total 65008 · Financial Processing Fees	4,113.81	7,900.00	-3,786.19	52.1%
65015 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.0%
65030 · Equipment	0.00	1,000.00	-1,000.00	0.0%
65040 · Postage, Mailing Service	452.85	4,000.00	-3,547.15	11.3%
65060 · Printing and Copying	3,119.00	18,000.00	-14,881.00	17.3%
65065 · Newsletter	0.00	0.00	0.00	0.0%
65080 · Supplies	1,317.12	6,000.00	-4,682.88	22.0%

Arlington-Fairfax Chapter, Inc - IWLA Profit & Loss Budget vs. Actual January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
65090 · Telephone, Telecommunications	1,171.11	4,500.00	-3,328.89	26.0%
Total 65000 · Operations	10,673.89	42,400.00	-31,726.11	25.2%
65100 · Other Types of Expenses				
65120 · Insurance - Liability, D and O	264.00	300.00	-36.00	88.0%
65150 · Memberships and Dues	0.00	500.00	-500.00	0.0%
65160 · Other Costs	200.00	1,000.00	-800.00	20.0%
65180 · President's Discretionary Fund	0.00	1,000.00	-1,000.00	0.0%
Total 65100 · Other Types of Expenses	464.00	2,800.00	-2,336.00	16.6%
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	5,000.00	-5,000.00	0.0%
66013 · Handicapped Picnic	0.00	2,200.00	-2,200.00	0.0%
Total 66010 · Special Events	0.00	11,700.00	-11,700.00	0.0%
66020 · Raffle Expenses	0.00	0.00	0.00	0.0%
Total 66000 · Special Event Expenses	0.00	11,700.00	-11,700.00	0.0%
66500 · Grants & Donations				
66520 · Donations	4,000.00	5,500.00	-1,500.00	72.7%
66530 · Scholarships	0.00	20,000.00	-20,000.00	0.0%
Total 66500 · Grants & Donations	4,000.00	25,500.00	-21,500.00	15.7%
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	9,706.20	5,000.00	4,706.20	194.1%
69200 · Buildings	0.00	95,450.00	-95,450.00	0.0%
69300 · Equipment	0.00	0.00	0.00	0.0%
Total 69000 · Capital Expenditures	9,706.20	100,450.00	-90,743.80	9.7%
Total Expense	73,515.50	440,750.00	-367,234.50	16.7%
Net Ordinary Income	235,249.06	0.00	235,249.06	100.0%
Net Income	235,249.06	0.00	235,249.06	100.0%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 03-31-2023

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash and Bank Accounts	
Chapter Checking	90,655
Chapter Money Market	515,157
Membership	4,473
Petty Cash	1,321
Program Accounts	245,654
TOTAL Cash and Bank Accounts	857,259
TOTAL ASSETS	857,259
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	857,259
TOTAL LIABILITIES & EQUITY	857,259

Program Account Activity
03-01-2023 to 03-31-2023

Air Range

Beginning balance \$26,872.91
Total additions 6,780.90
Total subtractions 9,577.39
Ending balance \$24,076.42

Jr Chapter

Beginning balance \$11,663.54
Total additions 20.00
Total subtractions 2,030.00
Ending balance \$9,653.54

Bull Run Muzzleloaders

Beginning balance \$3,026.13
Total additions 380.00
Total subtractions 346.97
Ending balance 3,059.16

NO VA Sharp Shooters

Beginning balance \$4,777.65
Total additions 2000.00
Total subtractions 0.00
Ending balance \$6,777.65

Cub Run Archers

Beginning balance \$15,425.01
Total additions 1,862.25
Total subtractions 2,012.61
Ending balance \$15,274.65

Rifle-Pistol Range

Beginning balance \$46,432.11
Total additions 680.25
Total subtractions 0.00
Ending balance \$47,112.36

Education & Training

Beginning balance \$33,630.11
Total additions 2,898.00
Total subtractions 3,799.32
Ending balance \$32,728.79

Skeet & Trap

Beginning balance \$131,439.70
Checks - 44,028.98
Other withdrawals, 550.34
Deposits, credits 19,671.95
Ending balance 106,532.33

Education & Training Trust

Beginning balance \$17,929.21
Total additions 0.77
Total subtractions 40.00
Ending balance 4 \$17,889.98

Target Archery

Beginning balance \$10,434.57
Total additions 3350.00
Total subtractions 4099.38
Ending balance \$9,685.19