



Northern Virginia Archers

May 2022

Date of Meeting: May 5, 2022

John Shea
José Arvelo

Uwe Jacobs
Rich Manser

John McKenzie
Ted Emerick

Gerry Petraitis
Jim Libovicz

NORVA members attending via phone:

Ken Wilkinson

Celeste Otsuka

Susan Erdos

Jeremy Herring

The next NORVA shoot will be June 11.

Message from the Board

As required in NORVA's by-laws, this Newsletter is a report to the membership of the Board's actions. It also constitutes the minutes from the May 2022 meeting.

General Items

The May 2022 meeting was led by Treasurer John Shea.

By-laws changes

John and Jim are working on a revision to the club's by-laws. References to affiliation with the Virginia Bowhunters Association will be removed. There is also a proposal to add a provision that would describe what would happen in the unlikely event that the club were to be dissolved. This provision will be added to support our petition to the IRS to re-instate the club's tax exempt status.

We hope to present proposed changes at the June meeting. We will then publish the proposed changes in the June newsletter, for a vote at the July meeting.

Infrastructure improvement

The club plans to expand its storage space by building out an extension of the shed (next to the Academy). Also, we plan to install a cover and lighting for the practice range. Once we receive estimates, we will attempt to move forward with both worthwhile projects.

Tournaments (Susan Erdos)

The May 21 "Spring Fling" shoot was a success. There were 30+ participants. The weather cooperated, and a good time was had by all.

The club's next shoot will be a Field, Animal, and 3-D Pin Shoot on June 11.

Events (Celeste Otsuka)

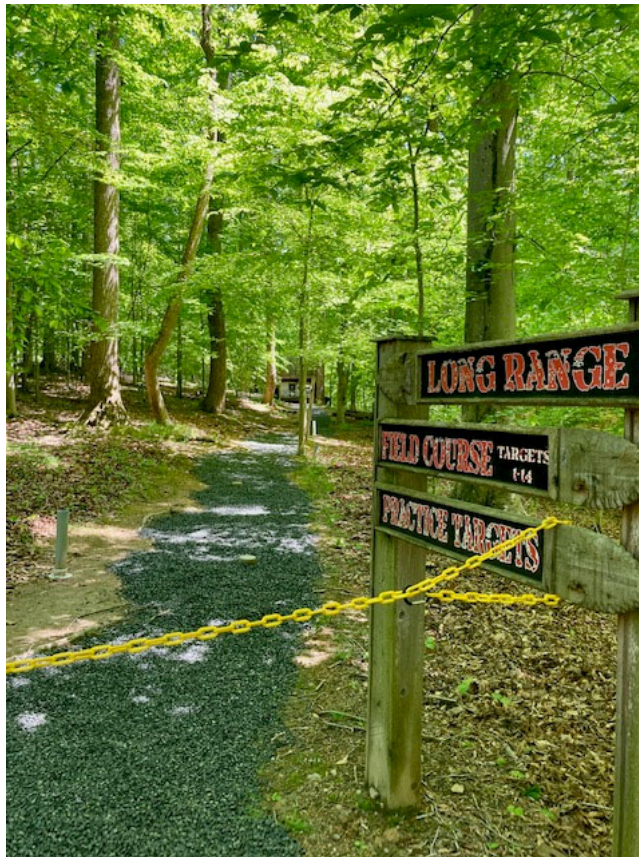
Celeste will put in a new order for Club caps. There is a suggestion to modify the cap's design. A new green camo design is the leading contender for the new design.

Membership (Gerry Petraitis)

Gerry did a new-member orientation on May 22. He provided orientation to 41 new members. That brings club membership to 638 people.

Web Master (Uwe Jacobs)

The club had to pay for its domain names and web hosting. John set these charges up for auto-pay.



A shout-out and hearty thanks are in order to club members Ted Emerick, José Arvelo, his son, and John Shea for spreading #68 bluestone on the 60-yard lane. It looks great!

Treasurer's Report (John Shea)

Years ago, the club held 501(c)(7) tax exempt status with the IRS as a non-profit recreational club. At that time, organizations with income below a threshold did not have to file an annual return. The law changed requiring that all non-profits, except some churches, file at least the 990-N online form annually. This simply required that an officer attest with a form 990-EZ or 990 that the organization's income was below a threshold (currently \$50,000).

Apparently the club officers at the time (they are no longer members) were not aware of this change, and the IRS revoked the club's exempt status in 2011 for failing to file. This was probably mainly due to the problems the club had with mail delivery before establishing our own PO Box in 2020. Because the club's street address is the same as that for the park, mail sent to NORVA was not always passed on by park employees. I believe this was why some past officers used their home address for club correspondence. This practice resulted in mail not getting to the right people in a timely manner, if at all, as past officers moved or left the club.

In order to request that the IRS reinstate our exemption, I had to go through a lot of financial records and prepare tax returns back to when the law changed. These returns were all delivered as one batch to the IRS last month. This month I prepared and submitted Form 1024, and the \$600 application fee, to the IRS requesting that it grant the club retroactive reinstatement. If the IRS imposes a penalty for late filing, I believe our cash reserve will cover it.

For those new to the club, when I became treasurer in 2020, my top priority was to improve financial record keeping and develop integrated spreadsheets to better track and report all income and expenses. My next priority was helping to automate membership processing and record keeping. Last year I attempted to complete the 990-N online for year 2020 on time, but it was rejected. Upon investigation I learned the magnitude of what it would take to get back in good standing.

I expect the IRS will reinstate our exemption. Once they do so, I will then request a sales tax exemption certificate from the state. Club officers with purchase authority will provide that exemption certificate to stores and service providers, which will save the club hundreds of dollars every year.

NORVA Treasurer Monthly Report For April 2022

Description	Credits	Debits	Notes
Member renewal dues	591.11		via Square
New member dues	2,253.41		via Square
Merchandise sales	95.12		Cash \$26, rest via Square
4/2 shoot income	558.10		Cash \$438, rest via Square
4/2 shoot expenses		115.89	Buns from Walmart & Dunkin Donuts & coffee
Insect repellent spray & candles		251.26	Walmart
Arrow tube stand materials		105.31	Home Depot
Dunkin Donuts & coffee		45.92	For 4/9 new member orientation
Air horn		10.56	Walmart
Stainless steel flue cap		209.95	Chimney Direct to help keep critters out of clubhouse.
5 tons #68 bluestone		365.68	PBR Logistics for 60 lane etc.
Field & Animal score cards		46.64	Office Depot — 200 each (2 per sheet)
Priority Mail		17.90	USPS
Printer ink & paper		110.95	Office Depot
Utilities:			
Dominion Energy		29.69	
Waste Management		242.47	Every two weeks
USS Dons Johns		0.00	Weekly service (April debit on 5/2)
Verizon		69.54	
Totals	3,497.74	1,621.76	
Bank balance on 4/30/22	49,924.18		
Projected year-end balance	17,460		\$10,000 desired minimum reserve