

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
General Membership Meeting – Tuesday, May 20, 2025
Meeting Minutes

1. CALL TO ORDER The meeting was called to order at 7:30 PM by President Pamela Meara.

- a) A quorum of regular members was present.
- b) The Pledge of Allegiance and IWLA Pledge were conducted.
- c) Chapter Officers and Board of Directors present were introduced:
 - i) President – Pamela Meara
 - ii) Vice President – Evan Phelps
 - iii) Secretary – Todd Skipper
 - iv) Treasurer – Bob Crisman
 - v) Membership Director – Benn Crandall
 - vi) Air Range Program Director – Keith Kuck
 - vii) Archery Program Director – Dick Riemer
 - viii) Conservation Program Director – Fred Bailey
 - ix) Target Archery Program Director – Ryan Johnson
 - x) Youth Program Director – Joe Turner
 - xi) Director-at-Large – John Hsu
 - xii) Director-at-Large – Bill Clayton
 - xiii) Director-at-Large – Brian Hickerson
 - xiv) Director-at-Large – Oscar Starz
 - xv) Director-at-Large – Chip Chidester

2. MEMBER TIME

- Nothing was brought before the membership.

3. PRESIDENT'S TIME

- Ms. Meara welcomed the members and members-elect.

4. MINUTES/CORRESPONDENCE

- Meeting minutes from the March or April 2025 General Membership meeting were not available.

5. TREASURER'S REPORT

- Mr. Crisman presented the membership with the budget report through April 2025.
 - Income: \$336,613.11
 - Expenditures: \$259,545.41
 - Budget Remaining: \$77,067.70
 - Total Cash Assets: \$1,203,778
- Ms. Gaynell Kuck, Chair of the Chapter's Financial Review Committee, provided an overview of the committee's report to the membership. The committee also included members David Ralston and Dwaine McCollum (who were not present)
- Ms. Kuck said the committee's four recommendations:
 - The first recommendation was to have a two-person financial management process for each program;
 - Secondly, the committee recommended that the Chapter's Financial Advisory Committee develop a financial guidance manual for all Chapter programs, which is also required by the Chapter's bylaws;
 - Thirdly, there should be a threshold for program cash to be transferred and deposited into the Chapter's sweep account;

- The final recommendation was for the Financial Advisory Committee to follow-up on the Financial Review Committee's detailed recommendations.
- Ms. Kuck did not receive any questions from the membership.
- Mr. Crisman said that the sweep program was successful, explaining that \$600-\$1,000 had been received in interest during past years, but this year the Chapter had already received \$5,000 using the sweep account.

6. MEMBERSHIP UPDATE

- Mr. Crandall reported that the Chapter currently has 2,211 members.
- Mr. Crandall presented the candidates for membership, 19 of whom were present and 16 who were not present.
- Mr. Crandall moved that all candidates for membership be voted into the Chapter (those candidates in attendance and those who were not in absentia). The motion was properly seconded by Mr. Starz and adopted.

7. PROGRAM DIRECTOR UPDATES

- **Air Range**
 - Mr. Kuck provided an overview of the Air Range's operations and availability for members' use, including how to use SignUpGenius to reserve shooting lanes.
 - Mr. Kuck said that Wounded Warriors used the range on Tuesdays.
 - Mr. Starz said that the Air Range can provide coaching and equipment to physically handicapped and blind shooters, allowing everyone to participate in the sport.
- **Conservation**
 - Mr. Bailey outlined the program's three main conservation programs: Adopt-A-Highway, Save Our Streams, and Nitrate & Salt Watch.
- **Education and Training**
 - Ms. Meara (for Mr. Seaberg) said that Chapter was just starting its scheduled NRA courses in the Field House and that members should contact Mr. Seaberg if they have any questions.
- **Field Archery**
 - Mr. Riemer provided an overview of the Field Archery ranges, archery classes offered, the Cub Run Archers.
 - Mr. Riemer said there will be a 3-D, VBA Shoot on June 27, 2025.
- **Rifle-Pistol**
 - Mr. Chidester (for Mr. Crandlemire) provided an overview of the Rifle-Pistol Range, Short Range Day, and encouraged new members to ask the range Safety Officer any range use and safety questions.
- **Skeet & Trap**
 - Mr. Clayton (for Mr. Brino) provided an overview of the Skeet & Trap Range and also said new shooters should ask Mr. Brino for a loaner shotgun to use before buying a new, expensive shotgun.
 - Mr. Clayton reminded the members that the Chapter's Crush'n Clays fundraiser for St. Jude's Hospital will be held on June 14th.

- **Target Archery**
 - Mr. Johnson explained that this program taught competitive target archery.
 - Mr. Del Vecchio provided an overview of the JOAD program for children.
- **Youth Chapter**
 - Mr. Turner provided an overview of the Youth Chapter and encouraged the members to volunteer as coaches; training is provided for new coaches.

8. **COMMITTEE REPORTS**

- **Awards & Grants**
 - Ms. Meara presented Chapter Volunteer V.I.P. Awards to the following members: Ben Regula, Reece Duncan, Bill Clayton, John Murphy, Brian Hickerson, and Jeff Del Vecchio.
 - Ms. Meara, acting in her role as Virginia Division, National Director and Endowment President for the National IWLA, presented the IWLA's Judge John W. Tobin Appreciation Award to Chapter members Fred Ansick and Don Early for their volunteer service in the chapter.
 - More information about awards is located on the chapter website.
- **Bylaws**
 - Nothing was brought before the membership.
- **Building & Grounds**
 - Mr. Hickerson said that he had met with a realtor regarding the possible sale of the Chapter's Shenandoah property and was given a sale estimate of \$5,000-\$11,000/acre.
- **Communications**
 - Ms. Meara said the newsletter will be out this month and is provided electronically unless members opt-in for a paper copy.
- **Elections**
 - Mr. Hsu provided an overview of the election process for the July, 2025 Chapter elections. He also provided the membership with the positions on the Board of Directors that are up for election this year.
 - Mr. Hsu said the deadline for candidates to be nominated for office is at the General Membership meeting on June 17th.
- **Public Relations**
 - Nothing was brought before the membership.
- **Security/Gate**
 - Mr. Early told the members that entry through the front gate will transition from a code to a fob, which will be distributed to members later this year. The procedures to open the front gates manually are located on the Chapter website's homepage.
- **Shenandoah Property**
 - Ms. Meara said that information on how to reserve the property is on the website.

9. ***OLD BUSINESS***

- Nothing was brought before the membership.

10. ***NEW BUSINESS***

- Nothing was brought before the membership.

11. ***OTHER MATTER THAT MAY BE BROUGHT BEFORE THE BODY***

- Nothing was brought before the membership.

12. ***ANNOUNCEMENTS***

- See Chapter calendar for current list of scheduled events and important updates that reflect any evolving conditions.

The meeting was adjourned at 8:42 PM

Submitted by: Todd Skipper
Secretary

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: Budget_FY25_P&L_2 - FY25 P&L Classes

January - December 2025

	AA CHAPTER				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
41000 Dues					\$0.00	\$0.00	\$0.00	0.00%
41024 2024 Chapter	194.00		194.00		\$194.00	\$0.00	\$194.00	0.00%
41025 2025 Chapter	228,673.06	175,000.00	53,673.06	130.67 %	\$228,673.06	\$175,000.00	\$53,673.06	130.67 %
Total 41000 Dues	228,867.06	175,000.00	53,867.06	130.78 %	\$228,867.06	\$175,000.00	\$53,867.06	130.78 %
41026 2026 Chapter		175,000.00	-175,000.00		\$0.00	\$175,000.00	\$ -175,000.00	0.00%
42000 Donations					\$0.00	\$0.00	\$0.00	0.00%
42300 Donations - Restricted		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
42600 Donations - Unrestricted	625.00	1,000.00	-375.00	62.50 %	\$625.00	\$1,000.00	\$ -375.00	62.50 %
Total 42000 Donations	625.00	1,000.00	-375.00	62.50 %	\$625.00	\$1,000.00	\$ -375.00	62.50 %
43900 Grant Income		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
44000 Interest Income	4,937.36	15,000.00	-10,062.64	32.92 %	\$4,937.36	\$15,000.00	\$ -10,062.64	32.92 %
46000 Miscellaneous Income	101,575.71	1,000.00	100,575.71	10,157.57 %	\$101,575.71	\$1,000.00	\$100,575.71	10,157.57 %
49000 Special Event Income					\$0.00	\$0.00	\$0.00	0.00%
49100 Special Events Contributions					\$0.00	\$0.00	\$0.00	0.00%
49011 Annual Picnic		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
49012 Childrens Christmas Party	607.98	0.00	607.98		\$607.98	\$0.00	\$607.98	0.00%
49013 Handicapped Picnic		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 49100 Special Events Contributions	607.98	0.00	607.98		\$607.98	\$0.00	\$607.98	0.00%
49200 Annual Picnic		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
49400 Raffle		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 49000 Special Event Income	607.98	0.00	607.98		\$607.98	\$0.00	\$607.98	0.00%
Total Income	\$336,613.11	\$372,000.00	\$ -35,386.89	90.49 %	\$336,613.11	\$372,000.00	\$ -35,386.89	90.49 %
GROSS PROFIT	\$336,613.11	\$372,000.00	\$ -35,386.89	90.49 %	\$336,613.11	\$372,000.00	\$ -35,386.89	90.49 %
Expenses								
61000 Building and Grounds					\$0.00	\$0.00	\$0.00	0.00%
61200 Equipment and Tools		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
61400 Services	62,135.39	8,040.00	54,095.39	772.83 %	\$62,135.39	\$8,040.00	\$54,095.39	772.83 %
61500 Supplies					\$0.00	\$0.00	\$0.00	0.00%
61505 B&G Supplies		10,000.00	-10,000.00		\$0.00	\$10,000.00	\$ -10,000.00	0.00%
61510 EMS Supplies		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 61500 Supplies		10,000.00	-10,000.00		\$0.00	\$10,000.00	\$ -10,000.00	0.00%
Total 61000 Building and Grounds	62,135.39	18,540.00	43,595.39	335.14 %	\$62,135.39	\$18,540.00	\$43,595.39	335.14 %

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: Budget_FY25_P&L_2 - FY25 P&L Classes

January - December 2025

	AA CHAPTER				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
61600 Security Expenses	1,615.81	30,000.00	-28,384.19	5.39 %	\$1,615.81	\$30,000.00	\$ -28,384.19	5.39 %
61800 Conservation Exp	554.70	7,000.00	-6,445.30	7.92 %	\$554.70	\$7,000.00	\$ -6,445.30	7.92 %
62100 Contract Services					\$0.00	\$0.00	\$0.00	0.00%
62110 Accounting Services	400.00	3,000.00	-2,600.00	13.33 %	\$400.00	\$3,000.00	\$ -2,600.00	13.33 %
62115 Admin Support	3,850.00	35,000.00	-31,150.00	11.00 %	\$3,850.00	\$35,000.00	\$ -31,150.00	11.00 %
62135 IT	509.99	6,000.00	-5,490.01	8.50 %	\$509.99	\$6,000.00	\$ -5,490.01	8.50 %
62138 Groundskeeper		41,000.00	-41,000.00		\$0.00	\$41,000.00	\$ -41,000.00	0.00%
62140 Legal Fees	879.77	10,000.00	-9,120.23	8.80 %	\$879.77	\$10,000.00	\$ -9,120.23	8.80 %
62150 Outside Contract Services					\$0.00	\$0.00	\$0.00	0.00%
62155 Trash Service	5,321.24	14,000.00	-8,678.76	38.01 %	\$5,321.24	\$14,000.00	\$ -8,678.76	38.01 %
62160 Mowing Services		13,650.00	-13,650.00		\$0.00	\$13,650.00	\$ -13,650.00	0.00%
62165 Other	3,200.00	17,000.00	-13,800.00	18.82 %	\$3,200.00	\$17,000.00	\$ -13,800.00	18.82 %
Total 62150 Outside Contract Services	8,521.24	44,650.00	-36,128.76	19.08 %	\$8,521.24	\$44,650.00	\$ -36,128.76	19.08 %
Total 62100 Contract Services	14,161.00	139,650.00	-125,489.00	10.14 %	\$14,161.00	\$139,650.00	\$ -125,489.00	10.14 %
62800 Facilities and Equipment					\$0.00	\$0.00	\$0.00	0.00%
62870 Property Insurance	28,403.02	60,000.00	-31,596.98	47.34 %	\$28,403.02	\$60,000.00	\$ -31,596.98	47.34 %
62880 Real Estate, Personal Prop Tax	-123.65	1,000.00	-1,123.65	-12.37 %	\$ -123.65	\$1,000.00	\$ -1,123.65	-12.37 %
62900 Small Tools Under \$1500		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
63000 Utilities					\$0.00	\$0.00	\$0.00	0.00%
63100 Electricity	5,364.76	19,800.00	-14,435.24	27.09 %	\$5,364.76	\$19,800.00	\$ -14,435.24	27.09 %
63200 Natural Gas	1,704.82	3,510.00	-1,805.18	48.57 %	\$1,704.82	\$3,510.00	\$ -1,805.18	48.57 %
63300 Water & Sewer	381.38	800.00	-418.62	47.67 %	\$381.38	\$800.00	\$ -418.62	47.67 %
Total 63000 Utilities	7,450.96	24,110.00	-16,659.04	30.90 %	\$7,450.96	\$24,110.00	\$ -16,659.04	30.90 %
Total 62800 Facilities and Equipment	35,730.33	85,110.00	-49,379.67	41.98 %	\$35,730.33	\$85,110.00	\$ -49,379.67	41.98 %
65000 Operations					\$0.00	\$0.00	\$0.00	0.00%
65005 Bank Fees	10.00	0.00	10.00		\$10.00	\$0.00	\$10.00	0.00%
65006 Registration Fees	190.00	1,000.00	-810.00	19.00 %	\$190.00	\$1,000.00	\$ -810.00	19.00 %
65008 Financial Processing Fees					\$0.00	\$0.00	\$0.00	0.00%
65009 PayPal	8,766.73	6,000.00	2,766.73	146.11 %	\$8,766.73	\$6,000.00	\$2,766.73	146.11 %
65010 Square	579.95	1,600.00	-1,020.05	36.25 %	\$579.95	\$1,600.00	\$ -1,020.05	36.25 %
65011 Other		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%
Total 65008 Financial Processing Fees	9,346.68	7,800.00	1,546.68	119.83 %	\$9,346.68	\$7,800.00	\$1,546.68	119.83 %
65015 Books, Subscriptions, Reference		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
65030 Equipment		10,000.00	-10,000.00		\$0.00	\$10,000.00	\$ -10,000.00	0.00%

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: Budget_FY25_P&L_2 - FY25 P&L Classes

January - December 2025

	AA CHAPTER				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
65040 Postage, Mailing Service	1,135.39	4,000.00	-2,864.61	28.38 %	\$1,135.39	\$4,000.00	\$ -2,864.61	28.38 %
65060 Printing and Copying	656.53	11,000.00	-10,343.47	5.97 %	\$656.53	\$11,000.00	\$ -10,343.47	5.97 %
65080 Supplies	1,886.19	5,000.00	-3,113.81	37.72 %	\$1,886.19	\$5,000.00	\$ -3,113.81	37.72 %
65090 Telephone, Telecommunications	1,601.92	4,800.00	-3,198.08	33.37 %	\$1,601.92	\$4,800.00	\$ -3,198.08	33.37 %
Total 65000 Operations	14,826.71	43,600.00	-28,773.29	34.01 %	\$14,826.71	\$43,600.00	\$ -28,773.29	34.01 %
65100 Other Types of Expenses					\$0.00	\$0.00	\$0.00	0.00%
65120 Insurance - Liability, D and O	264.00	300.00	-36.00	88.00 %	\$264.00	\$300.00	\$ -36.00	88.00 %
65150 Memberships and Dues		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
65160 Other Costs		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
65180 President's Discetionary Fund		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
65190 Awards	1,000.75	1,500.00	-499.25	66.72 %	\$1,000.75	\$1,500.00	\$ -499.25	66.72 %
Total 65100 Other Types of Expenses	1,264.75	4,300.00	-3,035.25	29.41 %	\$1,264.75	\$4,300.00	\$ -3,035.25	29.41 %
66000 Special Event Expenses					\$0.00	\$0.00	\$0.00	0.00%
66010 Special Events					\$0.00	\$0.00	\$0.00	0.00%
66011 Annual Picnic		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
66012 Childrens Christmas Party		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
66013 Handicapped Picnic	1,926.98	2,200.00	-273.02	87.59 %	\$1,926.98	\$2,200.00	\$ -273.02	87.59 %
Total 66010 Special Events	1,926.98	5,700.00	-3,773.02	33.81 %	\$1,926.98	\$5,700.00	\$ -3,773.02	33.81 %
66020 Raffle Expenses		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 66000 Special Event Expenses	1,926.98	5,700.00	-3,773.02	33.81 %	\$1,926.98	\$5,700.00	\$ -3,773.02	33.81 %
66500 Grants & Donations					\$0.00	\$0.00	\$0.00	0.00%
66510 Grants		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
66520 Donations		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
66530 Scholarships		20,000.00	-20,000.00		\$0.00	\$20,000.00	\$ -20,000.00	0.00%
Total 66500 Grants & Donations		25,000.00	-25,000.00		\$0.00	\$25,000.00	\$ -25,000.00	0.00%
68300 Travel and Meetings					\$0.00	\$0.00	\$0.00	0.00%
68310 Conference, Convention, Meeting		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
68320 Travel		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
Total 68300 Travel and Meetings		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
69000 Capital Expenditures					\$0.00	\$0.00	\$0.00	0.00%
69100 Lands	6,000.00	100,000.00	-94,000.00	6.00 %	\$6,000.00	\$100,000.00	\$ -94,000.00	6.00 %
69200 Buildings	114,029.74	0.00	114,029.74		\$114,029.74	\$0.00	\$114,029.74	0.00%
69300 Equipment		30,000.00	-30,000.00		\$0.00	\$30,000.00	\$ -30,000.00	0.00%

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: Budget_FY25_P&L_2 - FY25 P&L Classes

January - December 2025

	AA CHAPTER				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 69000 Capital Expenditures	120,029.74	130,000.00	-9,970.26	92.33 %	\$120,029.74	\$130,000.00	\$ -9,970.26	92.33 %
Unapplied Cash Bill Payment Expense	7,300.00		7,300.00		\$7,300.00	\$0.00	\$7,300.00	0.00%
Total Expenses	\$259,545.41	\$490,400.00	\$ -230,854.59	52.93 %	\$259,545.41	\$490,400.00	\$ -230,854.59	52.93 %
NET OPERATING INCOME	\$77,067.70	\$ -118,400.00	\$195,467.70	-65.09 %	\$77,067.70	\$ -118,400.00	\$195,467.70	-65.09 %
NET INCOME	\$77,067.70	\$ -118,400.00	\$195,467.70	-65.09 %	\$77,067.70	\$ -118,400.00	\$195,467.70	-65.09 %

Arl/Fx Chapter, IWLA - Cash Asset Report - As of 4-30-2025

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash, Checking and Investment Accounts	
Chapter Checking	30,000
Membership	16,937
Petty Cash	1,321
Insured Cash Sweep	613,886
Certificates of Deposit	239,644
Program Accounts	301,990
TOTAL Cash and Bank Accounts	1,203,778
TOTAL ASSETS	1,203,778
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	1,203,778
TOTAL LIABILITIES & EQUITY	1,203,778

Program Account Activity
04-01-25 to 04-30, 2025

Air Range

Beginning balance	\$64,083.31
Deposits & Credits	\$3,856.00
Checks Posted	\$0.00
Withdrawals & Debits	\$1,996.76
Ending Balance	\$65,942.55

Jr Chapter

Beginning balance	\$13,605.14
Deposits & Credits	\$0.00
Checks Posted	\$40.00
Withdrawals & Debits	\$0.00
Ending Balance	\$13,565.14

Education & Training

Beginning balance	\$45,454.98
Deposits & Credits	\$3,667.96
Checks Posted	\$2,980.67
Withdrawals & Debits	\$0.00
Ending Balance	\$46,142.27

Rifle-Pistol Range

Beginning balance	\$26,210.33
Deposits & Credits	\$632.00
Checks Posted	\$1,391.30
Withdrawals & Debits	\$0.00
Ending Balance	\$25,451.03

Education & Training Trust

Beginning balance	\$18,407.95
Deposits & Credits	\$0.75
Checks Posted	\$0.00
Withdrawals & Debits	\$0.00
Ending Balance	\$18,408.70

Skeet & Trap

Beginning balance	\$110,603.22
Deposits & Credits	41,174.11
Checks Posted	526.16
Withdrawals & Debits	19,692.00
Ending Balance	\$88,594.95

Field Archery

Beginning balance	\$22,648.64
Deposits & Credits	\$2,773.00
Checks Posted	\$844.00
Withdrawals & Debits	\$0.00
Ending Balance	\$24,577.64

Target Archery

Beginning balance	\$19,901.31
Deposits & Credits	\$165.00
Checks Posted	\$759.06
Withdrawals & Debits	\$0.00
Ending Balance	\$19,307.25