

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, July 8, 2025

1 CALL TO ORDER

- The meeting was called to order at 7:31 PM by President Pamela Meara.
 - a) A quorum of officers and directors were 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. Conservation Program Director Fred Bailey
 - viii. Education & Training Program Director John Seaberg
 - ix. Field Archery Program Director Dick Riemer
 - x. Rifle-Pistol Program Director Bruce Crandlemire
 - xi. Skeet & Trap Program Director Bob Brino
 - xii. Youth Programs Director Joe Turner
 - xiii. Director-at-Large Bill Clayton
 - xiv. Director-at-Large Oscar Starz

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):

1. Steve Hunt (for Tom Ciarula); VFW Fun Shoot; August 23, 2025; AR; 1:00 PM-7:00 PM; 35 attendees. Motion to approve by Mr. Turner and seconded by Mr. Seaberg.
2. Dick Riemer (Vienna Park Hunt Group); August 3 and August 31, 2025, LP, 9:00 AM-10:30 AM. Motion to approve by Mr. Kuck and seconded by Mr. Brino.
3. Will Barton (Life Scout, Troop 124); Presentation of a potential Eagle Scout project. This proposed project will remove old wood fence at S&T and replace it with new wood fencing. The work will try to be performed on a day when all shotgun fields are closed. The one-day project will use 9-15 Scouts & adults, with an estimated cost of \$1,540. Mr. Brino said the Shotgun Program will cover the project's expenses. Motion to approve by Mr. Kuck and seconded by Mr. Crandlemire.

3. PRESIDENT'S TIME

- Ms. Meara asked Mr. Skipper to read the two email votes that had previously passed in June (motions moved by Mr. Hickerson and Mr. Chidester). Both prior votes were then ratified by voice vote.
- Ms. Meara reminded everyone to send all Chapter activity information to Mr. Hamilton for submission to the National IWLA.

4. MINUTES/CORRESPONDENCE

- Ms. Meara said the April minutes will be held for the August BoD meeting.
- The June BoD minutes were approved as corrected. Motion to approve by Mr. Kuck and seconded by Mr. Turner.

5. TREASURER'S REPORT

- Mr. Crisman reported the following Chapter assets as of June, 2025:
 - Income: \$357,250.40
 - Expenditures: \$303,069.25
 - Balance Remaining: \$54,181.15
 - Total Cash Assets: \$1,160,272

- Mr. Crisman said the Financial Advisory Committee's review of the Financial Review Committee's 2023 Report and recommendations will be discussed at the August board meeting.

6. MEMBERSHIP UPDATE

- Mr. Crandall said that there are currently 2,256 Chapter memberships compared to 2,270 in 2024.
- Mr. Crandall said the next New Member Orientation will be held in September.
- Mr. Crandall announced that the Chapter signed its new database agreement with Associated Sphere today and a 'sandbox' would be used to test the new database's limits.

7. SPECIAL COMMITTEES

- **Air Range**
 - Mr. Kuck said there were two tripping incidents in the range's parking lot in June: one fall resulted in a broken arm and the Rescue Squad was called and one fall resulted in facial cuts that were treated at the Air Range.
 - Mr. Kuck said he had begun to install solar-powered lights on the parking lot fence and that he will put a light on each fence post to prevent future falls in the dark.
- **Conservation**
 - Nothing was brought before the membership.
- **Education and Training**
 - Mr. Seaberg said that there is a Basic Rifle course scheduled for July 19 and a Range Safety Officer course scheduled for July 27, 2025. Mr. Seaberg will comp the tuition for Chapter members who take the RSO course.
- **Field Archery**
 - Mr. Riemer said that over \$1,100 was received from archery instructor qualifications.
 - Mr. Riemer announced that the next Archery 101 class would start in August.
- **Rifle-Pistol**
 - Mr. Crandlemire said 200 bales of hay will be delivered tomorrow and more bales will be delivered in August and September.
 - Mr. Crandlemire said the range's firing line benches and tables needed to be cleaned and repainted.
 - Mr. Crandlemire said that the range had received a \$100 donation from the Knights of Columbus.
- **Skeet & Trap**
 - Mr. Brino said the Chapter's annual Crush n' Clays Trap Shoot to benefit St. Jude's was very successful and may have raised more than \$40,000, which is a record for the Chapter.
 - Mr. Brino said that the VA State Shoot was held last week in Winchester and that the Chapter's participants had done well. Mr. Brino asked Scott Petitto to provide a recap.
 - Mr. Petitto said approximately 20 Chapter shooters participated in at least one event, representing about 20% of all Virginia resident shooters. Chapter members VA ATA Delegate George Hafkemeyer and 2nd Alternate Delegate Scott Petitto oversaw daily shoot-offs, trophy determination, and Shooter Classifications.
- **Target Archery**
 - Nothing was brought before the membership.
- **Youth/Junior Membership**
 - Mr. Kuck (for Mr. Turner) announced that Will Regala had won a national shooting championship.

8. STANDING COMMITTEE REPORTS

- **Awards & Grants**
 - Ms. Meara said a grant request was submitted to the ATA.
 - Mr. Kuck said he is submitting a grant request to the Davis Elkins Charitable Foundation to buy new computers for the Air Range.
- **Bylaws/Policies**
 - Nothing was brought before the membership.
- **Buildings & Grounds**
 - Nothing was brought before the membership.
- **Communications**
 - Nothing was brought before the membership.
- **Elections**
 - Mr. Clayton said that the Chapter elections will end after this weekend's voting.
- **EMS**
 - Nothing was brought before the membership.
- **Public Relations**
 - Nothing was brought before the membership.
- **Raffles**
 - Nothing was brought before the membership.
- **Scouting**
 - Nothing was brought before the membership.
- **Gate & Security**
 - Nothing was brought before the membership.
- **Shenandoah Property**
 - Ms. Meara said the Chapter is exploring selling the Shenandoah property.

9. OLD BUSINESS

- Nothing was brought before the membership.

10. NEW BUSINESS

- Nothing was brought before the membership.

11. OTHER MATTERS THAT MAY BE BROUGHT BEFORE THE BOARD

- Nothing was brought before the membership.

12. ANNOUNCEMENTS

- See Chapter Calendar for current list of events, which is frequently updated and reflect evolving conditions:
<https://wp.arlingtonfairfax-iwla.org/chapter-calendars/>

Mr. Phelps made a motion to adjourn and it was seconded by Mr. Kuck.

The meeting was adjourned at 8:16 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	247,017.06	175,000.00	72,017.06	141.15 %	\$247,017.06	\$175,000.00	\$72,017.06	141.15 %
Total 41000 Dues	247,211.06	175,000.00	72,211.06	141.26 %	\$247,211.06	\$175,000.00	\$72,211.06	141.26 %
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	705.00	1,000.00	-295.00	70.50 %	\$705.00	\$1,000.00	\$ -295.00	70.50 %
Total 42000 Donations	705.00	1,000.00	-295.00	70.50 %	\$705.00	\$1,000.00	\$ -295.00	70.50 %
43900 Grant Income		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
44000 Interest Income	7,150.65	15,000.00	-7,849.35	47.67 %	\$7,150.65	\$15,000.00	\$ -7,849.35	47.67 %
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	\$357,250.40	\$372,000.00	\$ -14,749.60	96.04 %	\$357,250.40	\$372,000.00	\$ -14,749.60	96.04 %
GROSS PROFIT	\$357,250.40	\$372,000.00	\$ -14,749.60	96.04 %	\$357,250.40	\$372,000.00	\$ -14,749.60	96.04 %
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	68,944.01	8,040.00	60,904.01	857.51 %	\$68,944.01	\$8,040.00	\$60,904.01	857.51 %
61500 Supplies					\$0.00	\$0.00	\$0.00	0.00%
61505 B&G Supplies	8,121.07	10,000.00	-1,878.93	81.21 %	\$8,121.07	\$10,000.00	\$ -1,878.93	81.21 %
61510 EMS Supplies		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 61500 Supplies	8,121.07	10,000.00	-1,878.93	81.21 %	\$8,121.07	\$10,000.00	\$ -1,878.93	81.21 %
Total 61000 Building and Grounds	77,065.08	18,540.00	58,525.08	415.67 %	\$77,065.08	\$18,540.00	\$58,525.08	415.67 %

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	5,932.59	30,000.00	-24,067.41	19.78 %	\$5,932.59	\$30,000.00	\$ -24,067.41	19.78 %
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	600.00	3,000.00	-2,400.00	20.00 %	\$600.00	\$3,000.00	\$ -2,400.00	20.00 %
62115 Admin Support	7,500.00	35,000.00	-27,500.00	21.43 %	\$7,500.00	\$35,000.00	\$ -27,500.00	21.43 %
62135 IT	709.87	6,000.00	-5,290.13	11.83 %	\$709.87	\$6,000.00	\$ -5,290.13	11.83 %
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	8,378.86	14,000.00	-5,621.14	59.85 %	\$8,378.86	\$14,000.00	\$ -5,621.14	59.85 %
62160 Mowing Services	4,750.00	13,650.00	-8,900.00	34.80 %	\$4,750.00	\$13,650.00	\$ -8,900.00	34.80 %
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	16,328.86	44,650.00	-28,321.14	36.57 %	\$16,328.86	\$44,650.00	\$ -28,321.14	36.57 %
Total 62100 Contract Services	26,018.50	139,650.00	-113,631.50	18.63 %	\$26,018.50	\$139,650.00	\$ -113,631.50	18.63 %
62800 Facilities and Equipment					\$0.00	\$0.00	\$0.00	0.00%
62870 Property Insurance	37,875.68	60,000.00	-22,124.32	63.13 %	\$37,875.68	\$60,000.00	\$ -22,124.32	63.13 %
62880 Real Estate, Personal Prop Tax	358.91	1,000.00	-641.09	35.89 %	\$358.91	\$1,000.00	\$ -641.09	35.89 %
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	7,766.95	19,800.00	-12,033.05	39.23 %	\$7,766.95	\$19,800.00	\$ -12,033.05	39.23 %
63200 Natural Gas	1,774.87	3,510.00	-1,735.13	50.57 %	\$1,774.87	\$3,510.00	\$ -1,735.13	50.57 %
63300 Water & Sewer	381.38	800.00	-418.62	47.67 %	\$381.38	\$800.00	\$ -418.62	47.67 %
Total 63000 Utilities	9,923.20	24,110.00	-14,186.80	41.16 %	\$9,923.20	\$24,110.00	\$ -14,186.80	41.16 %
Total 62800 Facilities and Equipment	48,157.79	85,110.00	-36,952.21	56.58 %	\$48,157.79	\$85,110.00	\$ -36,952.21	56.58 %
64000 Program Expenses					\$0.00	\$0.00	\$0.00	0.00%
64600 Registration Fees	155.00		155.00		\$155.00	\$0.00	\$155.00	0.00%
Total 64000 Program Expenses	155.00		155.00		\$155.00	\$0.00	\$155.00	0.00%
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	240.00	1,000.00	-760.00	24.00 %	\$240.00	\$1,000.00	\$ -760.00	24.00 %
65008 Financial Processing Fees					\$0.00	\$0.00	\$0.00	0.00%
65009 PayPal	9,016.80	6,000.00	3,016.80	150.28 %	\$9,016.80	\$6,000.00	\$3,016.80	150.28 %
65010 Square	767.79	1,600.00	-832.21	47.99 %	\$767.79	\$1,600.00	\$ -832.21	47.99 %
65011 Other		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	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 65008 Financial Processing Fees	9,784.59	7,800.00	1,984.59	125.44 %	\$9,784.59	\$7,800.00	\$1,984.59	125.44 %
65015 Books, Subscriptions, Reference		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
65030 Equipment	749.99	10,000.00	-9,250.01	7.50 %	\$749.99	\$10,000.00	\$ -9,250.01	7.50 %
65040 Postage, Mailing Service	1,201.09	4,000.00	-2,798.91	30.03 %	\$1,201.09	\$4,000.00	\$ -2,798.91	30.03 %
65060 Printing and Copying	2,310.53	11,000.00	-8,689.47	21.00 %	\$2,310.53	\$11,000.00	\$ -8,689.47	21.00 %
65080 Supplies	2,072.45	5,000.00	-2,927.55	41.45 %	\$2,072.45	\$5,000.00	\$ -2,927.55	41.45 %
65090 Telephone, Telecommunications	2,403.06	4,800.00	-2,396.94	50.06 %	\$2,403.06	\$4,800.00	\$ -2,396.94	50.06 %
Total 65000 Operations	18,771.71	43,600.00	-24,828.29	43.05 %	\$18,771.71	\$43,600.00	\$ -24,828.29	43.05 %
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	2,619.39	2,200.00	419.39	119.06 %	\$2,619.39	\$2,200.00	\$419.39	119.06 %
Total 66010 Special Events	2,619.39	5,700.00	-3,080.61	45.95 %	\$2,619.39	\$5,700.00	\$ -3,080.61	45.95 %
66020 Raffle Expenses		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 66000 Special Event Expenses	2,619.39	5,700.00	-3,080.61	45.95 %	\$2,619.39	\$5,700.00	\$ -3,080.61	45.95 %
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	2,500.00	5,000.00	-2,500.00	50.00 %	\$2,500.00	\$5,000.00	\$ -2,500.00	50.00 %
66530 Scholarships		20,000.00	-20,000.00		\$0.00	\$20,000.00	\$ -20,000.00	0.00%
Total 66500 Grants & Donations	2,500.00	25,000.00	-22,500.00	10.00 %	\$2,500.00	\$25,000.00	\$ -22,500.00	10.00 %
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%

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
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%
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 %
Total Expenses	\$303,069.25	\$490,400.00	\$ -187,330.75	61.80 %	\$303,069.25	\$490,400.00	\$ -187,330.75	61.80 %
NET OPERATING INCOME	\$54,181.15	\$ -118,400.00	\$172,581.15	-45.76 %	\$54,181.15	\$ -118,400.00	\$172,581.15	-45.76 %
NET INCOME	\$54,181.15	\$ -118,400.00	\$172,581.15	-45.76 %	\$54,181.15	\$ -118,400.00	\$172,581.15	-45.76 %

Arl/Fx Chapter, IWLA - Cash Asset Report - As of 6-30-2025

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash, Checking and Investment Accounts	
Chapter Checking	30,000
Membership	12,612
Petty Cash	1,321
Insured Cash Sweep	579,261
Certificates of Deposit	239,090
Program Accounts	297,988
TOTAL Cash and Bank Accounts	1,160,272
TOTAL ASSETS	1,160,272
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	1,160,272
TOTAL LIABILITIES & EQUITY	1,160,272

Program Account Activity
06-01-25 to 06-30, 2025

Air Range

Beginning balance	\$69,150.34
Deposits & Credits	\$1,818.06
Checks Posted	\$3,265.70
Withdrawals & Debits	\$1,596.33
Ending Balance	\$66,106.37

Jr Chapter

Beginning balance	\$13,315.14
Deposits & Credits	\$0.00
Checks Posted	\$0.00
Withdrawals & Debits	\$0.00
Ending Balance	\$13,315.14

Education & Training

Beginning balance	\$46,584.78
Deposits & Credits	\$1,695.65
Checks Posted	\$155.00
Withdrawals & Debits	\$0.00
Ending Balance	\$48,125.43

Rifle-Pistol Range

Beginning balance	\$26,054.15
Deposits & Credits	\$1,329.86
Checks Posted	\$555.63
Withdrawals & Debits	\$0.00
Ending Balance	\$26,828.38

Education & Training Trust

Beginning balance	\$18,409.48
Deposits & Credits	\$0.76
Checks Posted	\$0.00
Withdrawals & Debits	\$0.00
Ending Balance	\$18,410.24

Skeet & Trap

Beginning balance	\$98,737.71
Deposits & Credits	35,198.96
Checks Posted	793.45
Withdrawals & Debits	16,157.15
Ending Balance	\$78,902.45

Field Archery

Beginning balance	\$25,391.37
Deposits & Credits	\$1,188.00
Checks Posted	\$313.31
Withdrawals & Debits	\$0.00
Ending Balance	\$26,266.06

Target Archery

Beginning balance	\$19,307.25
Deposits & Credits	\$1,180.00
Checks Posted	\$453.63
Withdrawals & Debits	\$0.00
Ending Balance	\$20,033.62